TABLE OF CONTENTS

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 1. CERTIFICATION, AUTHORIZATION AND ESTABLISHMENT

Section 1. Introduction

7.1.4.1 PURPOSE.

This E-Book provides guidance with regard to the processes and procedures for certification, authorization and establishment of aerodromes, heliports and water aerodromes in Kingdom of Saudi Arabia as required by GACAR Part 139, GACAR Part 138 and GACAR Part 137.

The purpose of this E-Book is to ensure uniformity, efficiency and regularity in the processes of the certification, authorization and establishment of aerodromes, heliports and water aerodromes, and to comply with procedures, regulation requirements and safety oversight acceptable to the President, and to facilitate the Aerodrome Safety Inspectors and Certifications Project Managers to discharge their functions in an effective, efficient and regular manner.

7.1.4.2 For the purpose of this E-Book, Aerodromes also means Heliports and Water Aerodromes. Aerodrome Safety Inspectors are referred in the E-Book as Aerodrome Safety Inspectors (ASIs) for Aerodromes, Heliport Safety Inspectors (HSIs) for Heliports and Water Aerodrome Inspectors (WASIs) for Water Aerodromes. Designated Team leader of the team of inspectors is referred as Certification Project Manager (CPM) for certification process and as Authorization Project Manager (APM) for Authorization process for better clarity and understanding.

7.1.4.3 APPLICABILITY.

Article 33 of Civil Aviation Law of Kingdom of Saudi Arabia states that no civil aerodrome may be constructed, used, or invested in, in the Kingdom of Saudi Arabia without obtaining approval of the President. Applicable regulations GACAR Part 139, GACAR Part 138 and GACAR Part 137 prescribes the requirements for certification, authorization and establishment of aerodromes, heliports and water aerodromes respectively.

This E-Book is applicable and describes the processes and procedures to be followed for certification, authorization and establishment of aerodromes, heliport and water aerodromes by the aerodrome safety inspectors, heliport safety inspectors, water aerodrome safety

inspectors and certification project managers. The E-Book also briefly prescribed the role, responsibilities, and conduct for all safety inspectors.

The E-Book may also be helpful for prospective and existing aerodrome, heliport and water aerodrome operators as a guidance to understand the requirements and processes for establishment, certification and authorization of aerodromes, heliports and water aerodromes.

7.1.4.4 TERMS AND DEFINITIONS.

The terms and definitions that are referred in this E-Book are the same as given in GACAR Part 1, GACAR Part 139, GACAR Part 138 and GACAR Part 137.

7.1.4.5 REFERENCE DOCUMENTS.

GACAR Part-139; GACAR Part 138, GACAR Part 137, GACAR Part 13, GACAR Part 11, GACAR Part 5, and E-Book Volume 1, Volume 2, Volume 12, Volume 13 and ICAO Annex 14 Volume I and II, ICAO Doc 9774, and ICAO Doc 9981.

7.1.4.6 RESPONSIBILITY.

Aerodrome Safety Department of Aviation Safety & Environmental Sustainability Sector of GACA has developed this E-Book. The Safety Inspectors and Certification Project Managers are delegated the authorities by the President to carry out their functions as mandated by the GACAR Part 139, GACAR Part 138 and GACAR Part 137 and as described in this E-Book.

7.1.4.7 AMENDMENTS.

This the first version of this E-Book and there are no amendments to this E-Book. The E-Book is issued with approval of Executive Vice President of Safety and Aviation Sector.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 1. CERTIFICATION, AUTHORIZATION AND ESTABLISHMENT

Section 2. Aerodrome Classification

7.1.2.1 Aerodromes in the Kingdom of Saudi Arabia have been classified in GACAR Part §139.105. For the purpose this e-book, aerodromes are classified as follows:

A. Civil/ Public Aerodromes. An aerodrome which is open to the public and serves aircraft operations offering scheduled or non-scheduled commercial air services. All civil /public aerodromes in KSA must be certificated under the provisions of GACAR Part 139 and processes prescribed in this e-book.

B. General Aviation Aerodromes. An aerodrome which is used to serve aircraft operations for any of the following category of use. All such general aviation aerodromes must be authorized under the provisions of GACAR Part 139 and processes prescribed in this e-book.

1. **Private Aerodrome.** An aerodrome used for the operation of aircrafts for use by the owner or operator and not open to the public.

2. **Flight Training Aerodrome.** An aerodrome used by flight training schools for providing pilot training and used by the flight instructors, pilots, flight crews and trainees only.

3. **General Purpose Aerodrome.** An aerodrome used for recreation, aerial work, or air shows to conduct the specified business of an organization other than the classified aerodromes as mentioned in (A).

7.1.2.2 Aerodrome Safety Inspectors and Certification Project Managers must follow the process and procedures given in this E-Book Part II as per above classification for aerodrome certification and authorization.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 1. CERTIFICATION, AUTHORIZATION AND ESTABLISHMENT

Section 3. Heliport Classification

7.1.4.1 Heliports in the Kingdom of Saudi Arabia (KSA) have been classified in GACAR Part §138.105. For the purpose this e-book, heliports are classified as follows:

A. Civil/Public Heliports. A heliport which is open to the public and serves helicopter operations offering scheduled or non-scheduled commercial air services. All civil/public heliports in KSA must be certificated under the provisions of GACAR Part 138 and processes prescribed in this e-book.

B. General Aviation Heliports. A General Aviation heliport must be authorized under provisions of GACAR Part 138 and processes as prescribed in this e-book, is any heliport used to serve helicopter operations for any purpose other than those listed in (1). General Aviation heliports include but not limited to the following:

1. **Private Heliport.** A heliport used for operation of helicopters for use by the owner or operator and not open to the public.

2. **Hospital Heliport.** A heliport used for helicopter operations associated with hospital emergency medical services.

3. **Flight Training Heliport.** A heliport used by flight training schools for providing pilot training and used by the flight instructors, pilots, flight crews and trainees only.

4. **General Purpose Heliport.** A heliport used for recreation, aerial work, or air shows, or to conduct the specified business of an organization other than the classified heliports mention in (A).

C. Shipboard Heliports. A heliport located on a ship that is registered in Saudi Arabia or a ship registered in any other country and its heliport is intended for use within the national waters of Saudi Arabia. All such heliports other than those classified shipboard heliports mention in (A) must be authorized under the provisions of GACAR Part 138 and processes as prescribed in this e-book.

D. Helidecks. A helideck located in an off-shore installation for use of non-commercial air

operation. All such helideck must be authorized under the provisions of GACAR Part 138 and processes prescribed in this e-book.

E. Temporary Heliports. For the purpose of this part, a temporary heliport is any of the following:

1. A heliport intended for one time use only; or

2. A heliport intended for time limited single-event use.

7.1.4.2 Heliport Safety Inspectors must follow the process and procedures given in this E-Book Part III as per above classification for heliport certification, and authorization.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 1. CERTIFICATION, AUTHORIZATION AND ESTABLISHMENT

Section 4. Water Aerodrome Classification

7.1.4.1 Water aerodromes in the Kingdom of Saudi Arabia (KSA) have been classified in GACAR Part §137.105. For the purpose this part, water aerodromes are classified as follows:

A. Civil/Public Water Aerodromes: A water aerodrome which is open to the public and serves seaplane operations offering scheduled or non-scheduled commercial air services. All civil/public water aerodromes in KSA must be certificated under the provisions of this part.

B. General Aviation Water Aerodromes: A General Aviation water aerodrome must be authorized under provisions of this part, is any water aerodrome used to serve seaplane operations for any purpose other than those listed in A above. General Aviation water aerodromes include but not limited to the following:

1. Private Water aerodrome: A water aerodrome used for operation of sea planes for use by the owner or operator and not open to the public.

2. Flight Training Water aerodrome: A water aerodrome used by flight training schools for providing pilot training and used by the flight instructors, pilots, flight crews and trainees only.

3. General Purpose Water aerodrome: A water aerodrome used for recreation, aerial work, or air shows, or to conduct the specified business of an organization other than the classified water aerodromes mention in A above.

7.1.4.2 Water Aerodrome Safety Inspectors must follow the process and procedures given in this E-Book Part IV as per above classification for water aerodrome certification, and authorization.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 1. CERTIFICATION, AUTHORIZATION AND ESTABLISHMENT

Section 5. Vertiports Classification

7.1.5.1 General.

A. Vertiport's international standards and national regulations are continuously being developed to provide the required regulatory framework for AAM's safe and sustainable operations.

B. Currently, GACA regulations pertaining to vertiports are under development in line with the ongoing international developments.

C. Thus, GACA handles the construction and operation of vertiports within KSA via the issuance of a GACA Vertiport Authorization based on a case-by-case evaluation as stipulated in the GACA eBook Volume-7 Chapter 17 (Establishment of Vertiports) and GACA Advisory Circular AC-140-01(Vertiports Design Specification (VDS))

7.1.5.3 Vertiports in the Kingdom of Saudi Arabia (KSA) are classified as follows:

A. Civil/Public Vertiports. A vertiport that is open to the public and serves VTOL aircraft operations offering scheduled or non-scheduled commercial air services. All civil/public vertiports in KSA must be certificated under the provisions of the relevant GACAR and processes prescribed in this e-book.

B. General Aviation Vertiports. A General Aviation vertiport must be authorized as per provisions of GACAR and processes as prescribed in this e-book, is any vertiport used to serve VTOL aircraft operations for any purpose other than those listed in (A). General Aviation vertiports include but are not limited to the following:

1. **Private Vertiport.** A vertiport is used for the operation of VTOL aircraft for use by the owner or operator and is not open to the public.

2. **Hospital Vertiport.** A vertiport used for VTOL aircraft operations associated with hospital emergency medical services.

3. **Flight Training Vertiport.** A vertiport is used by flight training schools to provide

pilot training and is used by flight instructors, pilots, flight crews, and trainees only.

4. **General Purpose Vertiport.** A vertiport used for recreation, aerial work, or air shows or to conduct the specified business of an organization other than the classified vertiports mentioned in (A).

C. **Shipboard Vertiports.** A vertiport is located on a ship that is registered in Saudi Arabia or a ship registered in any other country, and its vertiport is intended for use within the national waters of Saudi Arabia. All such vertiports other than those classified shipboard vertiports mentioned in (A) must be authorized under the provisions of relevant GACAR and processes as prescribed in this e-book.

D. **Temporary Vertiports.** For the purpose of this part, a temporary vertiport is any of the following:

1. A vertiport intended for one-time use only; or

2. A vertiport intended for time-limited single-event use.

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VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 2. ROLE AND RESPONSIBILITIES OF ASIS/HSIS/WASIS

Section 1. Role and Responsibilities of Aerodrome Safety Inspectors

7.2.1.1 GENERAL

A. Aerodrome Safety Inspectors have the major responsibilities and duties for, inter-alia, certification, authorization and establishment of aerodromes. The aerodrome safety inspectors generally report to the Manager or as assigned by General Manager, Aerodrome Safety Department (ASD). In this E-Book, team leader of certification or authorization process is referred as Certificate Project Manager (CPM) and Authorization Project Manager (APM). The responsibilities shall include, inter-alia, certification, authorization, establishment permission, safety oversight, change management, competence assessment, compliance enforcement, inspections, audits and surveillance of the aerodromes, heliports and water aerodromes on existing certified aerodromes or new aerodromes etc.

B. ASIs responsibilities also include to review the aerodrome manuals, standard operation procedures, obstacles evaluation, assessment of safety management system manuals, aerodrome emergency plans and other requirements of certification and authorization as required by GACAR Part 139. In case such subject expertise is not available within Aerodrome Safety Department, then Manager shall coordinate with other respective department for services in such subject areas.

C. ASIs shall also have the responsibilities as defined in Chapter 3 of E-Book Volume 1, specially for the following besides described in this e-book:

1. Section 1 – Aerodrome Safety Inspector Responsibilities;

2. Section 2 – Aerodrome Safety Inspector Ethics and Conduct;

3. Section 3 – Access to Aerodromes and Other Areas; and

4. Section 4 – Aerodrome Safety Inspector Training Requirements.

D. Aerodrome Safety Inspectors should also be familiar with the provisions and requirements

of E-Book Volume 2–Safety Management Systems, E-Book Volume 12-Surveillance, and Volume 13–Compliance Enforcement and Resolution.

7.2.1.2 AERODROME SAFETY INSPECTOR RESPONSIBILITIES AND TYPICAL DUTIES

A. Aerodrome Safety Inspectors are responsible for having the knowledge, skill, and ability to counsel and instruct the general public, the aviation public, and the aviation industry on the accepted methods of compliance with the General Authority of Civil Aviation Regulations (GACARs).

B. Aerodrome Safety Inspectors are also responsible for preventing violations of regulations whenever possible. One way to assure this is through the aerodrome certification or authorization process where an Aerodrome Safety Inspector assures that applicants are in compliance with the GACARs before issuing any certificate or authorization.

C. Aerodrome Safety Inspectors also ensure that all applicable persons comply with the regulations on a continuing basis through a thorough and systematic surveillance program.

D. If, during the performance of any of these duties, the Aerodrome Safety Inspector finds or becomes aware of any violation of the GACARs, the Aerodrome Safety Inspector must investigate and report according to provisions given in GACAR Part 13.

E. Aerodrome Safety Inspectors should:

1. Always be mindful of the difference in being nosy and investigating, and use the latter to establish guilt or innocence and to find both mitigating and aggravating circumstances.

2. Be objective, i.e., report what they find, both bad and good—the good in those whom the Aerodrome Safety Inspector finds offensive and the bad in those the Aerodrome Safety Inspector likes.

3. Leave the final decisions (if applicable) to those who must decide it, but be sure to give those individuals the basis for sound decisions in the technical analysis.

4. Include the Aerodrome Safety Inspector's feelings, opinions, and conjecture in the analysis, clearly separating them from the facts.

5. Report what the Aerodrome Safety Inspector must instead of what the Aerodrome

Safety Inspector wants; be detached and not emotionally involved.

6. Take a positive, objective approach, not wasteful of diminishing resources, and always considering safety; keep in mind that proper regulation and promotion of the aviation industry are the same thing.

7. Try to avoid emotional reporting. The Aerodrome Safety Inspector should always read what he wrote in aggravation after a "cooling off" period, and see if it still reflects a true and accurate picture of the event. Consultation with other Aerodrome Safety Inspectors and the supervisor can sometimes be very effective, provided the Aerodrome Safety Inspector is willing to take the advice given. If the Aerodrome Safety Inspector is unwilling to accept that advice, his investigatory and reporting problems are likely to multiply.

7.2.1.3 The typical duties of an Aerodrome Safety Inspector as regards to aerodrome certification process will also include but not be limited to the following:

A. Examine the application for aerodrome certifications.

B. Review the Aerodrome Manual and verify, inter-alia, aerodrome data in the aerodrome manual as per provisions given in chapter 4 of this E-Book including details of:

1. Location of the aerodrome;
2. Name and address of the aerodrome operator;
3. Movement area;
4. Runway declared distances available;
5. Aeronautical ground lighting;
6. Ground services;
7. Aeronautical Information Services (AIP); and
8. Notices of special conditions and procedures, if any.

7.2.1.4 Technical Inspection during site visit of aerodromes including:

A. On-site verification of aerodrome data, aerodrome manual and procedures; and

B. Checking of aerodrome facilities and equipment, which should include:

1. Dimensions and surface conditions of:
   - **i.** runway(s);
   - **ii.** runways shoulders;
   - **iii.** runway strip(s);
   - **iv.** runway end safety areas;
   - **v.** stop way(s) and clearways;
   - **vi.** taxiway(s);
   - **vii.** taxiway shoulders;
   - **viii.** taxiway strips; and
   - **ix.** aprons;
2. Presence of obstacles in obstacle limitation surfaces at and in the vicinity of the aerodrome;
3. Following aeronautical ground lights, including their flight check records, if necessary:
   - **i.** runway and taxiway lighting;
   - **ii.** approach lights;
   - **iii.** PAPI/APAPI;
   - **iv.** Apron floodlighting;
   - **v.** Obstacle lighting;
   - **vi.** pilot-activated lighting, if applicable; and
   - **vii.** visual docking guidance systems;
   - **viii.** Standby power;
4. Wind direction indicator(s);
5. Illumination of the wind direction indicator(s);
6. Aerodrome markings and markers;
7. Signs in the movement areas;
8. Tie-down points for aircraft, if provided;

9. Ground earth points;

10. Rescue and fire-fighting equipment and installations;

11. Aerodrome maintenance equipment;

12. Runway sweepers and snow removal equipment;

13. Disabled aircraft removal equipment;

14. Wildlife management procedures and equipment;

15. Two-way radios installed in vehicles for use by the aerodrome operator;

16. Presence of lights that may endanger the safety of aircraft; and

17. Fueling facilities.

7.2.1.5 On-site verification of aerodrome manual and verification and audits of operating procedures including:

A. Overall aerodrome safety management system;

B. Aerodrome emergency plan and periodic aerodrome emergency exercises;

C. Rescue and fire-fighting;

D. Inspection and maintenance of aeronautical ground lighting;

E. Promulgation of changes to published aerodrome information;

F. Prevention of unauthorized entry to the aerodrome, particularly movement area and protection of public against jet or propeller blast;

G. Operator's daily inspection of the aerodrome;

H. Planning and carrying out of aerodrome construction and maintenance work including compliance with construction safety requirements;

I. Apron management and parking control;

J. Control of vehicles operating on or in vicinity of movement area;

K. Wildlife hazard management;

L. Monitoring of obstacle limitation surfaces and notification;

M. Removal of disabled aircraft;

N. Hazardous materials, including aviation fuel;

O. Protection of radar and navigational aids; and

P. Low-visibility operations

7.2.1.6 On-site technical inspection and testing of aerodrome facilities and equipment including:

A. Dimensions and surface conditions of run- ways, taxiways, stop ways, runway end safety areas, runway and taxiway strips, shoulders, aprons;

B. Aeronautical ground lighting systems including flight check records;

C. Stand by power;

D. Landing direction indicators and wind direction indicators;

E. Aerodrome markings and markers;

F. Guidance signs and warning signs in the movement area;

G. Aerodrome maintenance equipment;

H. Disabled aircraft removal plan;

I. Wildlife control equipment;

J. Presence of obstacles in obstacle limitation surfaces;

K. Runway visual range measuring equipment;

L. Presence of dangerous lights;

M. Rescue and fire-fighting services

N. Fueling facilities; and

O. Runway surface friction measuring equipment

7.2.1.7 General duties and all other functions relating to the certification of aerodromes including receiving and processing of expressions of interest and applications for aerodrome certificates; processing requests for the renewal, amendment, transfer or surrender of certificates or requests for interim certificates; change management, reporting to AIS; and determining appropriate enforcement action in the event of findings, corrective action plan, non-compliance and over sight surveillance etc. with the regulations as assigned by Manager and General Manager.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 2. ROLE AND RESPONSIBILITIES OF ASIs/HSIs/WASIs

Section 2. Role and Responsibility of Heliport Safety Inspectors

7.2.2.1 GENERAL.

In this E-Book, Inspector is referred as Heliport Safety Inspector (HSI). The heliport safety inspector who is assigned as team leader for certification or authorization is referred as Heliport Certification Project Manager (HCPM) and Heliport Authorization Project Manager (HAPM) respectively for ease of understanding, but for all practical purposes, the assigned inspector for authorization can be the same person as for the certification.

7.2.2.2 ROLE AND RESPONSIBILITIES

A. The responsibilities shall include, inter-alia, certification or authorization of heliports, heliport inspections, safety oversight, auditing, surveillance and administration of regulation compliances of heliports as required by GACAR Part 138.

B. The heliport safety inspectors are responsible to examine and evaluate the design of new heliports for permission of establishment, to monitor activities of construction and completion of such new heliports in compliance with GACAR Part 138 requirements and standards.

C. The heliport safety inspectors have the responsibility to conduct themselves with dignity, responsibility, honesty and fairness while interacting with applicants, heliport operators or/and while conducting inspections, audits, on-site verifications and surveillance of heliports.

D. The heliport safety inspectors shall report to the Manager, Heliport and/or General Manager, Aerodrome Safety Department (ASD) or as assigned by Assistant President, Aviation Safety & Environmental Sustainability Sector (AVSES).

E. Heliport Safety Inspectors should be familiar with the provisions and requirements of E-Book Volume 1- General Guidance and Information; Volume 2–Safety Management Systems; Volume 7-Aerodromes, Volume 11-Miscellaneous, Volume 12-Surveillance; and Volume 13–Compliance Enforcement and Resolution.

F. Heliport safety inspectors are required to possess the knowledge, skill, and ability to counsel and instruct the, heliport operators, general public, aviation community, and the

aviation industry on the accepted procedures of compliance with the General Authority of Civil Aviation Regulations (GACARs).

G. Heliport safety inspectors are responsible for preventing violations of regulations wherever possible. One of the ways to assure this is through the heliport certification or authorization process where a heliport safety inspector assures that applicants or operators or heliports are in full compliance with the GACARs before issuing any certificate or authorization.

H. Heliport safety inspectors ensure that all heliport persons comply with the regulations on a continuing basis espousing a thorough and systematic surveillance program. If, during the performance of any of these duties, the heliport safety inspector finds or becomes aware of any violation of the GACARs, the heliport safety inspector must investigate and report according to the provisions in GACAR Part 13.

I. Heliport safety inspectors should:

1. Always be mindful of the difference in being interfering and investigating, and use the latter to establish culpability or innocence and to find both mitigating and aggravating circumstances.

2. Be objective, i.e., report what they find, both bad and good - the good in those whom the heliport safety inspector finds offensive and the bad in those the heliport safety inspector likes.

3. Leave the final decision (if applicable) to those who must decide it, but be sure to give those individuals the basis for sound decisions in technical analysis or recommendations.

4. Exclude the feelings, opinions, and conjecture in the analysis, clearly separating them from the facts.

5. Report what the heliport safety inspector must instead of what the heliport safety inspector wants; be detached and not emotionally involved.

6. Take a positive and objective approach, always consider safety at first; and keep in mind that implementing proper regulation and promotion of the aviation industry are the foremost objectives.

7.2.2.3 TYPICAL DUTIES OF HELIPORT SAFETY INSPECTORS

A. Certification and authorization of heliports.

B. Educating the heliport operators and applicants on requirements of the GACA Regulations.

C. Processing of the applications of certification, authorization and establishment of new heliports and conduct of competency assessment of management personnel.

D. Review of the Heliport Operation Manual (HOM) for its acceptance and verify, inter-alia, heliport data in the HOM including details of:

1. Location of the heliport;

2. Name and address of the heliport operator;

3. Heliport Reference;

4. Operation hours;

5. Movement area details;

6. Heliport declared distances;

7. Heliport Emergency Response;

8. RFF Services;

9. Fuel Services;

10. Met Services;

11. ATC Services;

12. Ground services;

13. Heliport Operating Procedures;

14. Aeronautical Information Publication (AIP); and

15. Notices of special conditions and procedures, if any.

E. Technical Inspection of heliport, checking and testing of heliport physical characteristics, facilities and equipment during the heliport visit, which should include, but not limited, the following:

1. Dimensions and surface conditions of FATO, TLOF, safety areas, clearways,

parking stands, taxiways and movement areas;

2. Heliport lighting
3. Flight check records, if applicable;
4. Stand by power supply systems;
5. Wind direction indicators;
6. Heliport markings and markers;
7. Guidance signs and warning signs;
8. Heliport maintenance equipment;
9. Obstacles in obstacle limitation surfaces at and in the vicinity of heliport:
10. Marking and lighting of obstacles;
11. Heliport weather measuring equipment;
12. Presence of dangerous lights;
13. Tie-down points for helicopters, if provided;
14. Ground earth points;
15. Heliport Emergency Response
16. RFF services;
17. Heliport maintenance services;
18. Heliport snow removal equipment, if applicable;
19. Disabled helicopter removal equipment;
20. Fueling facilities;
21. Wildlife management equipment;
22. Two-way radios communication in vehicles; and
23. Presence of lights that may endanger the safety of helicopter.

F. On-site verification of heliport operation manual, other manuals and audits of operating procedures including, but not limited, the following:

1. Overall heliport safety management system;

2. Heliport emergency plan and periodic heliport emergency exercises;
3. Heliport emergency response time and RFF services;
4. Maintenance procedures of aeronautical ground lighting;
5. Promulgation of changes to published heliport information;
6. Prevention of unauthorized entry to the heliport, particularly movement area and protection of public against rotor blast;
7. Operator's daily inspection procedures of the heliport;
8. Safety during heliport construction and maintenance work;
9. Helicopter stands/Apron management and parking control;
10. Control of vehicles operating on or in vicinity of movement area;
11. Wildlife hazard management;
12. Monitoring of obstacle limitation surfaces and notification;
13. Dangerous goods, Hazardous materials, including aviation fuel;
14. Protection of navigational aids, if provided;
15. Low-visibility operations, if applicable;
16. Dangerous goods handling procedures;
17. Procedures for Change Management; and
18. Procedures for Reporting of incidents and accidents.

7.2.2.4 GENERAL DUTIES AND ALL OTHER FUNCTIONS. The general duties of the heliport safety inspectors beside authorization and certification of heliports includes monitoring the certification and authorization certificates validity of the heliports and continued competency of management personnel, processing of requests for the change management, amendment to manuals, requests for exemptions, permission for temporary heliports, reports to AIS, and monitoring and determining appropriate action in the event of findings, corrective action plan, non-compliance, and oversight and surveillance of heliports post certification or authorization to ensure continued compliance with the regulations. HSIs shall perform any other duties as assigned by Manager and General Manager.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 2. ROLE AND RESPONSIBILITIES OF ASI/HSI/WASI

Section 3. Role and Responsibility of Water Aerodrome Safety Inspectors

7.2.3.1 GENERAL

A. Water Aerodrome Safety Inspectors have the major responsibilities and duties for, inter-alia, certification, authorization and establishment of water aerodromes. The water aerodrome safety inspectors generally report to the Manager or as assigned by General Manager, Aerodrome Safety Department (ASD). In this E-Book, team leader of certification or authorization process is referred as Certificate Project Manager (CPM) and Authorization Project Manager (APM). The responsibilities shall include, inter-alia, certification, authorization, establishment permission, safety oversight, change management, competence assessment, compliance enforcement, inspections, audits and surveillance of the water aerodromes etc.

B. WASIs responsibilities also include to review the water aerodrome operation manual, standard operation procedures, obstacles evaluation, assessment of safety management system manuals, water aerodrome emergency plans and other requirements of certification and authorization as required by GACAR Part 137. In case such subject expertise is not available within Aerodrome Safety Department, then Manager shall coordinate with other respective department for services in such subject areas.

C. WASIs shall also have the responsibilities as defined in Chapter 3 of E-Book Volume 1, specially for the following besides described in this e-book:

5. Section 1 – Aerodrome Safety Inspector Responsibilities;

6. Section 2 – Aerodrome Safety Inspector Ethics and Conduct;

7. Section 3 – Access to Aerodromes and Other Areas; and

8. Section 4 – Aerodrome Safety Inspector Training Requirements.

D. Water Aerodrome Safety Inspectors should also be familiar with the provisions and requirements of E-Book Volume 2–Safety Management Systems, E-Book Volume 12-Surveillance, and Volume 13–Compliance Enforcement and Resolution.

7.2.3.2 WATER AERODROME SAFETY INSPECTOR RESPONSIBILITIES AND TYPICAL DUTIES

A. Water Aerodrome Safety Inspectors are responsible for having the knowledge, skill, and ability to counsel and instruct the general public, the aviation public, port authority and the aviation industry on the accepted methods of compliance with the General Authority of Civil Aviation Regulations (GACARs).

B. Water Aerodrome Safety Inspectors are also responsible for preventing violations of regulations whenever possible. One way to assure this is through the water aerodrome certification or authorization process where an Water Aerodrome Safety Inspector assures that applicants are in compliance with the GACARs before issuing any certificate or authorization.

C. Water Aerodrome Safety Inspectors also ensure that all applicable persons comply with the regulations on a continuing basis through a thorough and systematic surveillance program.

D. If, during the performance of any of these duties, the Water Aerodrome Safety Inspector finds or becomes aware of any violation of the GACARs, the Water Aerodrome Safety Inspector must investigate and report according to provisions given in GACAR Part 13.

E. Water Aerodrome Safety Inspectors should:

1. Always be mindful of the difference in being nosy and investigating, and use the latter to establish guilt or innocence and to find both mitigating and aggravating circumstances.

2. Be objective, i.e., report what they find, both bad and good - the good in those whom the Water Aerodrome Safety Inspector finds offensive and the bad in those the Water Aerodrome Safety Inspector likes.

3. Leave the final decisions (if applicable) to those who must decide it, but be sure to give those individuals the basis for sound decisions in the technical analysis.

4. Include the Water Aerodrome Safety Inspector’s feelings, opinions, and conjecture in the analysis, clearly separating them from the facts.

5. Report what the Water Aerodrome Safety Inspector must instead of what the Water

Aerodrome Safety Inspector wants; be detached and not emotionally involved.

6. Take a positive, objective approach, not wasteful of diminishing resources, and always considering safety; keep in mind that proper regulation and promotion of the aviation industry are the same thing.

7. Try to avoid emotional reporting. The Water Aerodrome Safety Inspector should always read what he wrote in aggravation after a "cooling off" period, and see if it still reflects a true and accurate picture of the event. Consultation with other Water Aerodrome Safety Inspectors and the supervisor can sometimes be very effective, provided the Water Aerodrome Safety Inspector is willing to take the advice given. If the Water Aerodrome Safety Inspector is unwilling to accept that advice, his investigatory and reporting problems are likely to multiply.

7.2.3.3 The typical duties of a Water Aerodrome Safety Inspector as regards to water aerodrome certification process but not limited to the following:

A. Examine the application for water aerodrome certifications.

B. Review the water aerodrome operation manual and verify, inter-alia, water aerodrome data in the water aerodrome operation manual as per provisions given in this E-Book including details of:

1. Location of the water aerodrome;

2. Name and address of the water aerodrome operator;

3. Movement area;

4. Water Runway declared distances available;

5. Aeronautical ground lighting;

6. Water Aerodrome Ground services;

7. Aeronautical Information Services (AIP); and

8. Notices of special conditions and procedures, if any.

7.2.3.4 Technical Inspection during site visit of water aerodromes including:

A. On-site verification of water aerodrome data, water aerodrome operation manual and

procedures; and

B. Checking of water aerodrome facilities and equipment, which should include:

C. Dimensions and surface conditions of:

1. Water runway(s);

2. Water runway strip(s);

3. Water runway end safety areas;

4. Water runway clearways;

5. Taxi channel(s);

6. taxiway strips;

7. Mooring and Anchoring areas;

8. Fix and Floating Platforms; and

9. Docking Area

D. Presence of obstacles in obstacle limitation surfaces at and in the vicinity of the water aerodrome;

E. Following aeronautical ground lights, including their flight check records, if necessary:

1. Water runway:

2. Taxi-lane lighting;

3. Dock Area floodlighting;

4. Strobe Lights;

5. Obstacle lighting;

6. Standby power;

7. Wind direction indicator(s);

8. Illumination of the wind direction indicator(s);

9. Water aerodrome markings and markers;

10. Signs in the dock areas;

11. Anchoring points for seaplanes, if provided;

12. Rescue and fire-fighting vessels and equipment;

13. Water aerodrome maintenance equipment;

14. Disabled seaplane removal equipment;

15. Wildlife and Aquatic life management procedures and equipment;

16. Two-way radios installed in boats and vessels for use by the water aerodrome operator;

17. Presence of lights that may endanger the safety of seaplane; and

18. Fueling facilities, if provided at water aerodrome.

7.2.3.5 On-site verification of water aerodrome operation manual and verification and audits of operating procedures including:

A. Water aerodrome safety management system;

B. Water aerodrome emergency plan and periodic water aerodrome emergency exercises;

C. Rescue and fire-fighting Services;

D. Inspection and maintenance of aeronautical ground lighting;

E. Promulgation of changes to published water aerodrome information;

F. Prevention of unauthorized entry to the water aerodrome, particularly operational area and protection of public against propeller blast;

G. Operator's daily inspection of the water aerodrome;

H. Planning and carrying out of water aerodrome construction and maintenance work including compliance with construction safety requirements;

I. Dock area management and docking control;

J. Control of boats and vessels operating on water or in vicinity of operation area;

K. Wildlife and Aquatic hazard management;

L. Monitoring of obstacle limitation surfaces and notification;

M. Removal of disabled seaplane procedures or arrangements;

N. Dangerous goods, Hazardous materials, including aviation fuel;

O. Protection of radar and navigational aids, if provided; and

P. Low-visibility operations

Q. Procedures for Change Management; and

R. Procedures for Reporting of incidents and accidents.

7.2.3.6 On-site technical inspection and testing of water aerodrome facilities and equipment including:

A. Dimensions and water surface conditions of water runways, taxilanes, turn basins, safety areas, water runway and taxi-lane strips, docking area and anchoring areas;

B. Aeronautical ground lighting systems;

C. Stand by power supply systems;

D. Landing direction indicators and wind direction indicators;

E. Water aerodrome markings and markers;

F. Guidance signs and warning signs in the docking and movement area;

G. Water aerodrome maintenance equipment;

H. Disabled aircraft removal plan and arrangement;

I. Wildlife and Aquatic control equipment;

J. Presence of obstacles in obstacle limitation surfaces;

K. MET equipment;

L. Presence of dangerous lights;

M. Rescue and fire-fighting services

N. Fueling facilities, if provided; and

O. Water depth and current measuring equipment

7.2.3.7 General duties and all other functions relating to the certification of water aerodromes including receiving and processing of expressions of interest and applications for water aerodrome certificates; processing requests for the renewal, amendment, transfer or surrender of certificates or requests for interim certificates; change management, check for data accuracy and quality, reporting to AIS; and determining appropriate enforcement action in the event of findings, corrective action plan, non-compliance and over sight surveillance etc. with the regulations as assigned by Manager and General Manager.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 2. ROLE AND RESPONSIBILITIES OF ASI/HSI/WASI

Section 4. Personal Conducts and Ethics for ASIs, HSIs and WASIs

7.2.4.1 GENERAL

A. This section contains direction and guidance for aerodrome/heliport/water aerodrome safety inspectors (ASIs/HSIs/WASIs) pertaining to principles of ethics and conduct of the aerodrome/heliport/water aerodrome safety inspectors as they affect the performance of their duties and the image of GACA. The efforts are made to provide basic outlines, as this section may not possibly cover all situations, the ASI/HIS/WASI may encounter while performing his or her duties.

B. ASIs/HSIs/WASIs are require to interact with operators and other stake holders often. General Authority of Civil Aviation expects them to exercise good judgment, professional behavior and ethical conduct at all times while on and off duty.

C. ASIs/HSIs/WASIs are exposed to a number of circumstances that are critical to their positions and has to frequently interpret and evaluate the competence of aerodrome and heliport management personnel, quality of training programs, manuals, operation procedures, maintenance procedures, and overall safety activities at aerodromes and heliports. It is imperative that all ASIs/HSIs/WASIs are sensitive to the responsibilities and expectations of their positions and must remain objective and impartial while performing their duties.

D. ASIs/HSIs/WASIs must be thoughtful of any conflict, whether actual or perceived, that could disrupt the effectiveness or credibility of the Aerodrome Safety department or the GACA.

E. Aerodrome/Heliport/Water Aerodrome Safety Inspectors are required to comply with the standards of conduct as set forth in GACA E-Book Volume I and described in this E-Book.

7.2.4.2 PROFESSIONALISM.

ASIs/HSIs/WASIs are required to exhibit professionalism while of duty. Professionalism is a set of behavioral traits that enhances mission effectiveness both internally and externally by:

1. Fostering collaboration with others;

2. Focusing on customer service;

3. Demonstrating technical competence; and

4. Making a positive impact on organizational success.

7.2.4.3 INTERDEPENDENCE

A. Interdependence is part of the working of safety inspectors and they must ensure that organizational quality and quantity requirements are met and resources are used most effectively. Interdependence is:

1. Asking for advice and suggestions from certificate project manager, certificate management team member, subject experts and the appropriate policy owners;

2. Communicating and collaborating up, down, and across the other departments and organizations to solve problems in creative and innovative ways;

3. Understanding that the differences are not necessarily wrong;

4. Tailoring solutions to specific circumstances while being firmly enforcing laws, regulations, policy and interpretation;

5. Keeping informed of workload and discussing priorities is an expected use of interdependence that supports collaborative decision making; and

6. Recognizing the need for additional resources, additional expertise, and policy clarifications or deviations, and then acting to address those needs, is also an expected use of interdependence.

B. ASIs/HSIs/WASIs exercising interdependence should:

1. Elevate cases of nonstandard application of published regulations and procedural

guidance to the manager for resolution;

2. Review workload, adjust priorities to account for changing circumstances and keep manager informed;

3. Seek support from and objectively listen to the suggestions and comments of others;

4. Demonstrate attention to and understand the concerns of others;

5. Identify and resolve professional differences of opinion;

6. Communicate in an understandable and timely manner;

7. Offer assistance and share information that is useful in producing acceptable and complete solutions;

8. Remain calm and diplomatic in tense situations in which there may be a significant disagreement among team members or the operator personnel; and

9. Discuss problems openly and manage conflicts constructively so that work is not adversely impacted.

7.2.4.4 REGULARITY AND CONSISTENCY.

ASIs/HSIs/WASIs, exercising consistency, should:

1. Understand operators or stakeholder requirements;

2. Ask questions to ensure understanding of operator or stakeholder expectations;

3. Inform operator or stakeholder of guidance material and GACA regulations;

4. Ensure that requirements are incorporated into final documents, projects and designs;

5. Works with the public and industry to achieve and maintain regulatory compliance and improve safety;

6. Explain the rationale and action needed for resolution when required to take regulatory action;

7. Avoid action or inaction that contributes to public perception of inconsistency;

8. Provide regularity and consistency in response and processes of aerodrome and heliport certification or authorization;

9. Adhere to the same principles uniformly, which are based on the law, regulations, policy and legal interpretations; and

10. Must be open to different perspectives and proposed compliance solutions from operators while being firmly anchored in provisions of law, regulations, policies.

7.2.4.5 COMMUNICATION. ASIs/HSIs/WASIs, while communicating, should:

1. Effectively conveys, receives and understands information in oral, written and non-verbal modes;

2. Verifies that the recipient is prepared to receive information;

3. Confirms that information conveyed was received and accurately understood;

4. Listens actively and objectively without interrupting;

5. Checks own understanding of other's communication (e.g., repeats or paraphrases, asks additional questions);

6. Presents appropriate and accurate information in a clear, concise and compelling manner in all media;

7. Adapts content, style, tone and media of communication to suit the target audience including cultural considerations and to promote dialogue;

8. Understands other people's concerns;

9. Maintains open lines of communication with management, operators and colleagues;

10. Communicates complex issues clearly and credibly with diverse audiences; and

11. Delivers difficult or unpopular messages with clarity, tact and diplomacy.

7.2.4.6 PROBLEM SOLVING AND DECISION MAKING.

ASIs/HSIs/WASIs, while making solving problems and decisions, should:

1. Solves issues of varied levels of complexity, ambiguity and risk;

2. Makes timely decisions that take into account relevant facts, tasks, goals, constraints, risks and conflicting points of view;

3. Collects related and sufficient information from a variety of sources in a timely manner;

4. Breaks down complex tasks into manageable parts;

5. Considers multiple possible causes of problems;

6. Identifies risks involved for different solutions to a problem;

7. Identifies interdependencies between various components of a problematic situation;

8. Develops solutions that address the situation in its entirety;

9. Takes steps to mitigate medium-to long-term impact of solutions when developing solutions to fix immediate issues;

10. Provides a rationale behind each decision;

11. Makes timely decisions based on applicable rules, regulations and procedures;

12. Responds decisively when inappropriate conduct is identified to affect positive change without delay;

13. Recognizes scope of own authority for decision making and escalates to the appropriate level if necessary;

14. Demonstrates decisiveness when under pressure or faced with complex or sensitive situations; and

15. Incorporates lessons learnt in future decisions.

7.2.4.7 TECHNICAL EXPERTISE.

ASIs/HSIs/WASIs should develop technical expertise in relevant field of work:

1. Applies and improves technical knowledge and skills to perform safety oversight duties in a specific aviation discipline;

2. Applies technical knowledge and skills to correctly address a situation;

3. Accurately answers complex technical questions;

4. Keeps up to date on specialized technical knowledge and skills;

5. Recognizes trends in practice of one's own technical area and anticipates changes;

6. Interprets correctly and explains the intent of the applicable statute, regulation, or standard for a given context;

7. Evaluates efforts by operators to demonstrate initial compliance with the regulations;

8. Develops and implements an effective program to monitor continuing compliance of the regulations by operators;

9. Contributes as a subject-matter expert to the development of regulations and guidance;

10. Consistently provides appropriate guidance to operators and colleagues on how to implement performance-based regulations;

11. Applies appropriate procedures in accordance with the GACA regulations; and

12. Applies enforcement measures when necessary and in accordance with applicable regulations.

7.2.4.8 SYSTEM THINKING. ASIs/HSIs/WASIs should adopt system based approach while working:

1. Understands and determines how the various components of management systems interact and affect the overall system safety performance;

2. Accurately evaluates the inter-relationship between policies, processes and procedures of the operator's systems;

3. Accurately evaluates the inter-relationship between various systems including quality planning, quality control, and quality assurance of the operator;

4. Determines the effectiveness of the implementation of continuous improvement, reactive and proactive processes;

5. Recognizes the essential components of a functional safety management system and their interoperability;

6. Determines whether the operator's management systems are appropriate for the size and scope of the operations;

7. Accurately evaluates the inter-relationships between the management systems across various operators;

8. Uses the appropriate set of metrics to measure and monitor regulatory and operator safety performance;

9. Interprets findings from analysis of performance data;

10. Assesses if the operator safety performance objectives achieve the desired safety performance;

11. Provides feedback on potential deficiencies of the regulatory framework; and

12. Accurately determines whether the root cause(s) of deficiencies results from a single-point or systemic failure(s).

7.2.4.9 RISK MANAGEMENT.

ASIs/HSIs/WASIs should promote and practice risk management while working:

1. Demonstrates an effective approach to the oversight of an operator considering its business model, risk profile and its availability of resources;

2. Carries out comprehensive risk assessments of operators using appropriate methodologies;

3. Makes strategic decisions based on risk assessment, principles, values and business cases;

4. Accurately determines on a timely basis trend, problem areas or hazards that may negatively impact safety;

5. Recognizes business practices or organizational cultures that are potential indicators of increased levels of risk;

6. Applies appropriate certification requirements and surveillance techniques according to changing levels of risk;

7. Evaluates appropriateness of safety cases submitted by operators;

8. Evaluates appropriateness of risk assessments performed by operators and actions taken to manage hazards to an acceptable level;

9. Identifies if appropriate remedial or enforcement action is required to address an issue at its root cause; and

10. Ensures that operators implement remediation measures.

7.2.4.10 CRITICAL THINKING.

ASIs/HSIs/WASIs should analyze information and data critically in order to consistently achieve desired outcomes:

1. Accurately analyses operator performance data for trends;
2. Evaluates information with accuracy and objectivity;
3. Seeks additional detail or clarification from colleagues or operators;
4. Synthesizes data from a variety of sources and applies procedures appropriately;
5. Recognizes that different processes and procedures can lead to similar outcomes;
6. Analyses the thoroughness and effectiveness of all documented processes;
7. Determines if operator employees understand and adhere to processes;
8. Determines if operators understand and adhere to processes;
9. Assesses the efficiency and effectiveness of the implementation and maintenance of mandatory system-based program against operational requirements; and
10. Distinguishes between lapses, negligence and reckless action.

7.2.4.11 LEADERSHIP AND TEAM WORK.

ASIs/HSIs/WASIs should demonstrate leadership and team work while working:

1. Collaborates up, down and across the organization to foster and promote a clear vision and common goals. Energizes others to achieve the goals and positive results;
2. Gains the trust and confidence of others;
3. Promotes positive working relationships;
4. Encourages open discussion;
5. Facilitates resolution of conflicts;
6. Inspires others to collaborate and strive towards excellence;
7. Actively solicits constructive feedback;

8. Willingly adopts suggestion for improvement from others;

9. Directs the work of the team to adapt to circumstances;

10. Empowers team members to make decisions; and

11. Identifies the required resources to support the team.

7.2.4.12 ON-THE-JOB ETHICS AND CONDUCT

A. **On Duty Behavior.** ASIs/HSIs/WASIs have direct bearing on the appropriate and effective accomplishment of official job functions and responsibilities. All inspectors must observe decent behavior while on duty as following:

1. ASIs/HSIs/WASIs are required to approach their duties in a professional manner and to maintain that attitude throughout their activities.

2. ASIs/HSIs/WASIs working in direct contact with operators and with the public, through their conduct, bear great responsibility in the determination of public perception of GACA.

3. ASIs/HSIs/WASIs must guard themselves against allowing personal emotions or conflicts with industry personnel to influence their behavior or actions in providing assistance to operators, or in filing of enforcement actions.

B. **Rules of Conduct.** All ASIs/HSIs/WASIs must observe the following rules of conduct:

1. Report for work on time and in a condition that will permit performance of assigned duties. (While on inspections should be in appropriate clothing, with appropriate tools or equipment, and in a mentally alert and physically fit condition);

2. Render full and industrious service in the performance of their duties;

3. Maintain a clean and neat personal appearance to the maximum practicable extent during working hours;

4. Respond promptly to directions and instructions received from their superiors;

5. Exercise courtesy and tact in dealing with fellow colleagues, supervisors, operators and the public;

6. Obtain prior approval of any absences from duty;

7. Conserve and protect GACA funds, property, equipment, and materials (ASIs/HSIs/WASIs may not use or permit others to use GACA equipment, property, or personnel for other than official business);

8. Observe all applicable legal requirements and restrictions, when have duties concern the expenditure of public funds;

9. Maintain confidentiality and do not disclose or discuss any classified information or "official use only" information unless specifically authorized to do so;

10. Observe the laws, rules, regulations, and other authoritative instructions;

11. Uphold with integrity the public trust involved in the position to which assigned.

12. Report known or suspected violations of law, regulation, or policy through appropriate channels.

13. Do not engage in private activities for personal gain or any other unauthorized activity while on duty.

14. Do not make irresponsible, false, or defamatory statements without foundation, the integrity of other individuals or organizations. (ASIs/HSIs/WASIs are accountable for the statements they make and the views they express.)

7.2.4.13 OFF-THE-JOB ETHICS AND CONDUCT

A. **Off-Duty Behavior.** The ASIs/HSIs/WASIs to conduct themselves off-duty in a manner that will not adversely reflect on the image of the GACA and will not cause the public to question their reliability and trustworthiness in carrying out their responsibilities as aerodrome/heliport safety inspectors of the GACA.

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VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 3. AERODROME CERTIFICATION PROCESS

Section 1. Requirements of Certification

7.3.1.1 Civil Aviation Law and General Authority of Civil Aviation (GACA) regulations make it mandatory for all applicant(s), or owner(s) or/and aerodrome operator(s) of civil aerodromes to obtain the aerodrome certificate for their aerodromes in Kingdom of Saudi Arabia. GACAR Part 139 prescribes the regulations governing the certification of aerodromes.

7.3.1.2 The applicant, owner and/or operator is responsible to apply for Certification of Aerodrome to the President of GACA in a prescribed form as mentioned below which must include the following:

A. Application for aerodrome certificate (Form: ASD-139-1630);

B. Aerodrome Operator Statement of Regulation Compliance (Form: ASD-139-1631) and Regulation Non-Compliances (Form: ASD-139-1632);

C. Nomination Form for Aerodrome Management Personnel (Form: ASD-139-1633)

D. Aerodrome Manual (ADM);

E. Safety Management System (SMS) Manual;

F. Aerodrome Emergency Plan (AEP) Manual;

G. Letter of Acceptance of Security Program Manual (SPM); and

H. Any other relevant documents.

7.3.1.3 The E-Book prescribes five phases for the process of certification of aerodromes and must be

followed by Certificate Project Manager and all Aerodrome Safety Inspectors. Once the certificate is issued, GACA through its safety oversight program will continue to ascertain the continued compliance of the regulations and safety of operations at the certified aerodromes.

7.3.1.4 Once the Aerodrome Certificate is issued to the aerodrome; it must be the responsibility of the aerodrome operator to operate and maintain the aerodrome as per the provisions specified in GACAR §139.135, accepted aerodrome manual and the scope of the aerodrome certificate.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 3. AERODROME CERTIFICATION PROCESS

Section 2. Phases of Certification Process

7.3.2.1 The purpose of this section is to provide guidance to Aerodrome Safety Inspectors and Certification Project Manager on the five-phases of the certification process to be implemented for the certification of aerodromes under the provisions of GACA Regulations Part 139.

7.3.2.2 The provisions in this section may be adjusted or adapted for the specific circumstances of each aerodrome being certified depending upon capacity and complexity of the aerodrome, though the basic process will remain the same. The certification project manager/aerodrome safety inspectors should work more closely with other departments in GACA as and when certification process requires collaboration for areas of additional certification expertise.

7.3.2.3 The phases of certification process, as described in this section of E-Book, provide means of continuous interaction between the GACA and an applicant, starting from the applicant's initial enquiry to the issuance of the requested aerodrome certificate.

7.3.2.4 The process ensures that the applicant's proposed programs, systems, arrangements, facilities, documentation, personnel and intended methods of compliance are thoroughly reviewed, evaluated and tested by following five phases process with all its fairness and regularity.

7.3.2.5 The five phases of aerodrome certification process are briefly described below for guidance of the Aerodrome Safety Inspectors.

Phase 1: Pre–application (Expression of Interest)

Phase 2: Formal Application

Phase 3: Document Evaluation & Competency Assessment

Phase 4: Technical Inspection and On-site Verification

Phase 5: Issuance or Denial of Aerodrome Certificate

7.3.2.5.1 Phase 1 - Pre-Application Phase

7.3.2.5.1.1 The purpose of the pre-application phase is to meet with the applicant to discuss and answer questions about the certification process, regulatory requirements, formal application and preparation of aerodrome manual, filling of operator compliance checklist and any other related documents or issues.

(Aerodrome Safety Inspector/CPM Guidance: The process of certification of aerodrome starts from pre-application phase. This phase provides an opportunity for a prospective applicant/aerodrome operator to determine the requirements for applying to obtain an aerodrome certificate and how they should go about the process. Whilst this is a formal phase of the certification process, it is important that Aerodrome Safety Inspectors recognize that some potential applicants will have little or no knowledge of either the certification process(es) or the documents required to be submitted. Providing the right guidance and encouragement at this stage to the applicant or aerodrome operator will not only result in smooth implementation of the certification process, but will also facilitate in ongoing compliance in the future.

Aerodrome Safety Inspector/CPM Guidance: The Pre-Application Phase can start in a number of ways. A potential applicant can approach GACA for preliminary information on certification process if not aware of the requirement of the certification. If an operator is already aware of the requirements for the certification, approach GACA for further information/clarification. The applicant may do this in person, or in writing. It is also possible for GACA to initiate the pre-application phase (as is the case in the implementation of new GACARs) by directly contacting an operator to advise them of the need to comply with the requisite Regulations. Wherever required, GACA should set up an informal meeting to discuss the potential applicant's needs – in some of the cases a potential applicant may decide, at this point, not to proceed, or to consider the matter further before starting a formal process. If the potential applicant decides to proceed, CPM may set up a formal meeting to begin with the formal certification process. Once formal process has begun all communications, meetings and correspondence need to be logged and filed.)

7.3.2.5.1.2 The pre application meeting(s) should discuss but not limited to the following:

A. Discuss the regulations applicable to the proposed aerodrome;

B. Provide the applicant with a copy of the application form or advise the applicant on the methods to download from website; and

C. Inform the applicant that a formal application is required as per procedures given in section 1 after the satisfactory completion of pre-application meeting(s).

7.3.2.5.1.3 After the pre-application meeting, and having assessed the complexity of the proposed aerodrome, the Manager-Aerodrome Certification (AC) in consultation with the General Manager will assign a certification team. Manager may also consider using resources (if available) from other departments to assist the certification process.

7.3.2.5.1.4 A Certification Project Manager (CPM) will then be assigned from the certification team by the Manager, AC. The assigned CPM will be the designated principal spokesperson or focal point for GACA during the whole process of the aerodrome certification.

7.3.2.5.1.5 Once the CPM has been designated, the Manager, AC should inform/notify the applicant/operator about the name of the CPM, along with his email id/ contact details, who will be the responsible person for the whole certification process of the aerodrome.

7.3.2.5.1.6 The certification project manager and certification team should conduct preliminary actions as follows:

A. Create a working certification file for the applicant/ aerodrome;

B. Conduct a review of the initially supplied or available information about the potential applicant/aerodrome;

C. The CPM, if necessary, will inform the applicant to attend a formal pre-application meeting.

(Aerodrome Safety Inspector/CPM Guidance: All the guidance material or processes of the five phases of the certification cannot be discussed in one pre-application meeting. Experience has shown that for a small aerodrome operator, it may be possible to provide all the required information, and/or to answer all of their questions, in a single meeting or through an email/discussion. But in the case of large aerodromes and applicant with little or no experience of certification processes, the pre-application phase may involve a number of meetings, and the exchange of several letters, requests for information, and so on. It is important for the certification project manager to provide as much information as possible, and to assist the potential applicant as far as possible - without compromising the integrity of GACARs.)

7.3.2.5.2 Phase 2 - Formal Application Phase

(Aerodrome Safety Inspector/CPM Guidance: For Aerodrome Safety Inspectors, the formal application phase is the second phase of the certification process – but for applicants, it may be the first formal interaction with GACA. As in the pre-application phase, Aerodrome Safety Inspectors should continue to provide positive guidance and encouragement – particularly when requiring the delivery of documents and manuals.)

7.3.2.5.2.1 The formal application will include the following –

A. Application for aerodrome certificate (Form: ASD-139-1630);

B. Aerodrome Operator Statement of Regulations Compliance (Form: ASD-139-1631); and Regulations Non-Compliances (Form: ASD-139-1632);

C. Nomination Form for Aerodrome Management Personnel (Form: ASD-139-1633)

D. Aerodrome Manual (in Duplicate);

E. Safety Management System (SMS) Manual;

F. Aerodrome Emergency Plan (AEP) Manual;

G. Aerodrome obstacle survey reports (if initial certification);

H. Aeronautical study report and/or safety risk assessment, if applicable;

I. Approval for operation of aerodrome from municipality;

J. Agreement for providing Air Navigation Services for aerodrome;

K. Acceptance letter of Security Program Manual from Security Department.

L. Aerodrome land ownership proof or lease agreement; and

M. Any other relevant documents as required by the President.

7.3.2.5.2.2 The following are key steps in the formal application phase:

A. Receive the Formal Application: Ensure that all documents have been submitted and are complete. CPM should check the sufficiency of application using check list as per table given in Appendix AD of this E-Book.

B. Evaluate the Application Package: Based on the initial checking of the application package, a decision should be made on whether or not to ask any further information from applicant or conduct discussion meeting or reject the application or initiate certification process. CPM shall decide and initiate action to move to the next phase considering the sufficiency of the application.

(Aerodrome Safety Inspector/CPM Guidance: The certification project manager needs to consider the likelihood that the applicant may not provide all information in one go and provide the remaining materials, when asked, in a reasonable time. This aspect must be considered before deciding to suspend the certification process and return the application. This will be primarily relevant for first time applicants who do not have previous experience. In such cases, certification project manager may inform or conduct an application meeting with applicant to resolve deficiency issues concerning the package. If applicant fails to comply with the application requirements, then the certification project manager will return the application with reasons in writing and terminate the certification process after obtaining the approval from the General Manager, ASD.

In case there are regulatory non compliances, the applicant/aerodrome operator must submit Form F-139-1632 providing risk assessment and residual risk assessment for each non-compliance based on the provisions as given in GACAR Part 5. Aerodrome Safety Inspector will check sufficiency of submitted documents and assess the non-compliance in the light of the risk assessment, mitigation measures to be taken and proposed corrective action plan submitted by applicant/ aerodrome operator. Aerodrome Safety Inspectors and CPM should check all such non-compliances during aerodrome inspection for its safety concerns and corrective action as proposed by the operator. Aerodrome operator may apply for exemption from President of GACA as per the provisions as contained in GACAR Part 11, in case the non-compliance/findings cannot be corrected.)

7.3.2.5.3 Phase 3 - Document Evaluation and Competency Assessment Phase

7.3.2.5.3.1 During this phase, the certification project manager and certification team inspectors shall review the Application Package by carrying out an in-depth review of the contents of each submitted document for sufficiency and for regulatory compliance. The documents to be reviewed include:

A. The completed application forms;

B. Aerodrome Manual, SOPs and other manuals and documents;

C. Nomination forms of aerodrome management personnel;

D. Aerodrome operator's compliance statement and list of non-compliances including mitigation measures and corrective action plan submitted by applicant; and

E. Other relevant attachments mentioned in application form.

7.3.2.5.3.2 The CPM is responsible to record any discrepancies found in any document and determine in discussion with applicant; including options for their resolution. If there are discrepancies, the CPM should inform the applicant that certification process will not continue until all discrepancies in application, Manuals, SOPs and other documents are resolved.

7.3.2.5.3.3 If the discrepancies are resolved or there are no discrepancies, then the CPM will proceed to the next phase of certification. If discrepancies cannot be resolved, the applicant will be informed in writing about all discrepancies discovered or observed. However, sufficient opportunity may be given to the operator to resolve all discrepancies in respective documents at this stage.

7.3.2.5.3.4 **Competency Assessment of Management Personnel**

A. Aerodrome Operator must be asked to nominate the management personnel in the prescribed application form (ASD-139-1633) as given in appendix AC-3.

B. Certification Project Manager will organize and conduct the competency assessment for all the management personnel as required by GACAR §139.109 during this phase.

C. The competency assessment test must be completed:

1. Before issuing of the aerodrome certificate in case aerodrome is under the process of certification; or

2. When there is a change of aerodrome management personnel at a certified aerodrome; or

3. When aerodrome operator intends to employ some new aerodrome management personnel.

D. The competency assessment will have three parts; Basic Requirements; Written Examination and Interview as given in table below.

S. No.	Method	Competency Assessment Criteria	Possible Marks
1	Basic Requirements	(a) Qualification (Mandatory for the eligibility as per appendix AC-1)	Mandatory
		(b) Experience (relevant to position as per appendix AC-1)	10
		(c) Trainings (relevant to position as per appendix AC-2)	10

2	Written Examination	(a) Knowledge of Functional Areas; (b) Knowledge of related ICAO Annex, Manuals and Docs; and (c) Awareness of related GACARs. (Reference appendix AC-2)	50
3	Interview	(a) Planning Skills; (b) Communication Skills; (c) Decision Making Skills; (d) Team Work Skills; (e) Leadership Skills; and (f) Situational Competence.	30

E. The basic requirements, of qualification and experience for management personnel, are defined in appendix AC-1 for the Category-A and Category-B Aerodromes. (Refer appendix AC-5 for category of aerodromes for the purpose of management personnel competency requirements). The minimum qualification is mandatory and has no marks allocation. The marks allocated for experience will be determined based on relevant experience (i.e., five marks for the defined minimum requirement of experience mentioned in appendix AC-1 and one mark for each additional year experience maximum marks being ten.). The training must be in area of functional position and marks for training will be allotted as two marks for each training up to a maximum of five trainings obtained in the last five years from the date of nomination.

F. In case of Category-B airports, if there is an internal applicant (personal working with aerodrome operator in the relevant functional area), who is having minimum required qualification but has experience less than the minimum experience mentioned in appendix AC-1, the applicant can be considered eligible and marks will be allotted as one mark for each year of relevant experience zero being the minimum. However, such applicant may be accepted as qualified conditionally, if such an applicant has obtained total qualifying marks more than 50 as described in the table in paragraph (H) below. However, there will be no relaxation of experience for external candidates for any management position and for the position of in-charge of aerodrome (Accountable Executive) in category B airports.

G. The competency written test and interview are applicable for all management personnel and must be conducted through a process of pre-set questions paper and pre-approved

interview assessment committee as per syllabi broadly prescribed in appendix AC-2. The subject and functional area knowledge is generally evaluated through written examination, and management skills and situational competency through interview. CPM must ensure that written test and interview are conducted in fair and transparent manner.

H. The competency assessment outcomes of the Aerodrome Management Personnel are measured against qualifications, experience, training, knowledge and performance objectives as categorized below based on their performance in written examination and interview. The results of the competency assessment will be evaluated and accepted as described below and tabulated in table below:

1. Accepted;

2. Accepted with Conditions; and

3. Not accepted with Reasons.

S. No.	Aerodrome Categorization (Refer Appendix AD)	Competency Assessment Criteria (Based on Total Marks Obtained)			Remarks/ Conditions
		Accepted	Accepted with Conditions	Not Accepted	
1	Category A Airports	70 and above	Between 60 to 69	Less than 60	Conditional Acceptance will be valid up to one year.
2	Category B Airports	60 and above	Between 50 to 59	Less than 50	

I. CPM will prepare a confidential evaluation report in prescribed form including the final recommendations from the interview committee. In case of conditional acceptance, CPM will elaborate the detail of conditions with specific time period. Conditionally accepted management personnel will require to take competency test on or before expiry of the validity of conditional acceptance. CPM will submit evaluation in prescribed form as given in appendix AC-4 of this E-Book for all assessed management personnel along with the final report and communicate along with certificate. In case, the assessment is conducted for change or new hiring, then assessment results shall be communicated separately.

7.3.2.5.4 Phase 4 - Technical Inspection and Onsite Verification Phase

Aerodrome Safety Inspector/CPM Guidance: The purpose of the technical inspection and onsite verification phase is to validate that an applicant/aerodrome operator complies with the regulatory requirements, and the processes and procedures identified in the submitted aerodrome manual and other documents including all the non-compliances submitted in Form F-139-1632, if any. The CPM and team members will carry out technical inspection and onsite verification by conducting aerodrome visit.

7.3.2.5.4.1 **Inspection Planning.** The CPM will inform the aerodrome operator at least five working days in advance about conducting of aerodrome site inspection. Aerodrome Inspection Team conducts aerodrome visit for technical inspection of the aerodrome infrastructure, physical characteristics, and facilities including equipment, and on-site verification of the aerodrome manual, safety management manual, aerodrome emergency plan and operational procedures etc. as per defined Program, as given below:

A. Pre-inspection Briefing. CPM shall organize and conduct the pre-inspection briefing meeting with aerodrome management before starting of the inspections. The meeting should be attended by Aerodrome in-charge, aerodrome management personnel and the inspection team. The meeting discussion should include the purpose, scope, time schedules, formation of inspection groups and the methods of inspections etc.

B. Administrative Inspection. The administrative inspection should include the onsite verification of the provisions in aerodrome manual, standard operating procedures, safety management system, including such items as snow and ice control plans (if applicable); inspection procedures and formats, obstacle control methods, work on aerodrome, visual aid inspection procedures and checklists, current NOTAMs; medical and RFF training records; aviation fuel suppliers' safety records; fueling agents' certificates and fire safety training records; documentation of the annual review of the aerodrome emergency plan, including full-scale emergency exercises, and the aerodrome operator's records of the safety audits of fixed-base service providers, ground handling agents and other agencies engaged in airside activities etc.

C. Movement Area Inspection. The movement area inspection including the inspection and checking of runways, taxiways, and apron in order to ascertain the regulatory requirements and condition of pavements, markings, lighting, signs, shoulders, strips and runway end safety areas, obstacle limitation surfaces etc.; checking for potentially hazardous conditions if construction work is in progress, such as excavations, trenches, stockpiled material, inadequate construction area markings, construction equipment in the

movement area; inadequate marking and lighting; checking ground vehicle operations in the movement area to verify that only authorized vehicles have access to the area and that the required procedures are being followed, the vehicles are properly marked and the drivers are well versed with the use the proper communication terminology/phraseology; checking that the public is protected against unauthorized entry to the movement area and against jet or propeller blast; checking for wildlife hazards and wildlife attractants; and checking landing direction indicators and wind direction indicators etc.

D. Rescue and Fire Fighting Inspection. The rescue and fire-fighting including the checking of training records; random testing of the knowledge of firefighters; checking that the equipment is in position, is functional and meets the category, checking the alarm system; checking and examining proximity suits, other protective clothing and fire-fighting and rescue tools, supplies in the inventory and records for exercises etc.

E. Fuel Facility Inspection. The fuel facilities including the examination of the inspection records by qualified and authorized personnel, particularly checking that the aerodrome fire-fighting standards are adequately covered in inspection checklist and spot checking including fuel sampling for compliance with applicable requirements etc.

F. Night Inspection. The night inspections including evaluation and checking for compliance with the standards related to runway, taxiway and apron lighting and signages; aerodrome beacons; wind direction indicator lighting; obstacle lighting and the marking and lighting of construction areas etc.

G. Post-inspection Briefing. The post inspection briefing with the aerodrome management for formal conclusion of inspection including brief on the observations made during inspection and the determination of appropriate further corrective action etc. CPM shall take feedback from all aerodrome safety inspectors and should lead the briefing.

7.3.2.5.4.2 **Technical Inspection.** The technical inspection of the aerodrome will be conducted as per the provisions given in Technical Inspection Checklist (Form: F-139-1634) and should also include the following as a minimum. On completion of the technical inspection, CPM is responsible to prepare the final technical inspection report in the prescribed form (Form: F-139-1634) after obtaining feedback from all the team members including but not limited to the following areas:

A. An inspection report of the RFF services;

B. An inspection report of wildlife hazard management;

C. An inspection report of Obstacle limitation surfaces; and

D. An inspection report of Safety Management System.

Procedure I: Technical Inspection - Initial Certification Process:

A. Aerodrome Safety Inspectors must carry out full technical inspection of the aerodrome using technical checklist (Form-ASD-139-1634).

B. Aerodrome Safety Inspectors must examine the Statement of Regulations Compliance submitted by the aerodrome operator (Form ASD-139-1631). In case, aerodrome operator has submitted any regulation non-compliances (Form ASD-139-1632) then check that aerodrome operator has submitted its risk assessment and mitigation measures for all such non-compliances.

C. Aerodrome Safety Inspector must include all non-compliances in technical inspection and discuss with aerodrome operator to ensure that aerodrome operator has sufficient justification.

D. When there are non-compliances, the aerodrome safety inspector must ask aerodrome operator to demonstrate the risk assessment outcomes and mitigation measures to ensure that residual risks are in acceptable limits.

E. Aerodrome Safety Inspectors must submit the technical inspection report to the CPM in the form ASD-139-1634 with recommendations.

Procedure II: Technical Inspection - Renewal Certification Process:

A. Aerodrome Safety Inspectors may decide not to carryout full technical inspection in cases of renewal of aerodrome certification. However, in case where validity of aerodrome certificate has expired then full inspection must be carried out.

B. The technical inspection must also include assessing all those conditions which may still be prevailing at the aerodrome that led to the conclusions of any previous inspections during the validity period of aerodrome certificate.

C. The aerodrome safety inspector must review the implementation of the previously accepted corrective action plan and include the outcomes in the technical inspection report.

Procedure III: Follow-Up Technical Inspections

A. Once aerodrome certificate is issued or renewed, the Aerodrome Safety Inspectors must conduct oversight and carry out surveillance inspections for the progress status of the accepted corrective action plan and any other new changes or developments in aerodrome. A report of follow up inspections should be prepared including any deviations or observations or findings during the follow up inspections. Action must be taken, if needed, on the outcome of the follow up inspections depending upon the severity of the new findings.

B. The CPM will analyze the list of non-compliances, and operator's risk assessment, mitigation measures, and accepted corrective action plan (Form: F-139-1632) submitted by the applicant. The aerodrome safety inspectors during the follow up inspections must conduct sample on-site inspection checks as per this analysis and may ask the aerodrome operator to demonstrate the compliance.

(Note - The technical inspection report, if technical inspection is conducted separately, will be one of the reference documents for the on-site verification inspection beside verifications of other manuals and operation procedures.)

7.3.2.5.4.3 **On-site verification**- The on-site verification inspection will be conducted as per the provisions given in the On-site Inspection Form: F-139-1635 and should cover at least the following. On completion of on-site verification, CPM will prepare final on-site verification report in the prescribed Form: F-139-1635 after taking feedback from all team members and other departments. Aerodrome Safety Inspectors may also use the same form while submitting their report to CPM.

A. The aerodrome manual, aerodrome operator's compliance checklist and ensuring the implementation of the corrective action plan as assured by the aerodrome operator during the conduct of the previous technical inspection;

B. The on-site verification must confirm that the aerodrome operations are carried out effectively in accordance with the applicable regulation and procedures as described in the aerodrome manual and other manuals;

C. The on-site verification of the SMS is normally included at this stage. Aerodrome safety inspectors should follow the provisions given in E-Book volume 2-Safety Management Systems while assessing the sufficiency of SMS Manual;

D. On-site verification of the SMS focuses explicitly on the components required for issuing

the certificate and, when applicable, covers all other requirements for an SMS. The SMS requirements also apply to the aerodrome operator's service providers within the scope of certification, if applicable;

E. When technical inspections have been previously or separately conducted by the certification team depending on capacity and complexity of the aerodrome, then the on-site verification takes into account the results of the previous technical inspections and the associated corrective actions, if relevant. If the on-site verification team notices any deviations from the technical inspection reports, these should be included in the team's report;

F. If the aerodrome operator is not directly responsible for some of the activities within the scope of certification, the certification team will ensure that there is appropriate coordination, substantiated by written documents, between the aerodrome operator and other stakeholders;

G. At the end of an on-site verification, a preliminary list of findings should be discussed with the aerodrome operator during post-inspection briefing, particularly those findings which require immediate attention of aerodrome operator for expeditious corrective action. The final on-site verification report will be prepared by the CPM after taking feedback from all the Aerodrome Safety Inspectors.

CPM will conduct a post inspection meeting with aerodrome operator along with operator's management personal to brief the outcomes of the inspection in general and especially all those findings which may have safety concerns. The CPM shall inform the operator that the report would be sent separately.

(Aerodrome Safety Inspector/CPM Guidance: The phase four activity considers that technical inspection and on-site verifications should be carried out simultaneously by the certification team. The CPM will ensure that checks described under technical inspection and on-site verification are fully assessed and completed during aerodrome visit. Considering the capacity and complexity of the aerodrome, and availability of Aerodrome Safety Inspectors and site requirements, the CPM with prior approval of General Manager, ASD may organize technical inspections and on-site verification separately on case-to-case basis.)

7.3.2.5.4.4 **Analysis of the Findings and Preparation of Findings Report.** On completion of the technical inspection and on-site verification, CPM will obtain written findings from all the team inspectors and analyze the findings. All findings will be recorded on the prescribed finding form (F-139-1636), with the specific references of relevant GACAR. The findings will contain a factual description of the issue as revealed by the inspection or audit and they will not include recommendations or suggestive corrective actions. ASIs shall determine and categorize the findings by assigning level of its classification and safety risk as level 1, level 2 or level 3 and shall mention in the finding report considering following factors as below:

A. Evaluation and Categorization of Finding Results. A finding is categorized as Level 1, Level 2 or Level 3 (Observations). The aerodrome safety inspector will evaluate the inspection audit results to establish which findings are reportable and provide its category in his finding report to CPM. The CPM will review all findings received from team members, if necessary will discuss with respective ASI and finalize the final finding report providing category to each finding as per safety assessment of category described below:

(Aerodrome Safety Inspector/CPM Guidance: How to decide level 1, 2 or 3?of findings - Simply to start at the top and consider whether what you have found MUST be fixed immediately either because of law, regulatory requirement, operational procedure, safety requirements – if yes, it is a Level 1 Finding. So everything else is now Level 2 Finding. Further, any finding for which ASIs do not have any standard or requirement for the raised "issue" it cannot be termed as a finding and it should be typically marked as an observation under category Level 3 (Observation). L1 findings are that non-compliance with the GACAR Part-139 requirements which lowers the safety standard significantly and capable of causing serious risk to the flight safety whereas L2 findings are that non-compliance with the GACAR Part-139 requirements which could lower the safety standard and possibly cause hazard to the flight safety.

Level 1 finding is a serious category of finding and has its consequences on operations at aerodrome. The aerodrome safety inspector must assess the finding thoughtfully and justifiably than should categorize accordingly. If the Level 1 finding is confirmed, the aerodrome safety inspector will decide if the situation warrants enforcement action in the case of violation. This category of finding, if not rectified by the aerodrome operator in the specified time, will result in restrictive conditions on the proposed aerodrome certificate or result in the refusal of the issuance of an aerodrome certificate in case of the aerodrome certification process. However, in case of aerodrome certification verification audit for operating aerodromes or in a periodic surveillance/oversight audit, this category of finding requires immediate corrective or containment action by the aerodrome operator, failure to take prompt corrective action may lead to limitation or suspension of operations as well as suspension or cancellation of the existing aerodrome

certificate. The time line for such findings must be decided on the basis of safety assessment and seriousness of the finding.)

1. Level - 1 Finding:

i. A level-1 finding is any significant non-compliance with the regulation requirements which lowers the safety standard and capable of causing serious risk to the flight safety, if not attended immediately. The non-compliance might be with the applicable provisions of one or more of the following:

a) Civil Aviation Law of KSA;

b) GACA Regulations;

c) Aerodrome Certification Requirements; or

d) Aerodrome Manual, AEP, SMS, Operating Procedures.

ii. Prior to determining any finding as Level-1 finding, it would be prudent on the part of aerodrome safety inspector/certification project manager to exercise comprehensive judgement and seek Manager/General Manager's concurrence, prior to formally reporting the Level-1 finding to aerodrome operator.

iii. Time period for Corrective Actions for Level 1 Finding - Depending on the seriousness of the finding, its impact on the safety and a risk assessment by the operator, the CPM may give the aerodrome operator up to seven days for implementation of the corrective action.

iv. Where a particular Level 1 finding requires an action on the spot because of its seriousness and impact on safety of aircraft operations, such as closing a part of the aerodrome or closer of a service/equipment or suspension of aircraft operation at the aerodrome, the aerodrome safety inspector will take immediate concurrence from Manager/General Manager before taking such actions and notify the aerodrome operator by email pending formal notification.

v. Some corrective actions for Level 1 findings may require a longer time than the time set by the CPM/ASI. There may be a precarious situation when the certification project manager may consider to extend the timeline for taking of the corrective action up to a maximum period of 15 days, with prior approval of

Manager/General manager, based on the risk assessment, mitigation measures and corrective action plan as provided by the aerodrome operator and seriousness of the findings. Such instances should be rare and well assessed to ensure safety.

2. Level 2 Finding:

i. A level-2 finding is any non-compliance with the regulation requirements which could lower the safety standard and possibly cause hazard to the flight safety. The L2 findings are also non-compliance of GACARs and/or accepted aerodrome operator's aerodrome manual, safety management system manual, aerodrome emergency plan or operating procedures, which could possibly pose hazard to the aircraft operational safety or which could lower safety standards at aerodrome if not attended in a specified given time.

ii. Time period for corrective action for Level 2 findings - The aerodrome safety inspector, based on his/her judgment, may grant up to 30 days for the corrective actions for closing of level 2 findings. Incase, aerodrome operator requests for the timeline beyond 30 days based on scope of work required in corrective action plan in conjunction with sufficient justification and possible impact of the findings on safety at aerodrome, additional time up to a maximum period of 90 days may be considered by the CPM based on the mitigation measures and proposed corrective action plan.

iii. Repeated or multiple Level 2 findings in a particular area or not taking action on accepted corrective action plan for rectification in spite of repeated reminders, such finding could be considered as an indication of deterioration of the aerodrome operator's standards and controls. In this case, the certification project manager should discuss the factual status with Manager, ASD and may decide to raise it to Level 1 and recommend an enforcement action or restriction/condition on the operations of the aerodrome or certificate.

3. Level 3 Finding (Observations):

i. Level 3 findings are an observation or recommendation to improve safety standards and/or achieve a better practice by addressing:

a) Opportunities for improvements; or

b) Deficiencies that may lead to potential findings of level 2 after some time if not corrected.

ii. Timeframe for Corrective Actions for L3 findings – Generally Level 3 findings are not assigned any timeline by aerodrome safety inspector/certification project manager. The aerodrome operators are accepted to complete and close such findings within 90 days and provide for the corrective action plan to be implemented accordingly. However, not all Level 3 finding will necessarily warrant time line and therefore may be closed based on the aerodrome operator's acknowledgement and suggested/accepted action plan. The time line for L3 findings is generally assessed based on consultation and its safety impacts and may be accepted for taking corrective action beyond 90 days, if reasonably justified.

iii. It is important for the aerodrome safety inspector, when reviewing non-compliances, to ensure that the observations made are factual, supported by objective evidence and are clear, concise and understandable. If there is any doubt as to the ability to support the conclusion made, then the observations shall be discarded.

iv. This category of finding, if could not be rectified by the aerodrome operator, must be supported by a corrective action plan which remediates the deficiency and is acceptable to the President of GACA.

4. In addition to the above, the aerodrome safety inspector will always analyze the audit finding report and establish the following before presenting the final finding report to CPM:

i. Is the deficiency an isolated error or a system breakdown?

ii. Is the aerodrome operator already aware of the problem?

iii. Has the deficiency been reported during previous audits?

iv. Can the corrective action taken will rectify the problem before the report is prepared? If this is the case, it will still be raised as a finding.

7.3.2.5.4.5 Acceptance of Corrective Action Plan

A. CPM will develop a finding report in prescribed form (Form: F-139-1636) and will

convey the same to aerodrome operator requesting the submission of aerodrome operator's corrective action plan. The applicant/aerodrome operator will use the same form (Form: F-139-1636) for submission of corrective action plan after conducting risk assessment, as applicable, and proposing measures to eliminate or mitigate the risk with action deadlines for closing of each finding.

B. The CPM should satisfy himself of the corrective action plan and of the residual risks acceptable limits submitted by the aerodrome operator before accepting the corrective action plan and recommending the application for issuance of certification of aerodrome.

C. Once the corrective action plan has been accepted, the CPM will continue oversight and monitor the progress and compliance of findings by means of follow up inspections or feedback/progress reports from aerodrome operator. The corrective action in respect of findings at level 1 and level 2 must be completed and complied by the aerodrome operator within the specified time. Level 3 findings (observations) should be monitored through monthly or quarterly reports from aerodrome operator or by follow up inspections, depending upon the complexity of the aerodrome and/or surveillance inspection/audits.

7.3.2.5.4.6 Acceptance of Aerodrome Manual

A. The aerodrome manual must be accepted prior to the issuance of the aerodrome certificate. Considering the capacity and complexity of the aerodrome and involvement of its provisions in manual, the assigned Aerodrome Safety Inspectors can review the aerodrome manual and operating procedures for its sufficiency as per requirements enumerated in Appendix B of GACAR 139 and the checklist provided in this E-Book before conducting the aerodrome inspection so as to save time. The provisions and efficacy of aerodrome manual must be validated during on-site verification visit of the aerodrome;

B. The contents and provisions of the aerodrome manual must be checked using the checklist given in Appendix E of this E-Book. If required, necessary clarification from operator may be obtained;

C. Prior to the acceptance of the aerodrome manual, the CPM should also verify that:

1. The aerodrome manual submitted by the aerodrome operator contains all the parts and information as required by GACAR Part 139; and

2. All the procedures related to aerodrome certification provided in the aerodrome manual have been assessed, verified and validated during the on-site verification.

D. The CPM, once fully satisfied that aerodrome manual is in order and can be accepted, will initiate action for internal process of acceptance. The aerodrome manual must be accepted before issue of the Aerodrome Certificate.

E. The CPM will formally inform to the aerodrome operator when the aerodrome manual is accepted.

7.3.2.5.5 Phase 5 - Certification Phase

7.3.2.5.5.1 When the applicant has met all regulatory requirements and aerodrome inspection has been completed, the assigned CPM will complete the following actions and ensure that the certification recommendation report contains at least the following (as applicable):

A. The application for aerodrome certificate (Form: F-139-1630); and statement of regulations compliance (Form: F-139-1631);

B. Aerodrome Operator's regulations non-compliance checklist (Form: F-139-FORM-1632), if applicable;

C. CPM Technical Inspection Report (Form: F-139-1634) and On-site Verification Report (Form:F-139-1635);

D. CPM Findings (Form: F-139-1636) and CPM accepted Corrective Action Plan (Form: F-139-1636);

E. Management Personnel competency assessment results (Form: F-139-1637)

F. Accepted Aerodrome Manual;

G. SMS Manual and AEP is submitted separately;

H. Details of Exemptions, if any;

I. Team recommendations for issuance of aerodrome certificate, signed by CPM; and

J. Any other document necessary for President's consideration.

7.3.2.5.5.2 When no findings are reported or once the corrective action plans are accepted, and mitigation measures are agreed upon, the President of GACA may approve the issue of the aerodrome certificate to the applicant. An appendix including accepted corrective action may be attached to the certificate describing the essential conditions, if any.

7.3.2.5.5.3 An applicant may be issued an Aerodrome Certificate if the President considers that the applicant meets the provisions of GACAR § 139 for a maximum period of three years as deemed appropriate to the President considering recommendations and safety of aerodrome operations.

7.3.2.5.5.4 It is possible that a conditional certification may be issued by the President. This may occur when an identified deficiency and associated corrective action plan is accepted. In such circumstances, the issued conditional certificate will contain the specific condition under which the certificate is issued, and the time period within which that deficiency will be rectified.

7.3.2.5.5.5 There may be circumstances, when an aerodrome operator is not capable or cannot take any action for remedying the non-compliance, in that case the aerodrome operator must apply for exemption to the President as per the provisions of GACAR Part 11.

7.3.2.5.5.6 **Promulgation of the status of certification.** Status of certification of aerodromes must be promulgated in the aeronautical information publication. Once the certificate is signed/issued by President, the CPM will check for accuracy and quality of data and inform to the AIS Department through Manager/General Manager, ASD about the status and details of the certification including:

A. Aerodrome name and ICAO location indicator;

B. Date of certification and validity of certification;

C. Duly verified AIP form; and

D. Conditions or Remarks, if any.

7.3.2.5.5.7 In case, the certification process is unsuccessful, due to either applicant not meeting the process requirements or the failure of an inspection or noncompliance of regulations, the CPM will brief the General Manager, ASD and letters will be sent to the applicant describing the reasons for termination or suspension of the certification process or rejection of the certification, as case may be. *(Aerodrome Safety Inspector/CPM Guidance: If an applicant is unable to meet certain requirements for the issue of a certificate and cannot close the finding or alleviate the non-compliance, the applicant has to demonstrate through safety risk mitigation that they can operate safely whilst they achieve compliance with the regulatory requirements. In such cases, the President may issue an 'exemption' from the regulatory requirement. Any exemption issued generally will be time limited – that means, it will not apply indefinitely, and the applicant has to provide evidence that they will achieve full compliance within a reasonable period of time and safety of operation is not compromised.)*

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 3. AERODROME CERTIFICATION PROCESS

Section 3. Aerodrome Certification Activity Schedule

(Aerodrome Safety Inspector/CPM Guidance: The aerodrome certification activity schedule has been described for better understanding of the aerodrome safety inspectors for the five-phase certification process and its timelines explaining phase wise work schedule. The time schedule for certification process is seven months should not exceed beyond 120 working days for the entire process. The stage activity table describes as to who, what and when for ease of understanding by the aerodrome safety inspectors.)

7.3.3.1 PHASE 1: PRE –APPLICATION (10 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
Stage I	Aerodrome Operator (AO)	Aerodrome Operators, willing to obtain the Aerodrome Certification from GACA, should: (a) Designate or appoint a focal point officer (AO-FO). (b) Submitting Expression of Interest to GACA. (c) If required, request/conduct a meeting; and understand the regulation requirements and process of certification.	(a) Focal Point Officer (FO) will be the coordination officer to coordinate with GACA and be aware of all procedures and requirements of the process for obtaining the aerodrome certificate.
Stage II	Manager/GM Aerodrome Safety Department	(a) Select the certification team and assign a team leader (Certification Project Manager- CPM) for proposed aerodrome certification process. (b) Inform the aerodrome operator with details of CPM as focal point from GACA.	(a) Within 10 working days on receipt of formal expression of interest for the certification of aerodrome.

7.3.3.2 PHASE 2: FORMAL APPLICATION (10 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
Stage I	CPM/ Aerodrome Operator	(a) Check AO has submitted formal application (Form-F-139-1630) (b) Ensure Aerodrome Operator's Compliance Check List (Form-F-139-1631) is enclosed; (c) Ensure Aerodrome Operator's Regulation Non-Compliance, mitigation measures and Corrective Action Plan (Form: F-139-1632) is enclosed. (d) Ensure nominations of the Aerodrome Management Personnel are submitted (Form: F-139-1633). (e) Ensure Aerodrome Manual (ADM) is enclosed in duplicate. (f) Ensure Safety Management System Manual (SMS) is enclosed. (g) Ensure Aerodrome Emergency Plan (AEP) is enclosed. Ensure letter of acceptance for Security Program Manual (SPM) is enclosed.	(a) After pre-application phase and readiness of aerodrome operator for the aerodrome certification. (b) Time of 5 working days is considered sufficient to allow operator to resolve any application issue/ requirement of any additional information by GACA.
Stage II	Aerodrome Certification Project Manager (CPM)	(a) GACA-ASD receives the formal application from aerodrome operator. (b) CPM examines the sufficiency of the application using application check list given in Appendix D of the E-Book and ensure that all required documents are submitted by the applicant/operator. (c) If CPM observes deficiency in the application package, the	(a) On receipt of formal application from the applicant/aerodrome operator. (b) This phase (Stage I and II) should be completed by CPM within 12 working days.

		aerodrome operator should be requested to submit the same within the time schedule given in stage I. If the application is in order, then CPM will initiate the evaluation process. In case aerodrome operator fails to comply with the application requirements even after repeated reminders, the application will be returned giving reasons thereof.	

7.3.3.3 PHASE 3: DOCUMENT EVALUATION AND COMPETENCY ASSESSMENT PHASE (30 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN

Stage I	Certification Project Manager (CPM)	(a) Conduct detailed examination of submitted application, Compliance Check-list, and Aerodrome Manual. (b) Send relevant part of Aerodrome Manual or any other documents to other Aerodrome Safety Inspectors like aerodrome, Obstacles, RFF, SMS and wildlife hazards etc. for their observations. Monitor feedback. (c) Compile all observations and interact with Aerodrome Operator Focal Point for sufficiency of Aerodrome Manual for any clarifications or revisions, if so required. Aerodrome Manual must be finalized and accepted before issuance of the aerodrome certificate. (d) Prepare the schedule for conduct of Aerodrome Technical Inspection and on-site verification. Take internal approvals and inform aerodrome operator.	(a) On decision to continue with certification process. Activity a, b, c and d should be so arranged that all actions are completed within 20 working days. (b) CPM will inform aerodrome operator at least 5 working days in advance before scheduling the conduct of Technical Inspection and on-site verification.
Stage II	Certification Project Manager (CPM)	(a) CPM conducts the competency check of all management personnel during this phase before planning to visit the aerodrome by following the procedures as defined in relevant advisory circular and also as given in this E-Book and thereafter prepare a status report. The competence assessment can also be conducted through an online process or in person at GACA office.	(a) Once the nominations are received and are in compliance. This stage process of conducting test and interview should be completed within 10 working days. CPM must coordinate with aerodrome operator and inform the date of test/interview at least 5 working days in

			advance.

(Aerodrome Safety Inspector/CPM Guidance: The process of competency assessment of management personnel is an important activity and must be conducted in fair and transparent manner. CPM must check the sufficiency of the nomination forms and schedule the competency assessment test and inform the aerodrome focal point at least five working days in advance of the date for conducting the competency test. When number of management personnel are more, than the competency assessment schedule must be discussed with applicant/aerodrome operator and decided accordingly. This is done to make sure that the availability of all the management personnel/candidates on the decided scheduled date and time of the competency test. In case of the circumstances where any accepted management personnel leave the service of the applicant or aerodrome operator after acceptance of the aerodrome manual or acceptance of that management personnel, in that case the aerodrome operator must submit re-nomination for such position and when accepted then take up the case in amendment to the aerodrome manual.)

7.3.3.4 PHASE 4: TECHNICAL INSPECTION AND ONSITE VERIFICATION PHASE (60 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN

Stage I	ASIs and Certification Project Manager (CPM)	(a) Aerodrome Certification Team conducts aerodrome visit for technical inspection of the aerodrome facilities including infrastructure, equipment etc. and onsite verification of manuals and operating procedures etc. CPM manages the inspection as per the defined procedures as given below: (i) Pre-inspection briefing; (ii) Administrative Inspection; (iii) Movement area inspection; (iv) RFF inspection; (v) Fuel Facility Inspection; (vi) Night Inspection; and (vii) Post-inspection briefing. (b) Inform the aerodrome operator briefly about the observations and outcomes of inspection during post inspection briefing.	(a) Aerodrome Technical Inspection and onsite verification will be planned for 2 to 3 days depending upon the capacity and complexity of aerodrome to cover all parts of the inspection.

Stage II	ASIs and Certification Project Manager (CPM)	(a) ASIs to compile all findings/ observations in the prescribed form F-139-1636 and evaluate them in line with GACARs requirements and categorize as L1, or L2 or L3 as per the guidelines given in this E-book.. (b) CPM collects all observations and findings from all team members in writing. (c) CPM reviews each finding and analyze its correctness of category as L1, L2 or L3. (d) List the findings and prepare the finding report in prescribed form F-139-1636. CPM must take an internal approval from Manager. (e) Convey the findings to the operator and require him to file corrective action plan with risk assessment, mitigation measures with initial assessed and residual risk level in a given time schedule in Form: F-139-1636.	(a) Inspection report should be completed by the ASI and submitted to CPM within 10 working days from the date of completion of aerodrome inspection. (b) Finding Report should be prepared within 10 days from date of receipt of all ASI reports or 20 days from inspection. (c) The final findings should be got approved from GM following internal procedures and conveyed to aerodrome operator within 10 working days of the finalization of the finding report.

Stage III	Aerodrome Operator and Certification Project Manager (CPM)	(a) Aerodrome operator shall prepare corrective action plan for identified findings, conduct initial risk assessment, as applicable, and develop mitigation measures and residual risk level and submit the same to GACA in prescribed form F-139-1636. (b) CPM will analyze safety risk assessment, mitigation measures and the corrective action plan in consultation with team members. (c) CPM will seek clarifications/ comments from aerodrome operator, if found not satisfactory. (d) CPM will accept the corrective action plan following the internal approval process.	(a) Aerodrome operator should be asked to submit corrective action plan in prescribed form within 10 working days. (b) CPM should accept the corrective action plan within 7 working days of it receipt after having consultation with the team members.

Stage IV	Certification Project Manager (CPM)	(a) CPM evaluates aerodrome manual following sufficiency check as per table given in appendix E of this E-Book. If satisfied, shall get it accepted from GM/AP by following the internal acceptance procedures . (b) In case aerodrome manual requires modification then the same must be got done from applicant/operator and thereafter, once satisfied, get it accepted as (a) above. CPM must ensure that all amendments issued are included/updated by the operator in the aerodrome manual. (c) CPM should inform the acceptance of the Aerodrome Manual to the operator and send one copy of accepted Aerodrome Manual to aerodrome operator. The copy of aerodrome manual can also be sent along with aerodrome certificate, if not sent earlier.	(a) ADM should be accepted within 30 working days from the date of aerodrome inspection completion including any modification and internal approval. (b) The activities of this phase should be taken up simultaneously and time of all stages are tentative. CPM should ensure that phase 4 is completed within 60 working days.

7.3.3.5 PHASE 5: CERTIFICATION PHASE (10 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
Stage I	Certification Project Manager (CPM)	(a) When no findings are reported or once the corrective action plans are accepted, and the mitigation measures are agreed upon and aerodrome manual is accepted, and management personnel are accepted; then the CPM will prepare a recommendation report/ proposal for the approval of President to issue the Aerodrome Certificate and submit the same to the Manager/GM for acceptance of the President along with all reports, status of aerodrome manual acceptance and aerodrome certificate to be issued in prescribed form as given in appendix AB of this E-Book. The certificate number must be assigned as ADC-139-Aerodrome Identifier code - certificate number. (b) Once issuance of the Aerodrome Certificate is accepted or refused by President, the CPM will communicate the same to the aerodrome operator and if approved, forward the certificate. (c) CPM should also inform the status of certificate along with details of exemptions, if any, to AIS Department and ensure the accuracy and quality of data that aerodrome operator has submitted for action for AIP promulgation before forwarding the same to AIS department.	(a) Within 10 workings days.

Stage II	Certification Project Manager (CPM)	(a) During the period of validity of certificate, the CPM must conduct surveillance/safety oversight and monitor the timely implementation of corrective action plans. (b) CPM will plan and conduct oversight and surveillance audit inspections, as and when required in relation to any changes, analysis of occurrences, safety of aerodrome works, and monitoring of corrective action plan etc.	(a) As and when necessitated during the period of certification.
Stage III	Aerodrome Operator	(a) Aerodrome operator must maintain the aerodrome and all its facilities as per aerodrome manual, and the conditions for issuance of aerodrome certificate and as per provisions of GACAR §139.129. (b) Aerodrome operator should apply for renewal/ amendment of certificate, as the case may be, to the President of GACA, in the prescribed form and following the procedures as given under Phase 2.	(a) As and when necessitated during the period of certification. (b) Certificate Renewal application should be submitted at least 90 days before its expiry date. CPM should monitor timely action by aerodrome operator.

(Aerodrome Safety Inspector/CPM Guidance: It is expected that aerodrome operator will take timely action for renewal of his aerodrome certificate. It is observed that sometimes the operator does not initiate timely action for renewal of aerodrome certificate. In such cases, CPM should initiate self-motivated action and remind the operator for timely action to initiate renewal process. The process of renewal should generally follow the same sequence of activities as mentioned in the previous sections. However, CPM can decide to carry out the sample technical inspection or on-site verification, if so, required depending upon the results of outcomes of the continued oversight/ surveillance/ audits during the certificate validity period of aerodromes. The aerodrome manual need to be reviewed and accepted during the certificate renewal process to ascertain that it is current, complete and valid.)

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 3. AERODROME CERTIFICATION PROCESS

Section 4. Aerodrome Safety Inspector -Application Checklist

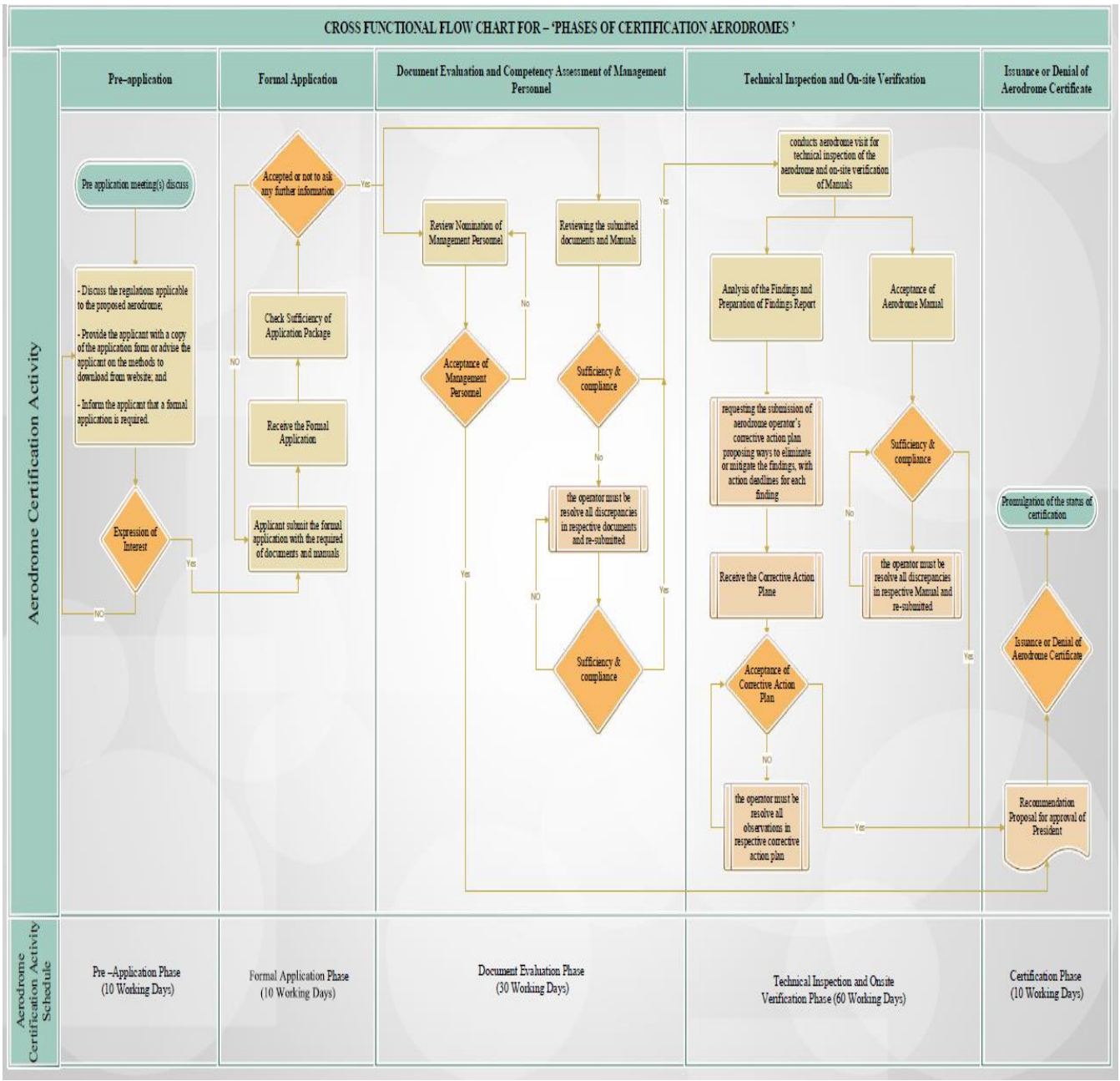
7.3.4.1 The certificate project manager/ assigned aerodrome safety inspector will conduct preliminary examination of application by using check list given in appendix D of this E-Book to ascertain the sufficiency of application and its submittals.

(Aerodrome Safety Inspector/ CPM Guidance: The assigned aerodrome safety inspectors shall conduct preliminary examination of application by filling this check list to ascertain the completeness and sufficiency of the application and its submittals. CPM will review the outcome of initial inspection of application, in case there are 'yes' in all submissions then CPM should initiate the process of certification. If 'not' CPM will inform aerodrome operator the deficiencies thereby requesting reply in a specified time schedule.)

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 3. AERODROME CERTIFICATION PROCESS

Section 5 Aerodrome Certification Process Flow Chart



VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 3. AERODROME CERTIFICATION PROCESS

Section 6. Renewal or Re-Issuance of Aerodrome Certificate

(CPM/ASIs Guidance: Once the aerodrome certification is issued, aerodrome operator must maintain the aerodrome as per provision of GACAR Part 139 and responsibilities prescribed in Sub Part B. CPM should continue safety oversite on certified aerodromes. Though it is the responsibility of the aerodrome operator to initiate renewal action at least 90 days prior to expiry of certificate validity, but in case, aerodrome operator does not initiate renewal action in time, CPM must take self-initiate and should advise the aerodrome operator for renewal of the certificate. Expiry of the validity of certificate may require a completely fresh process of certification.)

7.3.6.1 GENERAL

A. GACAR Part 139 Sub Part B provides requirements for renewal or reissuance of the aerodrome certificate. Aerodrome operators must obtain renewal of the certificate before its expiry of validity for continued aerodrome operations.

B. The aerodrome operators are responsible to apply for renewal of aerodrome certificate to the President at least 90 days before the expiry of certificate validity as per the requirements prescribed in Subpart B of GACAR Part 139 and process prescribed in section 7 of this chapter of E-Book.

C. The application for renewal must be submitted in the prescribed form F-139-1630 acceptable to the President.

(CPM/ASIs Guidance - The forms are available on GACA website and applicant or aerodrome operators should be advised to use or down load the required forms from GACA website and submit renewal application in the prescribed form. Non-submission of application in the prescribed forms may be liable for rejection. CPM must educate and guide the aerodrome operator when, how and what need to be submitted for the renewal of certification. In case, aerodrome operator has not initiated certificate renewal action, then CPM should remind the operator to initiate renewal action at least 90 days before the expiry date of validity of the certificate.)

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 3. AERODROME CERTIFICATION PROCESS

Section 7. Phases of Certificate Renewal Process

7.3.7.1 PHASES OF AERODROME CERTIFICATE RENEWAL PROCESS

A. The purpose of this section is to provide guidance to Aerodrome Safety Inspectors and Aerodrome Certification Project Manager on the process of the phases to be followed for the renewal of the aerodromes certificate under the provisions of GACA Regulations Part 139 Sub Part B. The period of the renewal process is three months (52 Working Days).

B. The three phases of aerodrome certificate renewal process are briefly described below:

Phase 1: Pre-application (Interest for Renewal) (2 Working Days)

Phase 2: Formal Process of Aerodrome Certificate Renewal (40 Working Days)

Phase 3: Issuance of Renewal Aerodrome Certificate (10 Working Days)

(Aerodrome safety inspector/CPM Guidance – The phases of certificate renewal process, described in this chapter of E-Book, provide means of continuous interaction between the GACA and the certified aerodrome operator from the time when certificate is issued. The aerodrome safety inspectors should encourage the aerodrome operators to get familiar with the requirements of the regulations and the processes of certificate renewal and try to educate them through interactions or informal meetings before applying for renewal.)

7.3.7.2 PHASE I: PRE-APPLICATION (INTEREST FOR RENEWAL) Aerodrome certificate renewal process has three phases where in phase 1, aerodrome operators and CPM interacts and ensure that aerodrome operator interest for renewal is confirmed and the process in well understood. The application in the prescribed form F-139-1630 for renewal must be submitted by the aerodrome operator at least 3 months prior to expiry of validity of the certificate. In case, aerodrome operator does not initiate action for certificate renewal in time then CPM should take self-initiative and advise the aerodrome operator for process of renewal and submit of the renewal application in prescribe form.

7.3.7.3 PHASE II: FORMAL PROCESS OF AERODROME CERTIFICATE RENEWAL. This phase II of aerodrome certificate renewal includes all the activities of phase II, III and IV of the Aerodrome Certification Process except competency assessment. The aerodrome manual must be re-evaluated for its sufficiency of provisions and updating of amendments or any other changes which has taken place during the validity of existing certificate and manual should be re-accepted. As regards to the technical inspection and onsite verification, CPM should review the aerodrome status and could be done on selected bases as per the requirements.

7.3.7.4 PHASE III: ISSUANCE OF RENEWAL AERODROME CERTIFICATE. The process of this phase is similar to the phase 5 of the certification process to issue the re-certificate mentioning renewal number on the aerodrome certificate. ASIs and CPM should follow the process accordingly.

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VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 4. AERODROME MANUAL

Section 1. Overview of the Aerodrome Manual

7.4.1.1 INTRODUCTION

A. Aerodrome Manual is an important document in the process of aerodrome certification. Aerodrome Safety Inspectors need to have knowledge of its use and contents. An application for an aerodrome certificate must be accompanied by an aerodrome manual produced by operator in accordance with the applicable regulations GACAR §139.137. Once granted a certificate, the aerodrome operator is required to maintain the accepted aerodrome manual in conformity with the applicable regulations and ensure that all aerodrome operating staff to have access to the relevant parts of the aerodrome manual.

B. The term "operating staff" refers to those persons, whether or not they are employed by the aerodrome operator, whose duties are concerned either with ensuring safety of aerodrome operations or require them to have access to the aerodrome movement areas and all other areas within the aerodrome perimeter.

7.4.1.2 SCOPE OF AERODROME MANUAL

A. The aim and objectives of the aerodrome manual and how it is to be used by operating staff and other stakeholders will be stated in the aerodrome manual.

B. The aerodrome manual must contain all the relevant information to describe the management and operational structure etc. as per provisions given in appendix A of GACAR Part 139.

C. It is the means by which all aerodrome operating staff are fully informed as to their duties and responsibilities including information and instructions related to those matters specified in the applicable regulations.

D. It describes the aerodrome services and facilities, all operating procedures, and any restrictions in place. The manual is a current document for the aerodrome and must be kept updated.

7.4.1.3 OWNERSHIP OF THE AERODROME MANUAL

A. The aerodrome operator is responsible for developing and maintaining the aerodrome manual, as well as providing appropriate personnel access to it.

B. It is the responsibility of the aerodrome operator to be satisfied with the appropriateness of each provision of the aerodrome manual to a particular operation and to make amendments as and when necessary to keep it current.

7.4.1.4 FORMAT OF THE AERODROME MANUAL

A. Format of the Aerodrome Manual is described in appendix B of GACAR Part 139. As part of the certification process, the aerodrome operator must submit the manuals for acceptance by the GACA along with application as per GACAR §139.127.

B. The aerodrome manual must accurately reflect the aerodrome's SMS and shows, in particular, how the aerodrome intends to measure its performance against safety targets and objectives.

C. All aerodrome safety policies, operational procedures and instructions are contained in detail or cross referenced to other formally accepted or recognized publications.

D. At larger aerodromes, the size and complexity of operations and related procedures may imply that these procedures cannot be included in a single document. For example, the aerodrome operator may develop and maintain an SMS manual to communicate its approach to the management of safety throughout the aerodrome. In such circumstances, it is acceptable to identify within the aerodrome manual references to such provisions. It is essential that any referenced information, documentation and procedures be subjected to exactly the same systems of consultation and promulgation as the aerodrome manual.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 4. AERODROME MANUAL

Section 2. Contents of the Aerodrome Manual

7.4.2.1 The aerodrome manual must contain, as a minimum, the sections as described in GACAR Part 139 Appendix B including the following requirements:

7.4.2.2 The assigned ASIs should check the sufficiency of the aerodrome manual as per checklist given in appendix E of this E-Book for its acceptance process.

7.4.2.3 UPDATING OF THE AERODROME MANUAL

A. The aerodrome operator is responsible to define the responsibility for maintaining the accuracy of the aerodrome manual. Once aerodrome manual has been accepted by the President of GACA, any amendment to aerodrome manual will require prior approval from the President.

B. Once the aerodrome manual has been finalized for acceptance or processed for the acceptance or accepted by the President, no change must be entertained. In case changes are necessary then aerodrome operator must be asked to initiate the process of amendment to the aerodrome manual.

C. CPM will check that aerodrome manual has been updated using a defined process and includes all amendments issued before the acceptance of the manual.

D. CPM will check that the method of enabling all aerodrome operating staff to have access to the relevant parts of the manual are defined and can be demonstrated.

E. CPM will check that a method of tracking amendments and ensuring their receipt are established when using an electronic means of distribution.

F. CPM will check that procedures are defined in the manual for acceptance of any amendments or additions to the manual from GACA and its communication to the GACA.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 4. AERODROME MANUAL

Section 3. Checking of Aerodrome Manual

7.4.3.1 Certification Project Manager/Assigned Aerodrome Safety Inspectors must examine the sufficiency of the Aerodrome Manual by using aerodrome checklist as given in appendix E of this E-Book. In case, there is deficiency in contents of the aerodrome manual, CPM shall interact with aerodrome operator for necessary corrections. Further, CPM shall forward relevant portion of aerodrome manual to other subject matter experts for their check and review. CPM should review and submit her/his recommendation to Manager for acceptance of the Aerodrome Manual by General Manager.

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VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 5. AERODROME AUTHORIZATION PROCESS

Section 1. Requirements and Process of Aerodrome Authorization

7.5.1.1 GENERAL

A. GACAR Part 139 requires aerodrome operators to obtain the aerodrome authorization for their aerodromes in Kingdom of Saudi Arabia before start of the operations as prescribed in Subpart C of GACAR Part 139.

B. The aerodrome operators are required to apply for authorization of the aerodrome in the prescribed form acceptable to the President of GACA as per the classification and type of use of aerodrome described in GACAR Part § 139.105.

C. Once the Aerodrome Authorization is issued to the aerodrome; it is the responsibility of the aerodrome operator to operate and maintain the aerodrome as per the provisions specified in GACAR §139.155 and the conditions prescribed, if any, in the aerodrome authorization.

7.5.1.2 FIVE PHASES OF AUTHORIZATION PROCESS

A. The five phases of aerodrome authorization process are briefly described below for guidance of the Aerodrome Safety Inspectors (ASIs) and Aerodrome Authorization Project Manager (APM). Aerodrome Certification Project Managers (CPM) are named as Aerodrome Authorization Project Managers (APM) in the authorization process for clarity of understanding whereas these officials may be the same in practicality. The Phase 4 is optional and need based, and not mandatory in case of authorization:

Phase 1: Authorization Pre-application (Expression of Interest)

Phase 2: Authorization Formal Application

Phase 3: Authorization Document Evaluation

Phase 4: Technical Inspection and On-site Verification (Optional, if necessary)

Phase 5: Issuance or Denial of Aerodrome Authorization

(Aerodrome Safety Inspectors/APM Guidance: The provisions in this section may be adjusted or adapted as per the specific circumstances of each aerodrome being authorized depending upon its

use, capacity and complexity. The aerodrome authorization project manager/aerodrome safety inspectors should assess the requirement of the work from other departments of GACA and will coordinate wherever authorization process requires collaboration in areas of additional expertise.

The authorization process, described in this chapter of E-Book, provides means of continuous interaction between the GACA and the applicant, from the time when applicant has expressed initial interest for the issue of the aerodrome authorization. The aerodrome safety inspectors should encourage the applicants or aerodrome operators to get familiar with the requirements of the regulations and the processes of authorization and try to educate them through interactions or informal meetings before applying for authorization.

The phase 4 of technical inspection and onsite verification is not mandatory in case of authorization process. Only in special circumstances, when APM considers it necessary to visit aerodrome to inspect or verify any physical characteristics or facility or equipment or operation procedure document, inspection of aerodrome may be conducted with prior approval of GM-ASD.)

7.5.1.2.1 Phase 1 – Authorization Pre-Application Phase

A. The purpose of the pre-application phase is to interact with the applicant to discuss and answer questions about the authorization process, regulatory requirements, formal application and preparation of aerodrome operation procedures, filling of statement of regulations compliance and list of non-compliances, if applicable, aerodrome management personnel and any other requirements or documents.

B. The pre application meeting(s) should discuss but not limited to the following:

1. Discuss the regulations applicable to the proposed aerodrome;

2. Provide the applicant with a copy of the application form or advise the applicant on the methods to download from website; and

3. Inform the applicant that a formal application is required as per procedures given in this chapter of the E-Book after the satisfactory completion of pre-application meeting(s).

4. Educate the applicant about the requirements, documents and information the applicant need to submit along with the formal application.

5. Any other clarification(s) sought by the applicant or aerodrome operator.

C. After the pre-application meeting, and having assessed the complexity of the proposed aerodrome, the Manager in consultation with the General Manager will assign an authorization team. Manager may also consider using resources from other departments

to assist the authorization process, if so required.

D. Aerodrome Authorization Project Manager (APM) will then be designated from the authorization team by the Manager. The designated APM will be the principal spokesperson or focal point for GACA during the whole process of the particular aerodrome authorization. There may be more than one APM at any given time depending on requirements of the work load but not more than one for a particular aerodrome.

E. Once the APM has been designated, the Manager should notify the applicant or aerodrome operator about the name of the APM and contact details as to who will the responsible person for the whole authorization process of the aerodrome.

F. The APM and authorization team should conduct preliminary actions as follows:

1. Create a working authorization file for the potential applicant/ aerodrome;

2. Conduct a review of the initially supplied documents or available information about the potential applicant/aerodrome operator;

3. Inform the applicant or aerodrome operator, if necessary, to attend a formal pre-application meeting.

(Aerodrome safety inspectors/APM Guidance: Generally, the authorization process discusses the pre-application phase being one meeting. Experience has shown that for a small aerodrome operator, it may be possible to provide all of the required information and/or to answer all of their questions, at a single meeting or through an email/discussion but in the case of large aerodromes with little or no experience of authorization processes, the pre-application phase may involve a number of meetings, and the exchange of several letters or information, and so on. It is important for the aerodrome authorization project manager to provide as much information as possible, and to assist the potential applicant as far as possible - without compromising the integrity of GACARs.)

7.5.1.2.2 Phase 2 – Authorization Formal Application Phase

A. The formal application for authorization must include the following:

1. Application for aerodrome authorization in prescribed form;

2. Statement of Regulations Compliance in prescribed form;

3. Nomination forms of aerodrome Management Personnel in prescribed form; and

4. Other documents as mentioned in the application form.

B. The following are key steps in the formal application phase to be ensured by aerodrome safety inspectors:

1. To Receive the Formal Application - Ensure that all documents have been submitted by the applicant and are complete. APM should check the sufficiency of the application.

2. To Evaluate the Application Package: Based on the initial evaluation of the application package, a decision should be made on whether or not to ask any further information or conduct discussion meeting or reject the application or initiate authorization process. If the application and documents are complete then phase 3 process should be initiated.

(ASIs/APM Guidance: The aerodrome authorization project manager needs to consider the likelihood that the applicant may not submit the complete application package in one go, in such cases applicant should be given more time/chances. This will be primarily relevant for first time applicants where there is no previous experience. In such cases, aerodrome authorization project manager may inform or conduct an application meeting with applicant to resolve deficiency issues concerning the application package. If applicant fails to comply the application requirement in the given time even after repeated chances, then aerodrome authorization project manager must return the application with reasons in writing and terminate the authorization process with consent of General Manager, ASD.)

7.5.1.2.3 Phase 3 – Authorization Document Evaluation Phase

A. Aerodrome Authorization Project Manager shall coordinate and forward the application, relevant documents and operation procedures to respective team members for their evaluation and finding report.

B. The assigned aerodrome safety inspector will review related portion of the application package by carrying out an in-depth evaluation of the contents of each submitted document for sufficiency and for regulatory compliance. The documents to be reviewed should include, but not limited, the following:

1. The applicant's application of aerodrome authorization;

2. Aerodrome Operator's statement of regulations compliance;

3. Nomination application for management personnel;

4. Aerodrome Operational Procedures and submitted documents; and

5. Other submitted attachments mentioned in application form.

C. The assigned aerodrome safety inspectors shall submit their observations report to the APM. Once all reports are received, APM prepares the final finding report. If any discrepancies or deviations in any document is observed and/or determined in discussion with the applicant, the same must be included in the report. Further, non-compliance check list, if any, must be carefully evaluated by APM including corrective action plan of applicant/aerodrome operator for risk assessment and the mitigations measures. In case, corrective action plan has any observations, the same must be included in the finding report.

D. The APM will evaluate the resume of the nominated management personnel and ascertain that the nominated management personnel are qualified, experienced and trained. The competency check report must be prepared for the record and if found unsatisfactory, the observations must be included in the finding report. There is no competency test of management personnel in authorization process of the aerodromes.

E. APM will take internal approval and forward the final finding report to the applicant/ aerodrome operator for seeking the clarification and/or corrective action plan to be submitted within the specific time frame, failing which authorization process will not continue until all such discrepancies are resolved by the operator . The corrective action plan received from the applicant/aerodrome operator must be evaluated based on risk assessment and mitigation measures as submitted by the applicant/aerodrome operator and accepted, only, if it meets the requirements of GACAR Part 139 and/or on merit of outcomes of the risk's assessment and mitigation measures.

F. If the discrepancies are resolved by the applicant/aerodrome operator and there are no findings, or the corrective action plan is accepted and mitigation measures are agreed upon by the APM, then the APM will proceed to the next phase of authorization process. If discrepancies are not resolved and the risk assessment analysis determines safety concerns due to one or more findings, the applicant will be informed, in writing, about such discrepancies. However, sufficient opportunity may be given to the operator to resolve all such discrepancies in the respective documents or at the aerodrome at this stage. APM may decide to ask the applicant or aerodrome operator for an aeronautical study, if required, to ensure safety of aerodrome operations.

7.5.1.2.4 Phase 4 – Technical Inspection and On-site Verification. The Phase 4 of technical inspections and/or on-site verifications is not mandatory in case of aerodrome authorization. Only in special circumstances, if APM considers it necessary to verify any technical submission by the aerodrome operator by visiting the aerodrome site. In that case the APM must discuss such requirements with Manager or General Manager and take appropriate decision. Aerodrome site inspection or on-site verification must have prior approval from General Manager and should be coordinated with applicant or aerodrome operator before such inspections.

7.5.1.2.5 Phase 5 – Authorization Issuance Phase

A. Consequent to the outcome of phase three (and phase four if applicable) and when APM is satisfied that applicant/aerodrome operator has met the applicable regulatory requirements and document evaluation process is complete, the APM will initiate the proposal for issuance of authorization of aerodrome for acceptance of the President.

B. APM will submit the authorization proposal on a file to the President through Manager and General Manager, ASD. When no findings are reported or once the corrective action plans are accepted and mitigation measures are agreed upon, the President of GACA may accept the issuance of the aerodrome authorization to the aerodrome operator.

C. The APM will ensure that the authorization recommendation report contains at least the following:

1. The application for aerodrome authorization in prescribed form;

2. Aerodrome Operator's Statement of Regulations compliance in prescribed form;

3. APM Findings Report along with APM accepted Corrective Action Plan in prescribed form;

4. Details of Exemptions, if any;

5. APM Report on competency check of management personnel;

6. Authorization recommendations of the APM;

7. Aerodrome Authorization Certificate, duly filled, for signature of President; and

8. Any other document necessary for consideration of the President.

D. The issuance of a conditional authorization may be considered by the President in special circumstances. In such cases the conditional authorization will contain the specific condition under which the authorization is issued, and the time by which that deficiency needs to be rectified.

E. The promulgation of information in respect of authorized aerodromes in the aeronautical information publication (AIP) is not mandatory. However, the status of authorization of aerodromes may be considered for promulgation, in the aeronautical information publication, if considered necessary due its tactical location and/or aerodrome operator is desirous for it. In such cases, once authorization is signed by the President, APM will inform to the AIS Department through Manager/General Manager, ASD about the status and details of aerodrome by using the prescribed form.

F. In case, the authorization process is unsuccessful, due to either applicant terminating the process or the incomplete documentation or noncompliance of regulations or unacceptable outcome of evaluation, the APM will brief the General Manager, ASD and will send the letter to the applicant or aerodrome operator describing the reasons for non-issuance or rejection of the authorization, as the case may be.

(ASIs/APM Guidance: If an applicant or aerodrome operator is unable to meet certain regulatory requirements for the issuance of an authorization, applicant has to demonstrate through safety risk assessment and mitigation measures that applicant or aerodrome operator can operate the aerodrome safely whilst they achieve compliance with the requirements. In such cases, the President may consider to issue an 'exemption' from the regulatory requirement. Any exemption issued generally will be time limited – that means, it will not apply indefinitely, and the applicant has to provide evidence that they will achieve full compliance within a reasonable period of time and safety of operation is not compromised.)

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 5. AERODROME AUTHORIZATION PROCESS

Section 2. Aerodrome Authorization Activity Schedule

(APM/ASIs Guidance: The aerodrome authorization activity schedule has been described for better understanding of the aerodrome safety inspectors and aerodrome authorization project manager for the authorization process and its timelines explaining the phase wise work activity schedule. The authorization activity schedule period is seven months and should not exceed more than 120 working days for the entire process. The stage activity table describes as to who, what and when for ease of understanding.)

7.5.2.1 PHASE 1: PRE –APPLICATION (10 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
Stage I	Applicant/ Aerodrome Operator (AO)	Aerodrome Operators, willing to obtain the Aerodrome Authorization from GACA, should: (a) Designate a aerodrome focal point officer (AFPO). (b) Submit Expression of Interest to GACA. (c) If required, request a meeting with Manager or General Manager of GACA and understand the regulation requirements and process for authorization of aerodrome.	(a) Aerodrome Focal Point Officer (AFPO) will be the coordination officer for interacting with GACA and he/she should be familiar with all procedures and requirements for obtaining the aerodrome authorization.

Stage II	Manager/ GM-GACA	(a) Select the authorization team and designate the Aerodrome Authorization Project Manager (APM) for taking up the task of authorization for proposed aerodrome. (b) Inform the aerodrome operator with details of APM as focal point from GACA. (c) Manager/GM conduct pre-application discussion with applicant/aerodrome operator. Brief him/her about requirements of the authorization process and advise to submit formal application in prescribed form.	(a) Within 5 working days on receipt of expression of interest for the authorization of aerodrome.

7.5.2.2 PHASE 2: FORMAL APPLICATION (12 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
Stage I	Applicant/ Aerodrome Operator (AO)	(a) Submit formal application in prescribed form; (b) Ensure Aerodrome Operator Statement of Regulations Compliance in prescribed form is enclosed; (c) Ensure nomination application are enclosed for required management personnel in prescribed form; (d) Check risk assessment and mitigation measures and corrective action plan are attached with application in prescribed form, if there are non-compliances. (e) Ensure Aerodrome Operation Procedures (AOP) are enclosed; (f) Ensure Aerodrome Emergency Plan (AEP) is enclosed;	(a) After pre-application phase and readiness, applicant/aerodrome operator can submit the formal application to GACA for aerodrome authorization.

		(g) Any other documents-Enclosed copy.	
Stage II	Aerodrome Authorization Project Manager (APM)	(a) GM-ASD receives the formal application from aerodrome operator. Advise the Manager for action and assign APM. (b) APM examines the sufficiency of the application and ensures that all required documents listed in application form are submitted by applicant/aerodrome operator. (c) If APM observes any deficiency in application, the applicant/aerodrome operator must be requested to submit the same in a given time schedule. (d) Incase applicant/aerodrome operator fails to comply with the application requirements even after repeated reminders, APM should return the application giving reasons after taking approval from General Manager. (h) If application is in order, then APM initiate the evaluation process phase 3.	(a) On receipt of formal application from the applicant/aerodrome operator. (b) Time of two weeks is considered to allow operator to resolve any application issue or requirement of any additional information from applicant. (c) This stage should be completed by APM within 12 working days.

7.5.2.3 PHASE 3: DOCUMENT EVALUATION AND COMPETENCY CHECK PHASE (30 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
Stage I	Aerodrome Authorization Project Manager (APM)/ Assigned ASIs	(a) APM conducts detail evaluation of submitted application, Compliance Check-list, and Aerodrome Operation Procedures. (b) APM sends relevant part of Aerodrome's Operation Procedures or any other documents to assigned ASIs and to other departments, if so required. APM keeps monitoring the progress for their timely feedback report. (c) ASIs submits their observations/ findings report to APM in prescribed finding report Form. (d) APM compiles all observations/report and interacts with Aerodrome Operator Focal Point for ensuring sufficiency of all documents and compliance of aerodrome physical characteristics, operation procedures, obstacle etc. and communicate with applicant for any clarifications or revisions in documents or operation procedures, if so required. (e) APM will review the resume of management personnel and coordinate with applicant/operator for any deficiency. If satisfied of meeting all requirements, then record competency check outcome of management personnel as accepted or not accepted or accepted with conditions.	(a) Activity start from the date of decision to continue with authorization process. Activity a, b and c should be so arranged that all actions are completed in 10 working days. If extra time required by applicant due justified reasons, APM may allow applicant such time, if satisfied, but such time period will not be counted as activity process time.

Stage II	ASIs and Aerodrome Authorization Project Manager (APM)/ Manager	(a) On receipt of reply or clarifications from applicant/ operator, the APM examines the submission in consultation with assigned ASIs. (b) APM evaluates all finding and prepares the final finding report in prescribed form. Classify the findings as L1, L2 or L3 as per evaluation and submittals from aerodrome operator. (c) APM takes internal approvals on final finding report from Manager and GM-ASD. (d) APM conveys the findings to the applicant/aerodrome operator asking to file corrective action plan in the same form in a specific given time schedule.	(a) Final finding report should be prepared by ASIs/APM within 5 days on receipt of reply from applicant. Final findings report be got approved following internal procedures before conveying to the applicant/aerodrome operator.
Stage III	Aerodrome Operator (AO) and Aerodrome Authorization Project Manager (APM)/Manager	(a) Aerodrome operator must carryout risk assessment and mitigation measures and prepare corrective action plan in same prescribed form of findings within the given time. (b) APM shall analyze the corrective action plan in consultation with team members. If required, shall interact with applicant/operator for any additional information or modifications to finalize the corrective action plan before its acceptance. (c) APM will discuss the findings and corrective action plan with Aerodrome Manager. In case of inevitability and if required, make a plan to conduct an aerodrome inspection for onsite	(a) Aerodrome operator must submit corrective action plan in prescribed form within 10 working days including clarifications, if any. (b) APM should accept the corrective action plan within 10 working days including the period for aerodrome inspection, if applicable. (b) The maximum time for stage III is

		verification. Manager then takes approval from GM for aerodrome inspection. APM and relevant team member (s) inspect aerodrome for limited scope. Follow the inspection process for authorization as is mentioned in case of certification of aerodromes. (d) Manager accepts the corrective action plan following the internal approval process and agreed mitigation measures. *(Note: In the authorization process technical inspection or on-site verification generally not conducted. However, as an exception, aerodrome inspection may be conducted, if essential after approval of General Manager).*	considered as 20 working days and period of activity a and b to be adjusted accordingly.

7.5.2.4 PHASE 4: TECHNICAL INSPECTION AND ON-SITE VERIFICATION (60 WORKING DAYS - OPTIONAL, CONDUCTED WITH PRIOR APPROVAL FROM GM, IF NECESSARY)

ACTIVITY	WHO	WHAT	WHEN
Stage I	Aerodrome Authorization Project Manager APM/ Manager	(a) Technical Inspection and On-site Verification is not mandatory for authorization; (b) APM must review the requirements of site visit and discuss with Manager. If considered necessary, then only the inspection can be conducted with prior approval from GM-ASD. The process will be same as for certification and must be followed accordingly.	(a) This activity is option and only conducted when found necessary. If need to be conducted then the same must be done in time allocation for this phase with prior approval from GM. In case phase 4 activity not done then 60 days get reduced from over all authorization process period.

7.5.2.5 PHASE 5: AUTHORIZATION PHASE (10 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
Stage I	Aerodrome Authorization Project Manager (APM)/ Manager	(a) When no findings are reported or once the corrective action plan is accepted, mitigation measures agreed, Manager advises APM to prepare the proposal to issue the Aerodrome Authorization for submission to GM for acceptance of the AP & President. (b) APM proposal should include original application, accepted Corrective Action Plan, if applicable, Competency Check Outcome Report and duly filled Aerodrome Authorization Certificate in prescribed form as given in this E-Book . (c) Once issuance of the Aerodrome Authorization is accepted or rejected by the President, the Manager will communicate the same to the aerodrome operator. APM must provide Authorization number as ADA-139-(Aerodrome Identifier code)-Authorization number. (d) APM should also inform the status of authorization to AIS Department for promulgation in prescribed form, if applicable. (Note: Once the aerodrome is issued an authorization, all responsibility are on aerodrome operator for safe operation as prescribed in GACAR Part 139 Sub Part C).	(a) Within 10 workings days including approval of the President.

Stage II	Aerodrome Authorization Project Manager (APM)	(a) During the period of validity of authorization, the APM monitors the timely implementation of corrective action plans, if it was accepted during authorization process. (b) During the validity period of authorization, if APM feels necessary to inspect the aerodrome, then APM will plan and conduct oversight and surveillance audit inspections, as and when required in relation to any changes, analysis of occurrences, safety of aerodrome operations. If such inspection are required, the same need to be coordinated with aerodrome operator and must have prior approval of General Manager.	(a) As and when necessitated during the validity period of authorization.
Stage III	Aerodrome Operator	(a) Aerodrome operator must maintain the authorized aerodrome and all its facilities as per the provisions of GACAR Part 139 and aerodrome authorization certificate. (e) Aerodrome operator should apply for reissuance of authorization, if so required, to the President of GACA in the prescribed form and following the procedures as described under Phase 2.	(a) As and when necessitated during the period of authorization. (b) Authorization Reissuance application should be submitted at least 90 days before its expiry date, in case authorization is issued with validity period.

(ASIs/APM Guidance: The process of reissuance of authorization, wherever applicable, should generally follow the same sequence of activities. However, APM can decide, depending upon the results of outcomes of the continued oversight/ surveillance during the authorization validity period and in view of complexity of aerodromes. The aerodrome operation procedures need to be reviewed during the authorization reissuance process to ascertain that it is current, complete, and updated with all applicable amendment.)

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 5. AERODROME AUTHORIZATION PROCESS

Section 3. Renewal or Re-Issuance of Aerodrome Authorization

(CPM/ASIs Guidance: Once the aerodrome authorization is issued, aerodrome operator must maintain the aerodrome as per provision of GACAR Part 139 and the responsibilities prescribed in Sub Part C. CPM should have periodical safety oversite to observe that authorized aerodrome is managed and operated as per provisions of the authorization certificate. However, in case of authorization, it is the one-point responsibility of the aerodrome operator to maintain and operate the aerodrome as per requirements of the GACAR Part 139 and as per the responsibilities of the operator prescribed in Sub Part C. The aerodrome authorization is issued with no validity limitation.)

7.5.3.1 GENERAL

A. Authorization issued to aerodrome has no validity and the authorization remains valid until:

1. The organization is remaining in compliance with GACAR Part 139;
2. Provide access of aerodrome to GACA officers to determine continued compliance with the requirements;
3. The authorization is not being surrendered or revoked; and/or
4. The President suspends or cancels the authorization.

B. In cases, where due consideration of any reasons mentioned in paragraph (A) above, President has canceled the authorization of aerodrome, in such cases, the aerodrome operators has to apply a fresh application for authorization in the prescribed form. However, where authorization has been issued by the President with a limited validity period, in that case, it is the responsibility of the operator to apply for renewal of aerodrome authorization to the President at least 90 days prior to the expiry of the authorization validity.

C. The application for renewal or fresh authorization must be submitted in the prescribed form F-139-1630 acceptable to the President.

(CPM/ASIs Guidance - The forms are available on GACA website and applicant or aerodrome operators should be advised to use or down load the required forms from GACA website. All the submissions must be made in the prescribed forms. Non-submission of application in the prescribed forms may be liable for rejection. In circumstances, where authorization is issued with limited

validity period, in such cases of renewal CPM should mention renewal number on certificate. In case of authorization, if aerodrome authorization is surrendered or revoked or canceled then aerodrome operator have to apply a fresh application for authorization as prescribed in GACAR Part 139 Sub Part C.)

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VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 6. ESTABLISHMENT OF NEW AERODROMES

Section 1. General Requirements

7.6.1.1 GENERAL

A. Article 33 of Civil Aviation Law of KSA states that No civil aerodromes or airfields may be constructed, used or invested in, in the Kingdom without approval of the authority. GACA has developed the requirements for granting the permission for establishing new aerodromes as per the provisions given in GACAR Part 139.

B. GACAR §139.167 prescribes the requirements for establishment of new aerodrome and the prior permission from the President of GACA. The applicant must apply for establishment permission in the prescribed form acceptable to the President.

C. The permission of establishment does not permit the applicant to commence the operations at the aerodrome on completion of the construction activities/work. The applicant must apply for certification or authorization as per the regulatory requirements of GACAR §139.127 and §139.147 respectively.

7.6.1.2 PROCESS FOR PERMISSION OF ESTABLISHMENT OF NEW AERODROME. GACA has prescribed five stages for the process for permission of establishment of new aerodromes which are as follows:

Stage I: Pre-Application Phase

Stage II: Formal Application Phase

Stage III: Issuance of Permission Phase

Stage IV: New Aerodrome Construction and completion Phase

Stage V: New Aerodrome Certification or Authorization Phase

7.6.1.3 APPLICATION REQUIREMENT FOR ESTABLISHMENT OF NEW AERODROME. The applicant or aerodrome operator, who intend to establish new aerodrome, is responsible to apply for establishment of new aerodrome to the President of GACA in a prescribed form. The application must include the following:

A. Application for establishment of new aerodrome in prescribed form;

B. Land ownership proof or Lease Agreement;

C. Approval from Local Province Principality;

D. No objection or Agreement from SANS;

E. Environment Impact Assessment Report; and

F. Aerodrome Feasibility Study Report including:

1. Details of the aircrafts mix fleet and critical aircraft.

2. Type of the operations.

3. Runway orientation siting details with wind data and wind rose analysis for runway orientation as per GACAR Part 139 requirements.

4. Runway length design considering the aircrafts mix fleet or critical aircraft after applying correction factor for the elevation, temperature and runway slope, with site temperature data and calculations of the aerodrome reference temperature etc. as per GACAR Part 139 requirements.

5. Survey data with Obstacle limitation surfaces of the proposed runway(s)

6. Study report of Air Traffic in the vicinity of the aerodrome.

7. Aeronautical study; if applicable.

8. Proposed master plan showing the current and future land uses of the aerodrome.

9. Any other relevant documents.

7.6.1.4 STAGES ACTIVITY FOR ESTABLISHMENT OF NEW AERODROME

(Aerodrome Safety Inspector/CPM Guidance: The new aerodrome establishment activity is comparatively infrequent and therefore requires to be handled with associated aerodrome safety inspectors and the CPM. The stage schedule has been described for better understanding of the aerodrome safety inspectors for the five-stage process and its timelines. Since the stages are not continuous for aerodrome establishment approval, the time is given activity wise and overall time is not estimated. The stage activity table describes the process about who, what and when for ease of aerodrome safety inspectors.)

7.6.1.5 STAGE I: PRE-APPLICATION PHASE (5 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
1	Applicant	(a) Applicant, willing to establish the new aerodrome and seeking permission from GACA, should: (b) Designate or appoint a focal point officer (FPO). (c) If required, FPO request or conduct a pre-application meeting; and understand the regulation requirements and process of permission for establishment of new aerodrome. (The applicant/Focal Point Officer must use this pre-application activity to understand about the requirements of regulations and the application processes for establishing new aerodrome. The better understanding will facilitate the applicant to appreciate and fasten the process).	(a) As soon as pre-application process starts. Focal Point Officer (FPO) will be the coordination officer of applicant with GACA. He/she is expected to be aware or get conversant of the procedures and requirements of the process for obtaining approval for establishing new aerodromes.
2	Manager/ GM Aerodrome Safety Department	(a) Assign the aerodrome safety inspector for proposed new aerodrome establishment process. (b) Inform the applicant with details of the assigned ASI as focal point from GACA. (c) Manager conduct the pre-application meeting with applicant and discuss the requirements and the process for application for establishment of new aerodrome. The meeting can be in person or online as per situation and mutual understanding.	(a) Within 5 working days on receipt of request of meeting from the applicant. (c) Meeting(s) be finished within period assigned for this activity.

7.6.1.6 STAGE II: FORMAL APPLICATION PHASE (20 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
1	Applicant	(a) The applicant, willing to establish the new aerodrome and seeking approval from GACA, must submit formal application in prescribed form as required by GACAR §139.167 which include: (1) Application for establishment of aerodrome in the prescribed form; (2) Statement of compliance with regulations in the prescribed form; (3) Proof of ownership or lease rights of the land; (4) Environment Impact Assessment Report; (5) Obstacle Survey Report; (6) Aerodrome feasibility study report; (7) Aeronautical study report, if applicable; (8) Approvals for establishment of aerodrome from Principality; (9) No objection certificate for establishment of aerodrome from SANS; and (10) Details of consultant entity, if appointed.	(a) After conduct of pre-application meeting.

2	Assigned ASI/ Manager	(a) ASI will examine new aerodrome proposal for its sufficiency as per application requirements and as per provisions in GACAR Part §139.167. (b) If application is incomplete, ASI seeks clarification or any other requirements/documents giving a definite time schedule. If satisfactory reply is not received in the given time, ASI/Manager will return the application/proposal with reasons after taking internal approval from General Manager. (c) If Application is complete, ASI will initiate process of detailed examination of the proposal.	(a) Within 5 working days from the date of task assignment by Manager/General Manager.

3	Assigned ASI	(a) ASI reviews the submittals and other documents and send the relevant portions of proposal to other departments such as obstacle, operation, environment and RFF etc. for their review giving a reasonable timeline through Manager/GM. (b) ASI compiles all findings including the findings received from other departments in a prescribed finding form. ASI may discuss with other departments, if need be, for any clarity on any findings. (c) ASI will submit, if there are no findings, with recommendation, to Manager/GM for seeking approval from the President to establish new airport. (d) If there are findings, ASI will take internal concurrence on findings and request the applicant to submit replies/clarifications/documents etc. by giving a definite time schedule. (e) Once replies from applicant has been received, ASI will consult other departments, if required, and re-examine the findings. Once satisfied, ASI will submit the proposal with recommendations for seeking the approval from President.	(a) Within 15 working days from the date of activity Stage II-2(c). This time schedule does not include the time taken by the applicant for replies.

7.6.1.7 STAGE III: ISSUANCE OF PERMISSION PHASE (5 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
1	ASI/ Manager	(a) When permission approval granted by the President and letter of permission signed, ASI will record the details in the file maintained in ASD office. (b) Manager will prepare forwarding letter for GM's signature and sent the permission to the applicant to establish new aerodrome.	(a) Within 5 working days.

7.6.1.8 STAGE IV: NEW AERODROME CONSTRUCTION AND COMPLETION PHASE (PERIOD AS PER AERODROME CONSTRUCTION PLAN)

ACTIVITY	WHO	WHAT	WHEN
1	Applicant	(a) The applicant must construct and complete the aerodrome works in compliance with permission, GACARs and local regulatory requirements. (b) The applicant will inform the President of GACA on completion of the new aerodrome project work and submit a project completion report. (c) Applicant must allow the ASI or any other representative of GACA to inspect aerodrome any time during construction period with or without notice.	(a) Time line of this stage is as per aerodrome project schedule period. On completion of aerodrome works, applicant must inform the President within 30 days from the date of completion of the project.

2	Assigned ASI	(a) Assigned ASI will record the information/report received from applicant in the respective aerodrome file. (b) ASI may advise the applicant for process of authorization or certification, as the case may be, if applicant willing to start the operations at new aerodrome.	(a) Date and Time as per ASI and Applicant mutual consent.

7.6.1.9 STAGE V:NEW AERODROME AUTHORIZATION OR CERTIFICATION PHASE.

ACTIVITY	WHO	WHAT	WHEN
1	Applicant	(a) The applicant must apply for authorization or certification of the new aerodrome before start of any operations on the new aerodrome. (b) The application for authorization or certification must be submitted in prescribed form to the President of GACA as per provisions in GACAR Part 139.147 and 139.127 .	(a) Time line of this stage as per applicant.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 6. ESTABLISHMENT OF NEW AERODROMES

Section 2. Application Requirement for Acceptance of Consultant

(ASIs/CPM Guidance: In case, the consultants are engaged in design or supervisory function for the aerodrome, the applicant must take prior acceptance of the President for consultant entity as required under GACAR §139.117. However, if any certified aerodrome operator plans to design, supervise and construct any work inside certified aerodrome using his own in house engineering resources, then prior acceptance approval for aerodrome operator as an entity is not required. However, in such cases aerodrome operator need to follow change management approval process).

7.6.2.1 The applicant who intends to appoint or engage a consultant for design or supervision services for establishment of new aerodrome or carryout any changes in the existing certified aerodrome, must take prior acceptance of consultant from President of GACA as per requirement of GACAR Part §139.117.

7.6.2.2 The applicant or aerodrome operator must submit the application for consultant acceptance in a prescribed form acceptable to the President of GACA.

7.6.2.3 CONSULTANT ACCEPTANCE PROCESS (30 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
1	Applicant	(a) Applicant, willing to engage or appoint a consultant should: (1) Designate or appoint a focal point officer (FPO). (2) If needed, FPO request or conduct a meeting with Manger/General Manager. (3) Submit an application for acceptance of consultant in the prescribed form.	(a) As soon as applicant decide to appoint or engage a consultant. Focal Point Officer (FPO) will coordinate with GACA and he/she must get conversant with all procedures and requirements for obtaining acceptance for consultant.

2	Manager/ GM Aerodrome Safety Department	(a) Assign the aerodrome safety inspector for the process of consultant acceptance. (b) Inform the applicant with details of the assigned ASI as focal point from GACA.	(a) Within 3 working days on receipt of formal application from the applicant.
3	Assigned ASI	(a) ASI will examine the received application of consultant acceptance for its sufficiency as per GACAR §139.117 requirements. (b) If application is incomplete, ASI will ask the applicant for clarification or any other requirements/documents giving a definite time schedule. If satisfactory reply not received in given time, ASI will return the application/proposal with reasons after taking internal approval from General Manager. (c) If Application is complete, ASI will initiate process for detailed examination of application and other submitted documents such as CVs of key persons, consultant credentials and work experience etc.	(a) Within 5 working days from the date of task assignment by Manager/GM. (b) Applicant may be given up to 15 working days to complete all clarifications or documents resubmission.
4	Assigned ASI and Manager-ASD	(a) If the consultant is observed to be meeting the GACAR requirements, ASI will submit his findings with recommendation for acceptance of the consultant from President through Manager/General Manager. (b) When approved, ASI will record the details of consultant in the consultant acceptance register maintained at Manager-ASD office. (c) Manager-ASD will inform the applicant in writing the acceptance of the consultant by President.	(a) Within 7 working days from the date of confirmation to start the approval process or from the date of clarifications received from applicant as the case may be.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 7. APPENDICES

Appendix AA-1. List of Aerodrome Forms

The following forms are available under Forms at GACA Website Portal. These forms must be used for the defined purpose and ASIs/APM should also use the defined forms.

S. No	Form Number	Description of the Form	Location
1	F-139-1630	Application form for Certification or Authorization of Aerodrome (For use of Applicant/Operator)	GACA Website www.gaca.gov.sa
2	F-139-1631	Form for Statement of Regulations Compliance (For use of Applicant/ Operator)	GACA Website www.gaca.gov.sa
3	F-139-1632	Check List of Regulations Non-Compliances and mitigation measures (For use of Applicant/Operator)	GACA Website www.gaca.gov.sa
4	F-139-1633	Form for Nomination of the Management Personnel for Competence Assessment (For use of Applicant/Operator)	GACA Website www.gaca.gov.sa
5	F-139-1634	Form for Technical Inspection Report (For use of ASIs/CPM)	GACA Website www.gaca.gov.sa
6	F-139-1635	Form for On-site Verifications Report ((For use of ASIs/CPM)	GACA Website www.gaca.gov.sa
7	F-139-1636	Form for Findings Report and Corrective Action Plan (For use of Applicant/ Operator and ASIs/CPM)	GACA Website www.gaca.gov.sa
8	F-139-1637	Form for Evaluation of the Management Personnel (For use of ASIs/CPM)	ASIs/CPM
9	F-139-1638	Form for Aerodrome Manual Check List (For use of ASIs/CPM)	ASIs/CPM
10	F-139-1639	Form for Application for the Consultant Acceptance (For use of Applicant/Operator)	GACA Website www.gaca.gov.sa
11	F-139-1640	Form for Establishment of New Aerodrome (For use of Applicant/ Aerodrome Operator)	GACA Website www.gaca.gov.sa
12	AD-139-CXX-XXX	Form for Aerodrome Certificate (For use of ASIs/CPM)	ASI/CPM
13	AD-139-AXX-XXX	Form for Aerodrome Authorization (For use of ASIs/CPM)	ASIs/CPM
14	AD-139-PXX-XXX	Form for Permission of Establishment of New Aerodrome (For use of ASIs/CPM)	ASIs/CPM

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 7. APPENDICES

Appendix AA-2. Certification Project Manager Application Checklist

7.7.2.1 Initial assessment of application for Aerodrome Certification by CPM/Assigned ASI. The assigned aerodrome safety inspector will conduct preliminary examination of application by filling following check list to ascertain the sufficiency of application and its submittals.

S. No.	Particulars in Application as required by GACA	Submitted by Aerodrome Operator		Remarks/ Initial Observation of Assigned ASI/CPM.
		YES	NO	
1	**Application submitted in prescribed form (Form: F-139-1630)**			
2	**Other forms submitted by Aerodrome Operator:**	**YES**	**NO**	
	Aerodrome Operator Compliance Checklist (Form: F-139-1631)			
	Nomination Form - Aerodrome Management Personnel (F-139-1633)			
3	**Aerodrome Manual submitted consisting of:**	**YES**	**NO**	
	Part I: Introduction			
	Part-II: Technical Administration			
	Part-III: Description of Aerodrome (Aerodrome-Characteristics)			
	Part IV: List of Authorized deviations, if any.			
	Part V: Operational Procedures			
4	**List of other documented submittals**	**YES**	**NO**	
	(i) **Safety Management Manual (SMS)**			
	(ii) **Aerodrome Emergency Plan (AEP)**			
	(iii) **Approval of Aerodrome Security Plan (ASP)**			
	(iv) **Others, if any**			
5	**Name of Assigned ASI:** ……	…….. Signature of ASI with Date		
6	**Name of Certification Project Manager:** ……..…….	…….. Signature of CPM with Date		

(Note: CPM will review the outcome of initial inspection of application, in case there are 'yes' in all the four submissions then CPM should initiate the process of certification within 5 working days.)

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 7. APPENDICES

Appendix AA-3. Aerodrome Safety Inspector Aerodrome Manual Checklist (Form: F-139-1638)

(Aerodrome Safety Inspector/CPM Guidance: This checklist will be used by Aerodrome Safety Inspectors to examine the contents and sufficiency of the Aerodrome Manual. In case of authorization customized Aerodrome Manual may checked using same checklist with applicable provisions. CPM should submit his recommendation to Manager/GM for acceptance of Aerodrome Manual.)

S. No.	Description of Items in Aerodrome Manual	Aerodrome Manual Compliance Check			Remarks/ Observations
		Yes	No	Page Ref	
1.0	**Introduction**				
1.1	Purpose of the aerodrome manual				
1.2	Legal position regarding aerodrome certification as contained in the applicable regulation.				
1.3	Distribution of the aerodrome manual to the identities listed in the aerodrome manual.				
1.4	Procedures for distributing and amending the aerodrome manual and the circumstances in which amendments may be needed.				
1.5	Checklist of pages				
1.6	Preface by certificate holder (aerodrome operator)				
1.7	Table of contents				
1.8	Glossary of terms				
2.0	**Technical Administration**				
2.1	Name and address of the aerodrome				
2.2	Name and address of the aerodrome operator				
2.3	Name and contact details of the accountable executive and aerodrome management personnel.				
2.4	Aerodrome Operator organization chart				
3.0	**Description of Aerodrome (Aerodrome Characteristics)**				
3.1	Latitude and longitude of the aerodrome reference point in World Geodetic System — 1984 (WGS-84) format.				
3.2	Elevations of Aerodrome.				
3.3	Elevations of Apron.				

3.4	Aerodrome Plan showing aerodrome reference point and layout of runway, taxiway, apron, heliports, aerodrome markings, lighting, NavAids, ATC, RFF Stations etc.				
3.5	Description of height and location of obstacles that infringe upon the standard protection surfaces, whether lighted or not & detailed in AIP.				
3.6	Procedures for ensuring that the plans are up to date and accurate.				
3.7	Data for, and the method used to calculate, declared distances and elevations at the beginning and end of each declared distance.				
3.8	Details of the surfaces, dimensions and classification or bearing strengths of runways, taxiways and aprons.				
4.0	**List of authorized deviations**				
4.1	Check the list of authorized deviations has been provided in the manual.				
5.0	**Operational Procedures**				
5.1	Promulgation of aeronautical information				
5.1.1	System of aeronautical information service available and the system that the certificate holder uses to promulgate AIP requirements.				
5.2	**Control of access**				
5.2.1	Control of access to the aerodrome and its operational areas, including the location of notice boards, and the control of vehicles in the operational areas				
5.3	**Emergency Planning**				
5.3.1	Aerodrome operator's arrangements in response to an emergency.				
5.3.2	Description of actions to be taken by the aerodrome operator as part of plans for dealing with different emergencies occurring at the aerodrome or in its vicinity.				
5.3.3	Contact list of organizations, agencies and persons of authority.				
5.3.4	Procedures for the appointment of an on-scene commander for the overall emergency operation and description of responsibilities for each type of emergency				
5.3.5	Reporting mechanism in the event of emergency				

5.3.6	Details of tests of aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests				
5.3.7	Details of the exercises to test emergency plans, including the frequency of those exercises				
5.3.8	Arrangements for personnel training and preparation for dealing with emergencies				
5.4	**Rescue and Fire-fighting (RFF)Services**				
5.4.1	Policy statement on the RFF categories to be provided.				
5.4.2	Where the senior aerodrome fire officer or designated fire watch officers have specific safety accountabilities, these should be included in the relevant chapter of the aerodrome manual.				
5.4.3	Policy and procedures indicating how depletion of the RFF service is to be managed. This should include the extent to which operations are to be restricted, duration, and procedures to notify pilots etc.				
5.4.4	At aerodromes where a higher category of RFF is available by prior arrangement, the aerodrome manual should clearly state the actions necessary to upgrade the facility.				
5.4.5	Aerodrome operator's objectives for each RFF category provided should be defined, including a (a) brief description of amounts of extinguishing agents provided; (b) discharge rates; (c) foam-producing appliances; (d) manning levels; and (e) levels of supervision etc.				
5.4.6	Procedures for monitoring the aircraft movement areas for the purpose of alerting RFF personnel.				
5.4.7	Procedures for indicating how the adequacy of the response time capability of the RFF services throughout their functions and locations is monitored and maintained.				
5.4.8	Procedures for indicating how RFF personnel engaged in extraneous duties are managed to ensure that response capability is not affected				
5.4.9	Check where the aerodrome provides specialist equipment such as rescue craft, emergency tenders, hose layers, and appliances with aerial capability,				

	for which details has been included in the aerodrome manual.				
5.4.10	Check where the aerodrome is reliant upon other organizations to provide equipment which is essential for ensuring the safe operation of the aerodrome, the policies or letters of agreement are included in the aerodrome manual.				
5.4.11	Check that statement describing the process by which aerodrome operators ensure the initial and continued competence of their RFF personnel is provided in the manual i.e. (a) Fuel fire training; (b) Low Visibility Procedures; (c) First Aid and (d) special training to use apparatus in emergency, and heat and smoke; (e) health and safety; and legal requirements etc.				
5.4.12	Check for Procedures indicating how accidents in the immediate vicinity of the aerodrome are to be accessed.				
5.4.13	Check if aerodrome operator expects the RFF facility to respond to domestic fires or special services, procedures for managing their impact upon normal aircraft RFF responses are included in manual.				
5.4.14	Check in case aerodrome operator expects the RFF facility to respond to aircraft accidents landside, the policy describe, and include procedures to manage effects on continued aircraft operations.				
5.4.15	Check availability of additional water supplies are described in manual.				
5.4.16	Check aerodrome operator's arrangements for ensuring the adequacy of responses in abnormal conditions, i.e. LVP are described in manual.				
5.5	**Inspection of the Movement Area**				
5.5.1	Routine aerodrome inspections, including lighting inspections, and reporting, including the nature and frequency of these inspections				
5.5.2	Procedures for sweeping of runways, taxiways and aprons				
5.5.3	Inspecting the apron, runways and taxiways following a report of debris on the movement area, an abandoned take-off due to engine, tire or wheel				

	failure, or any incident likely to result in debris being left in a hazardous position.				
5.5.4	Measurement and promulgation of water, slush and other contaminants including depths on runways and taxiways				
5.5.5	Check manual has procedures for assessment and promulgation of (a) runway surface conditions; (b) Details of inspections and its frequency; (c) Methods and arrangements for inspection of FODs, Markings, Lighting etc.; Procedures for reporting of results and action follow-up; (d) Procedures for logbooks; and Procedures for communication with air traffic control etc.				
5.6	**Maintenance of the Movement Area**				
5.6.1	Promulgation of information on the aerodrome operational state, temporary withdrawals of facilities, runway closures etc.				
5.6.2	Arrangements for maintaining the paved areas, including the runway friction assessments.				
5.6.3	Arrangements for maintaining the unpaved runways, taxiways and heliports, if provided.				
5.6.4	Arrangements for maintaining the runway and taxiway strips.				
5.6.6	Arrangements for maintaining aerodrome drainage.				
5.6.7	Arrangements for maintaining visual aids, including measurement of intensity, beam spread and orientation of lights.				
5.6.8	Arrangements for maintaining the obstacle lighting.				
5.6.9	Arrangements for reporting and action taken in the event of failure or unsafe occurrence.				
5.7	**Hazardous meteorological conditions, snow or ice control etc.**				
5.7.1	Check that manual, if applicable, describe the procedures for handling hazardous metrological, snow or ice controls.				
5.8	**Visual Aids**				
5.8.1	Responsibilities with respect to the aerodrome ground lighting system.				
5.8.2	A full description of all visual aids available on each approach, runway, taxiway and apron, including signs, markings and signals				

5.8.3	Procedures for operational use and brilliancy settings of the lighting system.				
5.8.4	Standby and emergency power arrangements, including operating procedures both in LVP and during main power failure situations.				
5.8.5	Procedures for routine inspection and photometric testing of approach lights, runway lights, VASIS and PAPIs.				
5.8.6	The location of and responsibility for obstacle lighting on and off the aerodrome.				
5.8.7	Procedures for recording inspection and maintenance of visual aids and actions to be taken in the event of failures.				
5.8.8	The control of work, including trenching and agricultural activity, which may affect the safety of the aircraft.				
5.9	**Apron Management**				
5.9.1	Arrangements between air traffic control, aerodrome operator and apron management unit.				
5.9.2	Arrangements for allocating aircraft stands.				
5.9.3	Arrangements for initiating engine start and ensuring clearance of aircraft pushback.				
5.10	**Apron Safety Management**				
5.10.1	Means and procedures for jet blast protection.				
5.10.2	Arrangements of safety precautions during aircraft refueling operations.				
5.10.3	Arrangements for apron sweeping and cleaning.				
5.10.4	Arrangements for reporting incidents and accidents on an apron.				
5.10.5	Arrangements for assessing the safety compliance of all personnel working on apron.				
5.10.6	Arrangements for the use of advanced visual docking systems, if provided.				
5.11	**Vehicles on the Movement Area**				
5.11.1	Details of applicable traffic rules (including speed limits and means of enforcing the rules).				
5.11.2	Method and criteria for allowing drivers to operate vehicles on the movement area.				
5.11.3	Arrangements and means of communicating with air traffic control.				
5.11.4	Details of the equipment needed in vehicles that operate on the movement area.				

5.12	**Wildlife Hazard Management**				
5.12.1	Arrangements and method for dispersal of bird and other wildlife.				
5.12.2	Measure to discourage birds and other wildlife.				
5.12.3	Arrangements for assessing wildlife hazards.				
5.12.4	Arrangements for implementing wildlife control programs.				
5.13	**Obstacles**				
5.13.1	Arrangements for monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces (OLS).				
5.13.2	Arrangements for controlling new developments in the vicinity of aerodromes.				
5.13.3	The reporting procedure and actions to be taken in the event of the appearance of unauthorized obstacles.				
5.13.4	Arrangements for removal of an obstacle.				
5.14	**Removal of Disabled Aircraft**				
5.14.1	Details of the capability for removal of a disabled aircraft.				
5.14.2	Arrangements for removing a disabled aircraft, including the reporting and notifying procedures and liaison with ATC.				
5.15	**Dangerous Goods**				
5.15.1	Arrangements for special areas on the aerodrome to be set up for the storage of dangerous goods.				
5.16	**Low Visibility Operations**				
5.16.1	Obtaining and disseminating meteorological information, including runway visual range (RVR) and surface visibility.				
5.16.2	Protection of runways during LVP if such operations are permitted.				
5.16.3	Arrangement and rules before, during and after low visibility operations, including applicable rules for vehicles and personnel operating in the movement area				
5.17	**Protection of sites for radar, navigation aids and meteorological equipment**				
5.17.1	Description of the areas to be protected and procedures for their protection.				
6.0	**Safety management system (SMS)-CPM must take the report from SMS and fill up the data.**				

6.1	Check that Safety policy has been described in the SMS Manual.				
6.2	Operator's structure and responsibility-of accountable executive, management personnel, operational staff, organizational chart supporting the commitment to the safe operation of the aerodrome etc.				
6.3	Procedure and methods of Training.				
6.4	Procedures for complying with regulatory requirements relating to accidents, incidents and mandatory occurrence reporting.				
6.5	Hazard analysis and risk assessment procedures.				
6.6	Management of change and change approvals.				
6.7	Safety criteria and indicators and safety audits.				
6.8	Documentation Management.				
6.9	Safety-related committees.				
6.10	Safety promotion.				
6.11	Responsibility for ensuring and monitoring safety by the contractors and third parties operating on the aerodrome.				

Remarks, if any: Aerodrome Safety Inspector shall write any additional information/findings observed during the technical inspection and on-site verification, if any, in the space given below.

Details of Aerodrome Safety Inspectors			
S NO.	**NAME**	**SIGNATURE**	**DATE**
Details of Certification Project Manager			
S NO.	**NAME**	**SIGNATURE**	**DATE**

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 7. APPENDICES

Appendix AB-1. Forms for Aerodrome Certificate

Kingdom of Saudi Arabia — GACA — المملكة العربية السعودية		
Aerodrome Certificate		
Certificate Number: AD-139-CXX-XXX	**This Certificate is issued to Aerodrome Operator:** (Name of Operator .....) for the Aerodrome: (Name of Airport..... ICAO Code.....) **Latitude: --° --' --" N** **Longitude: --° --' --" E**	**Certificate Validity:** Date: dd Month yyyy
This certificate is issued in pursuant to GACAR Part 139 of the General Authority of Civil Aviation Regulations under the authority of the Saudi Civil Aviation Law, authorizing the aerodrome operator to operate this airport in accordance with the accepted Aerodrome Manual; and the parameters, conditions and limitations prescribed in the Aerodrome Manual; and the aerodrome information published in the Saudi Aeronautical Information Publication (AIP), along with the corrective action plan submitted by the aerodrome operator. This certificate is not transferable and shall remain in effect until its validity unless suspended or cancelled. This certificate may be suspended or cancelled at any time where the aerodrome operator fails to comply with the provisions set forth in the Saudi Civil Aviation Law or the GACA Regulations.		
Certificate Issuance Date: Day-Month-Year	**President of General Authority of Civil Aviation** **(Name of the President here……..)**	

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 7. APPENDICES

Appendix AB-2. Forms for Aerodrome Authorization

Kingdom of Saudi Arabia — GACA — المملكة العربية السعودية		
Aerodrome Authorization		
Certificate Number: AD-139-AXX-XXX	**This authorization is issued to Aerodrome Operator:** (Name of Operator ……) for the Aerodrome: (Name of Airport: …… Code: ……) **Latitude: --° --' --" N** **Longitude: --° --' --" E**	**Certificate Validity:** Date: dd Month yyyy
This authorization certificate is issued in pursuant to GACAR Part 139 of the General Authority of Civil Aviation Regulations under the authority of the Saudi Civil Aviation Law, authorizing the aerodrome operator to operate this airport in accordance with the accepted Aerodrome Manual; and the parameters, conditions and limitations prescribed in the Aerodrome Manual; and the aerodrome information published in the Saudi Aeronautical Information Publication (AIP), along with the corrective action plan submitted by the aerodrome operator. This certificate is not transferable and shall remain in effect until its validity unless suspended or cancelled. This certificate may be suspended or cancelled at any time where the aerodrome operator fails to comply with the provisions set forth in the Saudi Civil Aviation Law or the GACA Regulations.		
Certificate Issuance Date: Day-Month-Year	**President of General Authority of Civil Aviation** (Name of the President here……)	

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 7. APPENDICES

Appendix AB-3. Forms for Permission of Establishment of New Aerodrome

Ref. No. AE-138-PXX-XXX/..... Date: dd/mm/year

To,

Name of Applicant.....
Address of Applicant.....

Subject: Permission for New Aerodrome Establishment

AERODROME DETAILS	
Name of the Applicant/Operator	
Location of the Aerodrome	
Aerodrome Reference Data	
Aerodrome Identification Code	
Aerodrome Classification	
Applicant Proposal Reference	
Validity of Permission	

Pursuant to the provisions of the GACAR Part 139 of the General Authority of Civil Aviation under the authority of the Saudi Civil Aviation Law, the permission of the President is conveyed for the proposal of establishment of a new aerodrome, as details given above. The requirements, provisions and regulations of GACAR Part 139 are applicable and must be complied. The applicant must inform the President within 30 days, once aerodrome construction is completed, stating that the aerodrome has been constructed as per the provisions of this establishment permission and GACAR Part 139.

President of GACA or his/her representative has the right to inspect the aerodrome site any time during the construction period with or without notice.

This permission of establishment is for a specified period as mentioned above and may be suspended or cancelled at any time, if applicant failed to comply with the provisions in the permission of establishment, GACA Regulations and Saudi Civil Aviation Law.

This permission is only for establishment of this new aerodrome. The applicant or operator must apply for certification or authorization of aerodrome before start of aerodrome operation in the prescribed form acceptable to the President of GACA.

President of General Authority of Civil Aviation

(Name of the President here.....)

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 7. APPENDICES

Appendix AC-1. Qualification and Experience Criteria

Assessment Committee will evaluate and allocate qualification possible marks for management personnel considering the following:

A. Person in Charge of the Aerodrome (Head of Aerodrome/Aerodrome Director)

1. A graduate degree or equivalent qualification. Master degree an advantage.

2. Minimum ten years of experience in civil aviation in case of Category-A Airports and minimum seven years of experience in civil aviation in case of Category-B Airports. Experience in airport management/operations is an advantage.

3. Experience in various aspects of aerodrome management such as technical, operational, safety, personal administration, finance and commercial desirable.

B. Person in Charge of Aerodrome Operations (Head of Aerodrome Operations)

1. A graduate degree or equivalent qualification. Master degree an advantage.

2. Minimum seven years of experience in aerodrome airside operations or aerodrome management in case of Category-A Airports and minimum five years of experience in aerodrome airside operations or aerodrome management in case of Category-B Airports. Additional experience in airport management/operations is an advantage.

3. Experience in various aspects of aerodrome management such as apron management, ground handling, dangerous goods, personnel management and operation safety desirable.

C. Person in charge of Aerodrome maintenance (Head of Aerodrome Maintenance):

1. A graduate degree in Civil/Electrical Engineering. Master degree an advantage.

2. Minimum seven years of experience in aerodrome maintenance in case of Category-A Airports and minimum five years of experience in aerodrome maintenance in case of Category-B Airports. Additional experience in airport maintenance/operations is an advantage.

3. Experience in planning and designing of Runway/Taxiways/Aprons Pavements/ Markings/Airfield lighting/Signs/Electrical Systems etc. desirable.

D. Person in charge of the Safety Management (Head of Aerodrome Safety):

1. A graduate degree or equivalent qualifications. Master degree an advantage.

2. Minimum seven years of experience in safety and/or quality management systems in civil aviation in case of Category-A Airports and minimum five years of experience in safety and/or quality management systems in case of Category-B Airports. Additional experience in airport operations is an advantage.

3. Experience in planning and designing of safety systems, risk mitigation measures and quality management systems/human factors/analytical problem solving in aerodrome is desirable.

E. Person in charge of Rescue Firefighting Services (Head of Aerodrome RFFS):

1. A graduate degree or airport fire officer technical diploma or equivalent qualifications in firefighting services. Training in aircraft fire fighting is an advantage.

2. Minimum five years of experience as duty fire chief, or seven-year experience in rescue and firefighting services in aerodromes as station captain or training officer for Category-A Airports and five years as crew chief, or three years as station captain or training officer for Category-B Airports. Additional experience in airport operations is an advantage.

3. Experience in conducting aerodrome emergency exercises, familiarity with airport fire and rescue vehicle maintenance and upkeep as well as with their supply of extinguishing agents and supplies an advantage.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 7. APPENDICES

Appendix AC-2. General Criteria for Competency Assessment

CPM/Assessment Committee will conduct competency assessment to evaluate the subject and functional area knowledge through examination and to evaluate the management skills through interview of the management personnel broadly using guidance given in knowledge criteria and performance criteria as given below:

A. Person in Charge of the Aerodrome (Accountable Executive):

A	**Knowledge Criteria**
1	Knowledge of the functions of aerodrome in-charge/accountable executive
2	Knowledge and understanding of the regulations and documents that prescribe relevant aerodrome operations and safety standards
3	Understanding of the requirements for competence of aerodrome management personnel, so as to ensure that competent persons are in place
4	Knowledge and understanding of safety, quality, emergency and security management systems related principles and practices and how these are applied within the organization
5	Knowledge and understanding of the key issues of risk management within the aerodrome
6	Knowledge of Regulatory framework (KSA Civil Aviation Law and GACARs etc.)
7	Knowledge of relevant ICAO Annex, Manuals and Docs
8	Knowledge of State Safety Program and Aerodrome SMS
9	Knowledge Aerodrome Certification Process
10	Knowledge of Change Management and Regulatory Oversight Process
11	Knowledge of regulation compliance and enforcement process
B	**Performance Criteria**
1	Full control of the human resources - required for the operations authorized to be conducted under the aerodrome certificate
2	Full control of the financial resources - required for the operations authorized to be conducted under the aerodrome certificate
3	Full control of the technical resources - required for the operations authorized to be conducted under the aerodrome certificate
4	Final authority over operations authorized to be conducted under the aerodrome certificate
5	Direct responsibility for the conduct of the organization’s affairs
6	Development of relations with all stake holders and other associated external agencies

7	Ultimate responsibility and accountability for the establishment, implementation and maintenance of the Safety Management System
8	Oversee that audit findings are being attended and the accepted corrective action plans are implemented, timely completed and reports submitted.
9	Authority and accountability for establishment, implementation and maintenance of the organization's competence to learn from the analysis of data collected through its safety reporting system and others.
C	**Qualification, Experience and Training (Supporting Documents)**
1	Curriculum Vitae, Job Description and proof of relevant Qualifications and Experience
2	Details of relevant Trainings
3	Other relevant documents, if requested by GACA.

B. Person in Charge of Aerodrome Operations (Head of Aerodrome Operations):

A	**Knowledge Criteria**
1	Knowledge of the functions of aerodrome operations department
2	Knowledge, practical experience and expertise in aerodrome operations
3	Knowledge of the applicable requirements in the area of aerodrome characteristics
4	Appropriate level of knowledge of safety and quality management
5	Knowledge of the Aerodrome Manual and Standard Operation Procedures
6	Knowledge of Regulatory framework (GACARs and Advisory Circulars etc.)
7	Knowledge of relevant ICAO Annex, Manuals and Docs
8	Knowledge of State Safety Program and Aerodrome SMS
9	Knowledge of Aerodrome Certification Process
10	Aerodrome Projects and Change Management
11	Knowledge of regulatory oversight process
12	Knowledge of regulation compliance and enforcement Process
B	**Performance Criteria**
1	Ensure that aerodrome certificate requirements are met and that the aerodrome operates in accordance with certificate conditions and regulatory requirements
2	Ensure an understanding by the aerodrome management of the certification requirement for and status of the Aerodrome Manual
3	Responsible for the management of the operational services and AIP requirements of the aerodrome
4	Accountable for day-to-day aerodrome operations
5	Analyze audit findings and inspection reports as and when received and initiate corrective actions on them related to operations.
6	Monitor airside planning and development for compliance
7	Develop proactive working relationships with aerodrome users
C	**Qualification, Experience and Training (Supporting Documents)**
1	Curriculum Vitae, Job Description and proof of relevant Qualifications and Experience

2	Details of relevant Trainings
3	Other relevant documents, if requested by GACA.

C. Person in charge of Aerodrome maintenance (Head of Aerodrome Maintenance):

A	**Knowledge Criteria**
1	Knowledge of the functions of aerodrome maintenance department
2	Knowledge of aerodrome maintenance systems
3	Knowledge of the applicable requirements of civil and electrical systems, visual aids, aeronautical ground lighting, runway, taxiway, apron pavements etc.
4	Knowledge of the Aerodrome Manual and Standard Operation Procedures
5	Knowledge of Regulatory framework (GACARs and Advisory Circulars etc.)
6	Knowledge of relevant ICAO Annex, Manuals and Docs
7	Knowledge of Aerodrome Certification requirements and process, Aerodrome Projects
8	Knowledge of regulatory compliances, enforcement process and change management on the aerodrome
B	**Performance Criteria**
1	Ensure that aerodrome certificating requirements are met, and that the aerodrome facilities are accurately reported (Aerodrome Manual/AIP) and in accordance with the regulatory requirements
2	Ensure aerodrome facilities are compatible with sizes, types and frequency of aircraft in accordance with aerodrome requirements and regulatory requirements
4	Ensure that maintenance policies, procedures and training fulfil the aims of the aerodrome and meet regulatory requirements
5	Ensure understanding of regulatory requirements specific to Civil and Electrical systems.
6	Ensure understanding of regulatory requirements specific to visual aids such as markings, lighting, signs etc.
7	Ensure understanding of regulatory requirements specific to inspection and maintenance of movement areas.
8	Ensure understanding of role as related to aerodrome reporting systems to include hazard identification, defect identification and reporting
9	Ensure basic understanding of aerodrome wildlife hazard management program
10	Ensure understanding of requirement for corrective and preventive maintenance program.
11	Ensure understanding of competency standards and evaluation program for maintenance staff maintaining safety critical assets or working in safety critical areas.
12	Ensure understanding of aerodrome certification scope and process as applicable to both maintenance and facility development activities
13	Analyze audit findings and inspection reports as and when received and initiate corrective actions on them related to civil and electrical

C	Qualification, Experience and Training (Supporting Documents)
1	Curriculum Vitae, Job Description and proof of relevant Qualifications and Experience
2	Details of relevant Trainings
3	Other relevant documents, if requested by GACA.

D. Person in charge of the Safety Management (Head of Aerodrome Safety):

A	Knowledge Criteria
1	Knowledge of the functions of aerodrome safety department
2	Knowledge of aerodrome Safety Management Systems
3	Knowledge of aerodrome operations, maintenance and other airside functional areas
4	Knowledge of the applicable requirements in aerodromes safety and quality management
5	Knowledge of the Aerodrome Manual and Standard Operation Procedures
6	Knowledge of Regulatory framework (KSA Civil Aviation Law, GACARs, ACs etc.)
7	Knowledge of State Safety Program and Aerodrome SMS
8	Knowledge of relevant ICAO Annex, Manuals and Docs
9	Knowledge of Aerodrome Certification Process
10	Knowledge of Aerodrome Projects and Change management
11	Knowledge of regulatory compliance and enforcement process
B	**Performance Criteria**
1	Responsible individual and focal point for the development and maintenance of an effective safety management system
2	Ensure that processes needed for the SMS are established, implemented and maintained
3	Reportable directly to the Accountable Executive on the performance of the SMS and on any need for improvement
4	Ensure safety and quality promotion throughout the organization
5	Ensure and: (a) Facilitate hazard identification, risk analysis, and management; (b) Monitor the implementation and functioning of the safety management system, including the necessary safety actions; (c) Manage the safety reporting system of the aerodrome; (d) Provide periodic reports on safety performance; (e) Facilitate maintenance of safety management documentation; (f) Facilitate safety management training and ensure that it meets acceptable standards; (g) Provide advice on safety matters and initiate and participate in internal occurrence/accident investigations; **(h)** Analyze audit findings and inspection reports as and when received and initiate corrective actions on them related to safety and quality
6	Develop proactive working relationships with other aerodrome users
C	**Qualification, Experience and Training (Supporting Documents)**
1	Curriculum Vitae, Job Description and proof of relevant Qualifications and Experience

2	Details of relevant Trainings
3	Other relevant documents, if requested by GACA.

E. Person in charge of Rescue Firefighting Services (Head of Aerodrome RFFS):

A	**Knowledge Criteria**
1	Knowledge of the functions of Rescue and Firefighting department
2	Knowledge of aerodrome rescue and firefighting services systems and categories
3	Knowledge of the applicable requirements in the areas of RFFS in aerodromes
4	Knowledge of the Aerodrome Manual and Standard Operation Procedures
5	Knowledge of Regulatory framework (GACARs and Advisory Circulars etc.)
6	Knowledge of relevant ICAO Annex, Manuals and Docs
7	Knowledge of Aerodrome Emergency Plan and Aerodrome SMS
8	Knowledge of Aerodrome Certification Process
9	Knowledge of regulatory compliances and Enforcement process
10	Knowledge of reporting of accidents, incidents and emergencies on aerodrome
B	**Performance Criteria**
1	Ensure that aerodrome certificating requirements are met, and that the aerodrome operates in accordance with the regulatory requirements in the provision of RFFS
2	Ensure emergency fire and rescue facilities are compatible with sizes, types and frequency of aircraft in accordance with aerodrome and legislative requirements
3	Ensure that rescue and firefighting, polices, procedures and training fulfil the aims of the aerodrome and meet regulatory requirements
4	Ensure that procedures for auditing and conducting training of fire staff and driver are as per established standards
5	Ensure use of communication protocols and procedures is in accordance with regulations
6	Assess the feasibility of continuing aerodrome operations in an emergency situation
7	Ensure appliances and equipment meet all regulatory requirements
8	Ensure an effective Incident Command & Control System
9	Conduct of rescue and firefighting exercise as per aerodrome emergency plan
10	Analyze audit findings and inspection reports as and when received and initiate corrective actions on them related to operations.
11	Develop proactive working relationships with aerodrome users
C	**Qualification, Experience and Training (Supporting Documents)**
1	Curriculum Vitae, Job Description and proof of relevant Qualifications and Experience
2	Details of relevant Trainings
3	Other relevant documents, if requested by GACA.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 7. APPENDICES

Appendix AC-3. Application Form for Nomination

GACA

APPLICATION FOR NOMINATION OF AERODROME MANAGEMENT PERSONNEL
(For use of the Applicant/Aerodrome Operator)

S. No	DATA DESCRIPTION	DATA INFORMATION (To be filled by Aerodrome Operator)
1.0	AERODROME MANAGEMENT POSTITION:	
2.0	NAME OF AERODROME	
3.0	DETAILS OF NOMINATED APPLICANT	
3.1	Full name of applicant	
3.2	Address of applicant	
3.3	Date of Birth (DOB)	
3.4	Telephone/Email of applicant	Tel: ..... E-Mail: .....
3.5	Nationality of the Applicant	
4.0	QUALIFICATION AND EXPERIENCE	

I. QUALIFICATIONS

S. No	Qualification Description (Start from higher qualification)	Name of the Institution/University	Month & Year of Completion	Passing Grade
4.1				
4.2				
4.3				

II. WORK EXPERIENCE

S. No.	Designation of the Position	Name of the Organization/Aerodrome	Period of Work	
			From	To
4.10				
4.11				
4.12				

5.0	TRAINING DETAILS (Please mention only those trainings which are relevant to the post applied for)

S. No.	Name of Course/Training	Name of the Training Institution	Period of Training	
			From	To
5.1				
5.2				

NOTE: 1. Attach candidate/management personnel Curriculum Vitae and proof of qualifications, experience and relevant trainings.
2. Insert more rows if required at serial number 4 and 5.

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

(----------)

Signature of Nominating Authority/Accountable Executive

NAME (In Full): .....
Position Held: .....

*****

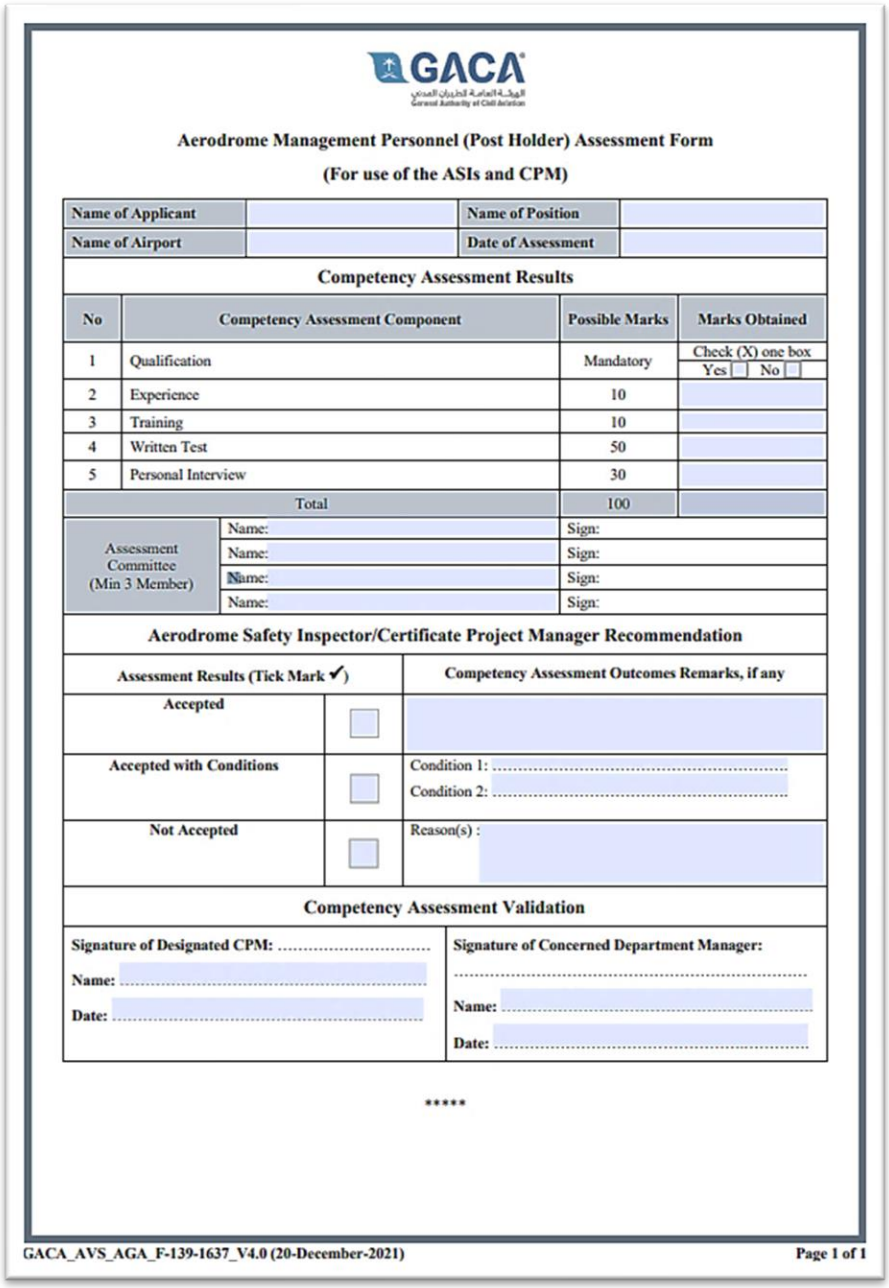
GACA_AVS_AGA_F-139-1633_V2.0 (10-September-2021) Page 1 of 1

(Form: F-139-1633)

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 7. APPENDICES

Appendix AC-4. Competency Assessment Form (Form: F-139-1637)



GACA

Aerodrome Management Personnel (Post Holder) Assessment Form

(For use of the ASIs and CPM)

Name of Applicant		**Name of Position**	
Name of Airport		**Date of Assessment**	

Competency Assessment Results

No	Competency Assessment Component	Possible Marks	Marks Obtained
1	Qualification	Mandatory	Check (X) one box Yes ☐ No ☐
2	Experience	10	
3	Training	10	
4	Written Test	50	
5	Personal Interview	30	
Total		100	

Assessment Committee (Min 3 Member)	Name:	Sign:
	Name:	Sign:
	Name:	Sign:
	Name:	Sign:

Aerodrome Safety Inspector/Certificate Project Manager Recommendation

Assessment Results (Tick Mark ✓)		Competency Assessment Outcomes Remarks, if any
Accepted	☐	
Accepted with Conditions	☐	Condition 1: ..... Condition 2: .....
Not Accepted	☐	Reason(s) :

Competency Assessment Validation

Signature of Designated CPM:	**Signature of Concerned Department Manager:**
Name:	.....
Date:	**Name:** .....
	Date: .....

*****

GACA_AVS_AGA_F-139-1637_V4.0 (20-December-2021) Page 1 of 1

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 7. APPENDICES

Appendix AC-5. Category of Aerodromes

The aerodromes are classified as Category A and Category B for the purpose of competency requirements for aerodrome management personnel. The category of aerodromes is based on volume of aircraft traffic and infrastructure complexity on airside of the aerodrome.

The aerodrome certification manager must examine and assess the category of the aerodrome for competency assessment requirements of management personnel before start of the process. The competency eligibility of experience requirements for management personnel shall be based on the category of the aerodrome as per following criteria and as described in chapter 3 of this E-Book:

Category A Aerodromes: The category A aerodromes are those which has either 30000 aircraft movements or more per year; or has two operational runways; or have both.

Category B Aerodromes: The category B aerodromes are those which has less than 30000 aircraft movements; and has only single operational runway.

(CPM/ASIs Guidance: The category of aerodromes is defined for the purpose of use in this E-Book for assessing competency of management personnel. CPM should coordinate with the aerodrome operator to obtain aircraft movement data for the previous year (Aircraft Movement Data from 1st January to 31 December) from the year in which the certification process is conducted. The one aircraft movement means a departure or an arrival. Once the category of aerodrome is ascertained, then CPM should consider competency requirements as prescribed in chapter 3 of this e-book for the purpose of eligibility and marks for the experience accordingly.)

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 7. APPENDICES

Appendix AC-6. Suggestive List of Training Courses for Management Personnel (Reference to E-Book Volume 7 and Advisory Circular for competency assessment of management personnel)

(NOTE: All below suggested course must be either recognized by International Civil Aviation Organization (ICAO) or General Authority of Civil Aviation of Saudi Arabia (GACA), or from an Institution/Organization which are validated or approved by ICAO or GACA.)

S. No	Description of Training Course	Minimum Duration
I	**Person in-charge of Aerodrome (Accountable Executive)**	
1.	Airport Executive Leadership Program	One Week
2.	Airport Operations and Safety Course	One Week
3.	Airport Emergency Planning and Crisis Management Course	One Week
4.	Aerodrome Emergency and onsite commanding Course	One Week
5.	Aerodrome Safety Management Systems Course	One Week
6.	Accident and Incident Investigation Course	One Week
7.	Aerodrome Certification Course	One Week
8.	Airport Collaborative Decision-Making Course	One Week
9.	Emergency handling and Media Management Course	One Week
10.	ICAO Standards and Recommended Practices for Aerodromes	One Week
11.	Airport Facilitation and Customer Service Course	One Week
12.	Human Factors for Airport Managers	One Week
13.	Airport Security Planning and Management Course	One Week
14.	ICAO Airport User Charges and Airport Air Service Development	One Week
15.	Airport Environmental Management Course	One Week
16.	Aerodrome Information Service Management Course	One Week
17.	Airport Commercial and Business Management Course	One Week
18.	Airport Customer Service Quality Management Course	One Week
19.	Airport Security Planning and Management Course	One Week
20.	Airport Passenger Terminal Management Course	One Week
II	**Person in-charge of Operations**	

21.	Aerodrome Operations Management Course	One Week
22.	Aerodrome Certification Course	One Week
23.	Airside Operations Course	One Week
24.	Safety Management Systems Course	One Week
25.	Emergency Planning and Crisis Management	One Week
26.	Global Safety Network Program Course	One Week
27.	Aerodrome Auditing and Compliance Course	One Week
28.	Airport Collaborative Decision-Making Course	One Week
29.	Movement Area and Apron Management Course	One Week
30.	Runway Incursion Awareness and Prevention	One Week
31.	Visual Aids and Declared distances Course	One Week
32.	Airside Regulatory Inspection and Surveillance Course	One Week
33.	Wildlife Hazard Management Course	One Week
34.	Aerodrome Security Planning and Management Course	One Week
35.	Aerodrome Ground Handling and Slots Allocation Course	One Week
36.	Dangerous Goods Awareness and Ramp Handling Course	One Week
37.	Airside access control and Airside Driving Management Course	One Week
38.	ICAO Global Reporting Format (GRF) course	One Week
39.	Aerodrome Information Service Management Course	One Week
40.	Aerodrome Operation Control Centre Management Course	One Week
III	**Person in-charge of Maintenance**	
41.	Airport Master Planning Course	One Week
42.	Aerodrome Pavement Design and Evaluation Course	One Week
43.	Understanding and working with ICAO Annex 14 Vol-I and Vol-II	One Week
44.	Airport Project Management	One Week
45.	Aerodrome Certification and Aerodrome Operation Manual Course	One Week
46.	Aerodrome Auditing and Compliance Course	One Week
47.	Managing of Aerodrome Works and Safety Course	One Week
48.	Aerodrome Lighting Systems Course	One Week
49.	Aerodrome Sign and Pavement Markings Course	One Week
50.	Aerodrome Obstacle Evaluation Course	One Week
51.	ICAO Standards and Recommended Practices for Aerodromes	One Week
52.	Pavements and Movement area maintenance management Course	One Week
53.	ICAO Global Reporting Format (GRF) Course	One Week
54.	Aerodrome change management planning and work execution	One Week
55.	Aerodrome risk assessment course	One Week
56.	Aerodrome inspections and reporting systems	One Week
57.	Runway Incursion Awareness and Prevention	One Week
58.	Runway rubber removal and FOD management Course	One Week

59.	Airport Environment and Energy Management Course	One Week
60.	Aerodrome Drainage Planning and Management Course	One Week
IV	**Person in-charge of Safety**	
61.	Airport Safety Management Systems Program	One Week
62.	Airside Operations Course	One Week
63.	Aerodrome Certification and Aerodrome Operation Manual Course	One Week
64.	Aerodrome Auditing and Compliance Course	One Week
65.	Aerodrome risk assessment and reporting	One Week
66.	Human Factors for Aerodrome Personnel	One Week
67.	Runway Incursion Awareness and Prevention	One Week
68.	Understanding and working with ICAO Annex 19	One Week
69.	Accident and Incident Investigation Course	One Week
70.	ICAO Standards and Recommended Practices for Aerodromes	One Week
71.	Aerodrome NOTAM and Reporting Systems	One Week
72.	Safety Management Systems (SMS) Implementation Course	One Week
73.	Airport Collaborative Decision Making (A-CDM) course	One Week
74.	Aerodrome Obstacle Evaluation and Reporting Systems	One Week
75.	Airport Carbon Management Program course	One Week
76.	Aerodrome operational safety Course	One Week
77.	Aerodrome Regulatory Compliance Course	One Week
78.	Airport Service Quality Management course	One Week
79.	ICAO Global Reporting Format (GRF) training course	One Week
80.	Aerodrome Information Service Management	One Week
V	**Person in-charge of Rescue and Firefighting**	
81.	Aerodrome Emergency Planning Course	One Week
82.	Aerodrome Fire Fighting and Rescue Training Course	One Week
83.	Aerodrome emergency tabletop exercise management course	One Week
84.	Aerodrome Radio Telecommunication Training Course	One Week
85.	Aerodrome Security Management Course	One Week
86.	Aviation Medicines and First Aids training course	One Week
87.	Understanding of ICAO Regulations and Aerodrome Master Plan	One Week
88.	ICAO Fire Fighting Standards and Recommended Practices	One Week
89.	NFPA Standards for Fire Equipment	One Week
90.	Aerodrome Certification Course	One Week
91.	Accident and Incident Investigation Course	One Week
92.	Professional Certificate Course in Aerodrome Safety	One Week
93.	Runway Incursion Awareness and Prevention course	One Week
94.	Airport Environmental Management	One Week
95.	Wildlife Hazard Management Course	One Week

Additional Training Courses for RFF Management Personnel:

No	Code	Courses	References Material
1	FF I	Fire Fighter I	NFPA 1001
2	FF II	Fire Fighter II	NFPA 1001
3	AFF	Airport Firefighter	NFPA 1003
4	DO	Driver Operator. - Driver/Operator - Pumper - Aircraft Rescue and Fire-Fighting Apparatus - Mobile Water Supply	NFPA 1002
5	HazMat I	Hazardous Materials Awareness	NFPA 1072
6	HazMat II	Hazardous Materials Operations - Operations Core - OP MSC Personal Protective Equipment (6.2) - OP MSC Product Control (6.6)	NFPA 1072
7	HazMat III	Hazardous Materials Technician	NFPA 1072
8	HazMat VI	Hazardous Materials Incident Commander	NFPA 1072
9	FO I	Fire Officer I	NFPA 1021
10	FO II	Fire Officer II	NFPA 1021
11	FO III	Fire Officer III	NFPA 1021
12	FO VI	Fire Officer VI	NFPA 1021
13	FI I	Fire Instructor I	NFPA 1041
14	FI II	Fire Instructor II	NFPA 1041
15	FT III	Fire Instructor III	NFPA 1041
16	FP I	Fire Inspector I	NFPA 1031
17	FP II	Fire Inspector II	NFPA 1031
18	FP III	Fire Inspector III	NFPA 1031

No	Code	Courses	References Material
19	PE	Plan Examiner	NFPA 1031
20	Tele I	Telecommunications I	NFPA 1061
21	Tele II	Telecommunications II	NFPA 1061
22	ISO	Incident Safety Officer	NFPA 1026
23	AEP	Aerodrome Emergency Plan	GACAR139
24	GACAR139-1	Working with GACAR 139: Aerodrome	GACAR139
25	GACAR138-1	Working with GACAR 138: Heliports	GACAR138

(Note: GACA may recognize and accept other courses, not listed above, if such courses are approved by International Civil Aviation Organization for area of specialized function as acceptable to the President of GACA.)

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VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 8. HELIPORT CERTIFICATION PROCESS

Section 1. Requirements of Heliport Certification

7.8.1.1 GENERAL

A. GACAR Part 138 prescribes the regulations governing the certification of the heliports in Saudi Arabia. All existing certificated or registered heliport operators including those operators operating heliport inside the aerodromes are required to comply with the requirements of GACAR Part 138 before January 1, 2023.

B. This chapter of E-Book provides guidance and procedures for heliport safety inspectors and heliport certification project managers on certification of heliports in line with requirements of GACAR Part 138.

C. The heliport operator is responsible to apply for certification of heliport used for public as per classification given in Sub Part A of GACAR Part §138.105 and must apply in prescribed forms acceptable to the President as per application requirements given in Sub Part B of GACAR Part § 138.127.

D. The forms are available on GACA website and applicant must use only prescribed forms.

E. The application for certification must be submitted in prescribed form F-138-111. The applicants who have obtained the prior permission of establishment for heliport from the President of GACA, they are required to submit requisite information sought in the application form from paragraph 1.0 to 9.0 and the documents prescribed in paragraph 10.0. The heliport safety inspectors should consider available data/information within the department for authorization or certification of those heliports which have been established with prior permission from GACA. In case, applicant is applying for the certification of an existing heliport and has not obtained prior permission letter for establishment of heliport from the President of GACA, then such applicant need to provide all requisite information sought in the application from paragraph 1.0 to 9.0 and documents prescribed under paragraph 10.0 and 11.0.)

F. Once the Heliport Certificate is issued to the heliport; it is the responsibility of the heliport operator to operate and maintain the heliport as per the responsibilities of heliport operator specified in GACAR Part §138.135 and the conditions prescribed, if any, in heliport certificate.

G. This E-Book prescribed five phases for the process of certification of heliports as acceptable to the President of GACA and are given in Section 2 of this chapter.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 8. HELIPORT CERTIFICATION PROCESS

Section 2. Phases of Heliport Certification Process

7.8.2.1 FIVE PHASE CERTIFICATION PROCESS

A. The purpose of this section is to provide guidance to heliport safety inspectors and heliport certification project managers on the process of the five-phase certification to be used for the certification of heliports as per the provisions of GACA Regulations Part 138.

B. The five phases of heliport certification process are briefly described below for guidance of the heliport safety inspectors and heliport certification project managers:

Phase 1: Certification Pre–application Phase (Expression of Interest)

Phase 2: Certification Formal Application Phase

Phase 3: Certification Document Evaluation and Competence Assessment Phase

Phase 4: Certification Technical Inspection and On-site Verification Phase

Phase 5: Issuance or Denial of Heliport Certificate Phase

(HCPM/Heliport safety inspector Guidance - The provisions in this section may be adjusted or adapted for the specific circumstances of each heliport being certified depending upon use, capacity and complexity of the heliport, though the basic process will remain the same. The heliport certification project manager/heliport safety inspectors should work more closely with other departments in GACA and will coordinate wherever certification process requires collaboration from other departments in areas of particular certification expertise such as environment or obstacles or safety management.

The phases of certification process, described in this chapter of E-Book, provide means of continuous interaction between the GACA and the applicant, from the time when applicant has expressed initial interest for the issue of the heliport certificate. The heliport safety inspector should encourage the applicants or heliport operators to get familiar with the requirements of the regulations and the processes of certification and try to educate them through interactions or informal meetings before applying for certification.)

7.8.2.2 PHASE 1 – CERTIFICATION PRE-APPLICATION PHASE

A. Pre-application phase is the first phase of certification process. The purpose of the pre-application phase is to interact with the applicant to discuss and answer questions about the certification process, regulatory requirements, formal application and preparation of heliport operation manual, filling of statement of regulations compliance and list of non-compliances, if applicable, and any other related documents.

(Heliport safety inspector Guidance: The process of certification of heliport starts from pre-application phase. This phase provides an opportunity for a prospective applicant/heliport operator to determine the requirements for applying to obtain a heliport certificate and how they should go about the process. Whilst this is a formal phase of the certification process, it is important that heliport safety inspectors recognize that some potential applicants will have little or no knowledge of either the certification process(es) or the documents required. Providing the right guidance and encouragement at this stage to the applicant or heliport operator can actually enhance both the certification process, and the likelihood of more compliances in the future.

Heliport safety inspector Guidance: The Pre-Application Phase can start in a number of ways. A potential applicant can approach GACA for preliminary information on certification process or operator may already be aware of a requirement for certification and may then approach GACA for further information. That applicant may do this in person, or in writing. It is also possible for GACA to initiate the pre-application phase (such as is the case of the implementation of new GACARs or revisions in the existing GACARs or new forms) by directly contacting an operator to advise them of the need to comply with Regulations. Wherever required, GACA should set up an informal meeting to discuss the potential applicant's needs – in some cases a potential applicant may decide at this point not to proceed, or to consider the matter further before starting a formal process. If the potential applicant decides to proceed, Heliport safety inspector may set up a formal meeting to begin formal certification process. Once formal process has begun all communications, meetings and correspondence need to be recorded and filed.)

B. The pre application meeting(s) should discuss but not limited to the following:

1. Discuss the regulations applicable to the proposed heliport;

2. Provide the applicant with a copy of the application forms or advise the applicant on the methods to download from website or to fill application online; and

3. Inform the applicant that a formal application is required as per procedures described

in section 1 of this chapter after the satisfactory completion of pre-application meeting(s).

C. After the pre-application meeting, and having assessed the complexity of the proposed heliport, the Heliport Manager, in consultation with the General Manager will assign a heliport certification team and heliport certification project manager. Manager may also consider using resources (if available) from other departments to assist the certification team and the process.

D. The assigned HCPM will be the designated principal spokesperson or focal point for GACA during the whole process of the particular heliport certification. There may be one HCPM for more than one heliport at any given time depending the work load requirements.

E. Once the HCPM has been designated, the Heliport Manager should inform and notify the applicant or heliport operator about the name of the HCPM who will the responsible person for the whole certification process of the heliport and focal point of GACA.

F. The heliport certification project manager and certification team should conduct preliminary actions as follows:

1. Create a working certification file for the potential applicant or heliport;

2. Conduct a review of the initially supplied or available information about the potential applicant or heliport;

3. The HCPM, if necessary, will inform the applicant to attend a formal pre-application meeting.

(Heliport safety inspector Guidance: Generally, the five-phase certification process discuss the pre-application phase being one meeting. Experience has shown that for a small heliport operator, it may be possible to provide all of the required information and/or to answer all of their questions, at a single meeting or through an email/discussion. In the case of large heliports and/or applicant with little or no experience of certification processes, the pre-application phase may involve a number of meetings, and the exchange of several letters, requests for information, and so on. It is important for the heliport certification project manager to provide as much information as possible, and to assist the potential applicant as far as possible - without compromising the integrity of GACARs.)

7.8.2.3 PHASE 2 – CERTIFICATION FORMAL APPLICATION PHASE

A. The formal application phase is an important phase and applicant must apply in forms as acceptable to the President of GACA as prescribed below:

1. Application for Heliport Certification (Form: F-138-111);
2. Statement of Regulations Compliance (Form: F-138-102);
3. Nomination forms of Heliport Management Personnel (F-138-104);
4. Heliport Operation Manual (in Duplicate);
5. Safety Management System (SMS) Manual;
6. Heliport Emergency Plan (HEP) Manual;
7. Heliport Security Plan (HSP); and
8. Any other relevant documents.

(Heliport safety inspector Guidance: For heliport safety inspectors, the formal application phase is the second phase of the certification process – but for applicants, it is important to file application with all required documents in one go to eliminate chances of rejection of application. Accordingly, in the pre-application phase, heliport safety inspectors should educate and provide positive guidance and encouragement to the applicants – particularly when requiring the fulfilment of all required forms, documents and manuals.)

B. The following are key steps in the formal application phase:

1. To Receive the Formal Application: Ensure that all documents have been submitted by applicant and are complete in all respect. HCPM should check the sufficiency of application.

2. To Evaluate the Application Package: Based on the initial survey of the application package, a decision should be made on whether or not to ask any further information or conduct discussion meeting or reject the application or initiate certification process.

3. If the application and documents are complete then HCPM should initiate the phase 3 of the certification process.

4. Incase HCPM observes that applicant has failed to submit required documents as

mentioned in application form in spite of sufficient chances given to applicant, then HCPM return the application with reasons after consent of GM-ASD.

(Heliport safety inspector Guidance: The heliport safety inspector needs to consider the likelihood that the applicant may not submit the complete application package at first time, in such cases he should be given more time/chances. This will be primarily relevant for first time applicants where there is no previous experience. In such cases, heliport certification project manager may inform or conduct an application meeting with applicant to resolve deficiency issues concerning the package. If applicant fails to comply the application requirement in the given time even after repeated chances, then heliport certification project manager must return the application with reasons in writing and terminate the certification process with consent of General Manager, ASD.)

7.8.2.4 PHASE 3 – CERTIFICATION DOCUMENT EVALUATION AND COMPETENCY ASSESSMENT PHASE

A. During this phase, the heliport certification project manager shall assign the task to each team member for in-depth evaluation of all the documents for regulatory compliances. The HCPM shall coordinate with other departments and send the relevant manuals and documents for their evaluation as per specific expertise areas and shall follow up for their timely evaluation report.

B. The documents to be reviewed should include, but not limited, the following:

1. The completed application (Form F-138-111);

2. Heliport Operation Manual, Safety Management System Manual, Emergency and Security Plans, Operation Procedures and other documents;

3. Heliport Operator statement of regulations compliance (Form F-138-102 and Form 138-103, if applicable); and

4. Other relevant attachments mentioned in the application form.

C. The heliport safety inspectors, as assigned team members, are responsible to record any discrepancies found in manuals or any document and/or determined in discussion with other team members and submit the reports to the HCPM in specified time. If there are discrepancies or non-compliance are reported by team members, then HCPM should inform the applicant to rectify the deficiencies in a given time failing which certification

process will not continue until all the discrepancies are corrected and non-compliances are satisfactorily resolved by the applicant.

D. If the discrepancies are resolved or there are no discrepancies, then the HCPM will proceed to next phase of certification.

(Heliport Safety Inspector Guidance - If discrepancies cannot be resolved, the HCPM should inform the applicant in writing about all discrepancies discovered or observed in manuals or documents or operation procedures. However, it is better to give sufficient opportunity to the applicant to resolve all discrepancies in respective documents at this stage so that time could be saved during technical inspection and onsite verification).

E. Competency Assessment of Heliport Management Personnel

1. The competency assessment is applicable for the management personnel positions described in Sub Part A of GACAR § 138.107 and § 138.109. Heliport Operator must be asked to nominate the management personnel for various positions as per requirements prescribed in GACAR Part 138 Sub Part A and Appendix HA of this E-Book and to submit details of management personnel in Form F-138-104.

2. The number of management personnel for a particular heliport will depend on the heliport size, operation complexity and the volume of the helicopter operations. The applicant or heliport operator, if assign more than one functions for any management personnel, then its necessary to ascertain the nominated management personnel posses sufficient qualification and experience to handle such allocated functions.

3. Heliport Certification Project Manager will examine the nomination form and if management personnel found meeting basic prescribed qualification and other requirements, then will coordinate for fixing date and time with applicant or heliport operator to conduct the competency assessment test and interview for the nominated management personnel.

(HCPM/HSIs Guidance – The HCPM shall get approved competency assessment committee from General Manager before conduct of competency assessment. The question paper and scope of the interview must be pre-decided. HPCM must ensure that competency assessment is conducted in a fair, transparent and quality manner. The competency test may be conducted online or in office of GACA or at heliport. The applicant or heliport operator should be informed well in time with at least five days

advance intimation for the date and time for competency test and interview. It is better to conduct both written test and interview on the same date in sequence.)

F. The competency assessment must be conducted:

1. Before issuance of the heliport certificate in case heliport is under the process of certification; or

2. When there is an internal change of heliport management personnel at a certified heliport; or

3. When heliport operator intends to employ some new heliport management personnel from outside of the heliport operator organization.

(HCPM/HSIs Guidance – The competency assessment test is mandatory for all prescribed management personnel positions before he/she can be assigned such position. In case of a change in management personnel or fresh recruitment of management personnel, the same criteria must be adopted for competency assessment as done in case of the heliport certification process. In case, that the applicant or heliport operator intend to recruit management personnel from outside organization or from foreign countries, then heliport operator should be asked to finalizes the prospective candidates in advance before they are nominated for acceptance of GACA. If appropriate infrastructure is available, the competency test and interview should preferably be conducted online.)

G. Method of Competency Assessment

1. The competency assessment will have three parts; Basic Requirements; Written Examination and Interview as given in table below:

S. No.	Method	Competency Assessment Criteria	Possible Marks
1	Basic Requirements	Qualification (Mandatory - Reference Appendix HA-2)	Mandatory 00
		Experience (Relevant to position - Reference Appendix HA-2)	10
		Trainings (Relevant to position - Reference Appendix HA-3)	10

2	Written Examination	• Knowledge of Functional Areas; • Knowledge of related ICAO Annex, Manuals and Docs; and • Knowledge of related GACARs. (Reference Appendix HA-3 for all)	50
3	Interview	• Planning Skills; • Communication Skills; • Team Work Skills; • Decision Making; • Leadership Qualities; and • Situational Competence.	30

2. The basic requirements of qualification and experience for management personnel are defined in Appendix HA. The minimum qualification is mandatory for eligibility and has no marks allocation.

3. The marks allocated for experience will be determined based on relevant experience and maximum marks can be allotted up to ten marks (i.e., five marks for the defined minimum years of requirement of experience mentioned in appendix HA-2 and one mark for each additional year of experience).

4. The marks for training can be allotted up to ten marks based on the number of trainings in relevant functional area. The marks for training will be allotted as two marks for each training up to maximum of five trainings obtained in last five years before the date of nomination and shall include the refresh trainings courses. The list of training courses is broadly described in Appendix HA-4. Additionally, the courses conducted by ICAO or ACI are also acceptable for training.

5. The competency written test and interview are applicable for all management personnel positions described in GACAR 138 Sub Part A and must be conducted through a process of pre-set questions paper and pre-approved interview assessment committee as per syllabi broadly prescribed in appendix HA-3. The subject and functional area knowledge is generally evaluated through written examination and the management competency through interview.

6. The competency assessment outcomes of the Heliport Management Personnel are measured against qualifications, experience, training and knowledge. The outcome

result of competency assessment shall be categorized as below based on their performance in written examination and interview:

(a) Accepted;

(b) Accepted with Conditions; and

(c) Not accepted.

S. No.	Heliport Classification (Reference GACAR §138.105)	Competency Assessment Criteria (Based on Total Marks Obtained)			Remarks/ Conditions
		Accepted	Accepted with Condition(s)	Not Accepted	
1	Certified Heliports	70 and above	Between 60 to 69	Less than 60	Conditional Acceptance will be valid for one year.

7. HCPM must ensure that written test and interview are conducted in fair, transparent and quality manner. In case management personnel are accepted with conditions or rejected then HCPM shall mention the conditions and reason in the evaluation form F-138-105.

8. HCPM will prepare a confidential evaluation report including the final recommendations from the interview committee. HCPM will submit evaluation in prescribed form (Form: F-138-105) as given in appendix HA-1 of this E-Book along with the final report.

7.8.2.5 PHASE 4 – CERTIFICATION TECHNICAL INSPECTION AND ONSITE VERIFICATION PHASE

(HCPM/HSIs Guidance: The purpose of the technical inspection and onsite verification phase is to validate that an applicant complies with both the regulatory requirements, and the processes and procedures identified in the submitted compliance report and heliport operation manual and other documents, and to examine the heliport physical characteristics, facilities, markings and lighting etc. The HCPM and team members will carry out technical inspection and onsite verification by conducting heliport visit. HCPM should ensure that all necessary internal approvals to conduct

heliport visit are taken for all team members and heliport entry permissions are organized and heliport operator is coordinated well in advance of the heliport visit.)

A. **Inspection Planning.** The HCPM will inform the heliport operator about conducting of heliport site inspection well in advance, at least 5 working days before the schedule inspection. HCPM must organize and conduct heliport visit for technical and on-site verification inspection as per defined scope of heliport inspection program in following manner:

1. **Pre-inspection Briefing.** The pre-inspection briefing meeting should be conducted with heliport management before starting of the inspections. The meeting discussion should include the purpose, scope, schedule and methods of inspection.

2. **Administrative Inspection.** The administrative inspection should include the verification of heliport operation manual, operation procedures, safety management systems manual, emergency plan, security plan including such items as snow and ice control plans (if applicable), obstacle control procedures; heliport emergency response and RFF training records; documentation of the annual review of the heliport emergency exercises, including full-scale emergency exercise, and the heliport operator's records of the safety audits of other operators, such as ground handling, maintenance and fuel service providers and other agencies engaged in airside activities.

3. **Heliport Inspection.** The heliport inspection including the inspection and checking of movement area, FATO, TLOF, Safety Area, Clearway, taxiways and helicopter parking stands etc. in order to ascertain the compliance and condition of pavements, markings, lighting, signs etc.; checking for potentially hazardous conditions if construction work is in progress, such as excavations, trenches, stockpiled material, inadequate construction area markings, construction equipment in the movement area; inadequate marking and lighting; checking ground vehicle operations in the movement area to verify that only authorized vehicles have access to the area and that the required procedures are being followed, the vehicles are properly marked and the drivers know and use the proper communication terminology; checking that the public is protected against unauthorized entry to the movement area and against rotor thrust; checking for wildlife hazards and wildlife attractants; checking wind direction indicators and obstacle lights.

4. **Heliport Emergency Response and Rescue and Fire Fighting Inspection.** The heliport emergency response, rescue and fire-fighting including the checking of training records; random testing of the knowledge of firefighters; checking that the equipment are in position, functional and meets the category of the heliport, checking the hydrant and extinguisher systems; checking of response time, examining protective clothing and fire-fighting and rescue tools and supplies in the inventory.

5. **Fuel Facility Inspection.** In case heliport is provided with fuel facilities then examination of the records, checking that the heliport fire-fighting standards are adequately covered in inspection checklist of fuel facilities including fuel sampling check for compliance with applicable quality requirements.

6. **Night Inspection.** The night inspections and checking for compliance with the standards related to heliport lighting such as approach lighting, FATO, TLOF and flood lighting, signages, visual slope guidance, heliport beacons, wind direction indicator lighting; obstacle lighting, power supply system, fence lighting and the lighting of construction areas, if applicable.

7. **Post-inspection Briefing.** The post inspection briefing with the heliport management is important and must be conducted for formal conclusion of the inspection. HCPM shall take feedback from all heliport safety inspectors and should lead the briefing including brief on the observations during inspection and the determination of appropriate further action. HCPM should inform the heliport operator that inspection finding report shall be communicated officially.

B. **Technical Inspection.** The technical inspection of the heliport will be conducted as per provisions given in Technical Inspection Form: F-138-112.

1. The HCPM will analyze the regulations compliance statement (Form: F-138-102 and F-138-103). If there are any non-compliances then risk assessment, mitigation measures and corrective action plan submitted by the heliport operator along with application should share with team members. The respective team member (heliport safety inspector) must conduct on-site checks for all the non-compliances and ascertain the safety concern of such non-compliances before accepting the corrective action plan according to safety risk analysis.

2. The heliport safety inspectors will conduct the technical inspection of their assigned

areas irrespective of operators non-compliance checklist and submit the findings in prescribed form to the HCPM including observations on such non-compliances.

3. On completion of technical inspection, HCPM is responsible to prepare the final technical inspection report in the prescribed form (Form: F-138-112) based on heliport safety inspector's reports. Heliport safety inspectors should also use the same form while submitting their report to HCPM for their respective inspection areas.

(HCPM/HSIs Guidance – Generally technical inspection and on-site verification shall be conducted together in same heliport visit. However, where technical inspection is conducted separately due some reasons, then the technical inspection report will be one of the reference documents for the on-site verification inspection beside verifications of heliport operation manual, operation procedures and other documents. Further, in case technical inspections have previously been conducted, and depending on the changes that occurred at the heliport since the last inspection, HSIs can undertake a follow-up inspection instead of a full technical inspection during on-site verification inspection.)

C. On-site Verification. The on-site verification inspection will be conducted as per provision given in the On-site Inspection Form: F-138-113 and should at least cover the following:

1. The heliport operation manual, safety management system manual, emergency plan, operating procedures, heliport operator compliance and non-compliance checklist and the technical inspection outcomes;

2. The on-site verification must confirm that the heliport operations are carried out effectively in accordance with the applicable regulation and procedures described in the heliport operation manual;

3. The on-site verification of the SMS is normally included at this stage. However, a specific verification of the SMS can be conducted separately if so felt necessary. Heliport safety inspectors should follow the provisions given in E-Book volume 2-Safety Management Systems while assessing the sufficiency of SMS Manual. On-site verification of the SMS should focuses explicitly on the components required for issuing the certificate and, when implemented, covers all other requirements;

4. The on-site verification takes into account the results of the previous technical inspections and the associated corrective actions, if relevant. If the on-site verification team notices any deviations from the technical inspection reports, they should be

included in the team's report;

5. If the heliport operator is not directly responsible for some of the activities within the scope of certification, the certification team will ensure that there is appropriate arrangement between the heliport operator and other stakeholders or service providers; and

6. HCPM will conduct a post inspection meeting with heliport operator along with team to brief the outcomes of inspection in general and inform that finding report will be sent separately. The findings which have safety concerns must be included in the post briefing meeting.

7. On completion of on-site verification, HCPM will prepare final on-site verification report in the prescribed Form: F-138-113 after obtaining feedback and inspection reports from all heliport safety inspectors. Heliport safety inspectors shall use the same form while submitting their report to HCPM for their respective inspection area.

(Heliport safety inspector Guidance: The phase four activity considers that technical inspection and on-site verifications should be carried out simultaneously by the certification team. The HCPM will ensure that functions described under technical inspection and on-site verification are fully assessed and completed during heliport visit. Considering the capacity and complexity of the heliport, and availability of heliport safety inspectors, the HCPM with prior approval of general Manager may organize technical inspections and on-site verification separately on case-to-case basis if so necessary.)

(Heliport safety inspector Guidance – The purpose of technical inspection, on-site verification and surveillance audits are to validate that the applicable regulations are compiled by operators to ensure safety at heliports. The quantum and scope of inspection should be determined considering the size of infrastructure and facilities of heliport, type of operations of helicopters and competence of the management personnel of the operator. The technical inspection and on-site verification for certification should be combined and be conducted together. HSIs must educate and encourage the heliport operators and other stake holders to adopt practices in compliance with the regulations and inculcate the safety culture among employees during the inspection visits. The heliport inspection for authorization is not mandatory and heliport manager must take a decision on requirements of such inspection, if necessary, depending on complexity of the heliport and its operations. The inspection and surveillance audits should not be used as tool for punishment instead practice for compliance of regulations by way of encouragement and enforcements. Heliport safety inspector should try to avoid hasty and emotional reporting. The heliport safety inspector should always read what he wrote in aggravation after a

"cooling off" period, and see if it still reflects a true and accurate picture of the event. Consultation with other Inspectors and the manager can sometimes be very effective, and therefore should be practiced. Heliport safety inspectors while writing finding report must classify the findings and be sure of the regulation requirements and the observations which are general in nature should not be included the final finding reports).

D. Analysis of the Findings and Preparation of Findings Report

The type and classification of findings are described in Sub Part A of GACAR § 138.121. HCPM will obtain written findings reports from all team inspectors and classify the findings as per provisions given in GACAR Part 138 Subpart A. All well-judged findings must be recorded on prescribed finding form (Form: F-138-114), with reference made to the relevant regulation requirements. The findings will contain a factual description of the issue revealed by the audit and they will not include recommendations or proposed corrective actions. The findings will be categorized by level of its nature and risk severity as level 1, 2 or 3 as described below:

1. Level-1 Finding:

a) Level 1 findings are those which pose a hazard to helicopter operational safety or which contravenes a legal requirement or which seriously influence the safety standards of heliport. This non-compliance might be with the applicable provisions of one or more of the following:

i. Civil Aviation Law of KSA;

ii. GACA Regulations;

iii. Heliport Operator's Certification Requirements;

iv. Conditions of an Existing Heliport certificate; or

v. Heliport Operator's Heliport Operation Manual, SMS, Operation Procedures, Emergency Plan or any other such systems.

b) In determining whether Level 1 will be assigned to a particular finding, the heliport safety inspector or heliport certification project manager exercise sound judgement. The HCPM will seek general manager concurrence, prior to formally reporting the finding to heliport operator.

c) Timeframe for Corrective Actions for L1 Finding- Depending on the seriousness of the finding, its impact on the safety and if necessary a risk assessment by the operator, the heliport certification project manager may give the heliport operator, up to seven days to close the findings.

d) Where a particular Level 1 finding requires an action on the spot because of its seriousness and impact on safety of helicopter operation (such as closing a part of the heliport or suspension of helicopter operation at the heliport etc.), the heliport certification project manager will take immediate concurrence from manager or general manager and notify the heliport operator about the decision by email pending formal notification.

e) Some of the corrective actions for Level 1 findings may require a longer time than the time set by the heliport certification project manager or safety inspector. In such extreme circumstances, the heliport certification project manager may extend the timeline up to maximum of 15 days based on the risk assessment outcomes, mitigation measures and corrective action plan provided by the heliport operator and seriousness of the finding, but with prior approval of general manager.

2. Level-2 Finding:

a) Level 2 finding are those which are non-compliance with the GACAR regulations or a finding against the heliport operator's heliport operation manual or procedures, which could possibly pose hazard to the helicopter operational safety or which could lower the safety standards at heliport if not corrected in a definite time.

b) Timeframe for Corrective Action for L-2 findings - The heliport safety inspector/heliport certification project manager, based on his/her judgment, may grant up to 30 days for the corrective actions for closing of level 2 findings. However, it is up to the heliport certification project manager to consider any required extended timeline based on the corrective action plan provided by the heliport operator and possible impact of the findings on safety at heliport. Additional time up to maximum of 90 days may be considered by the HCPM based on mitigation measures and proposed corrective action plan of the heliport operator.

c) Repeated or multiple Level 2 findings in a particular area or not taking action on accepted corrective action plan for rectification of the finding in spite of repeated reminders, such finding could be considered an indication of deterioration of the heliport operator's standards and controls. In this case, the heliport safety inspector may decide to raise it to Level 1 and potentially place a restriction/condition on the operations of the heliport.

3. Level-3 Finding:

a) Level-3 finding is an observation or recommendation to improve safety standards and/or achieve a better practice by addressing:

i. Opportunities for improvements; or

ii. Deficiencies that may lead to potential findings of Level -2 if not corrected.

b) Timeframe for Corrective Actions for L3 findings – Generally L3 findings are not assigned any timeline by heliport safety inspector/heliport certification project manager. The heliport operators are accepted to complete and close such findings within 90 days and provide for the corrective action plan to be implemented. However, not all Level 3 finding will necessarily warrant time line and therefore may be closed based on the heliport operator's acknowledgement and suggested/accepted action plan. The time line for L3 findings generally assessed based on consultation and its safety impacts and be accepted more then 90 days, if reasonably justified.

(Heliport Safety Inspector and HCPM Guidance: The evaluation and categorization of the finding is important. The heliport safety inspector will evaluate the audit results to establish which findings are reportable and provide its category as Level 1, Level 2 or Level 3 in his finding report to HCPM in a manner described below. HCPM must review all findings received from heliport safety inspectors and prepare the final finding report providing each finding its level of category.

How to decide finding level 1, 2 or 3? - Simply to start at the top and consider whether what you have found MUST be fixed immediately either because of law, regulation, Procedure or safety requirements – if yes, it is a Level 1 Finding. And where you found that finding if not rectified in a specific time schedule may be a cause of safety concern either because of law, regulation, procedure or safety requirement – if yes, its a Level 2 finding. Everything else observed and likely to become level 2 finding if not attended

in given time is categorized as Level 3. Further, any finding for which HSIs do not have any standard or requirement for the raised "observation", it should be typically marked as category Level 3.

Level 1 finding is a serious category of finding and has its consequences on safety of operations at heliport. The heliport safety inspector must assess the finding thoughtfully and justifiably than should classify accordingly. This category of finding, if not rectified by the heliport operator in the specified time, will result in restrictive conditions on the proposed heliport or result in the refusal of the issuance of a heliport certificate in case of the heliport certification. However, in case of heliport certification verification audit for operating heliports or in a periodic surveillance audit, this category of finding requires immediate corrective or containment action by the heliport operator, failure of which will result in limitation or suspension of operations, or suspension or cancellation of the existing heliport certificate. The time line for such findings must be decided based on safety assessment and seriousness of safety concern of the finding.)

The heliport certification project manager should always analyze the heliport safety inspector finding report and establish the following before finalizing the final finding report:

a) Is the deficiency an isolated error or a system breakdown?

b) Is the heliport operator already aware of the problem?

c) Has the deficiency been reported during previous audits?

d) Can corrective action rectify the problem before the report is prepared? However, in such cases, the finding will still be raised as a finding.)

E. Final Finding Report

HCPM will prepare a final finding report in prescribed form (Form: F-138-114) giving finding levels as described above and then get it internally accepted from general manager/assistant president. Once accepted, HCPM will convey the finding report to the heliport operator requesting the submission of heliport operator's corrective action plan in prescribed form (Form: F-138-114). This final finding report must consider the earlier submitted non-compliances along with application and include them in this finding report appropriately.

(Heliport safety inspectors/HCPM Guidance – The form F-138-114 is a common form for final findings from GACA-Heliport Safety inspectors/ Heliport Certification Project Manager and submitting of Corrective Action Plan by the applicant or heliport operator. Once findings are communicated to the applicant or operator, the

corrective action plan should be submitted by the applicant/ operator in the same form as per defined column.)

F. Acceptance of Corrective Action Plan

1. The heliport operator must submit the Corrective Action Plan in Form F-138-114 giving details of the proposed action for rectification of each finding with timeframe as per the findings level. The HCPM should satisfy himself of the corrective action plan submitted by the heliport operator and accept the same before recommending the application for issue of certification of heliport.

2. Once the corrective action plan has been accepted, the HCPM will convey the same to heliport operator and continue monitoring the progress and compliance of findings by means of feedback or periodical progress reports from heliport operator. The findings of level 1 and level 2 must be completed and complied by the heliport operator within the specified timeframe. Level 3 findings (observations) should be monitored through monthly or quarterly reports from heliport operator or by periodical inspections, depending upon the complexity of the heliport and/or surveillance inspection and audits.

(HCPM/HSIs Guidance – Corrective Action Plan is an important commitment of the heliport operator. Heliport certification project manager must ensure that the action plan covers all findings and has planned to addressed them appropriately within the specified timeframe as per marked finding levels. If there are some gaps, HCPM should ask the operator to complete the same before accepting the plan.)

G. Acceptance of Heliport Operation Manual

The heliport operation manual is one of the vital documents of the certification process and has to be accepted prior to the issuance of the heliport certificate. Considering the capacity and complexity of the heliport, all the assigned heliport safety inspectors should review the provisions of the heliport operation manual and operating procedures for its sufficiency before the heliport inspection and on-site verification. The heliport safety inspector should check the manual thoroughly to include the following:

1. The contents and provisions of the heliport operation manual must be checked using the checklist given in appendix HB-2 of this E-Book. If required, necessary clarification from operator may be obtained;

2. Prior to the acceptance of the heliport operation manual, the HCPM should also verify that:

   a) The heliport operation manual contains all the information as required by GACAR 138 Appendix-A-1; and

   b) All the data, information and procedures related to heliport are provided in the heliport operation manual and have been assessed, verified and validated during the on-site verification.

3. The HCPM, once fully satisfied that heliport operation manual is in order and can be accepted, will initiate action for internal process of acceptance.

4. The HCPM will formally inform to the heliport operator when the heliport operation manual is accepted. The acceptance of heliport operation manual can be combined with the issuance of the certificate. A copy of accepted manual shall be sent to the heliport operator by HCPM before or along with the heliport certificate.

7.8.2.6 PHASE 5 - CERTIFICATION ISSUANCE PHASE

A. When the applicant has met applicable regulatory requirements and heliport inspection has been completed, and there are no findings or deviations are reported or once the corrective action plans are accepted and mitigation measures are agreed upon, the HCPM will initiate the proposal for issuance of certification for acceptance of the President. The HCPM will complete the following actions and ensure that the certification recommendation report contains the following (as applicable):

1. The application for heliport certificate (Form: F-138-111);
2. Heliport operator's Statement of Regulations compliance (Form: F-138-102)
3. Heliport Management Personnel Competency Assessment Evaluation Report (Form: F-138-105);
4. HCPM Technical Inspection Report (Form: F-138-112) and On-site Verification Report (Form: F-138-113);
5. HCPM Findings and HCPM accepted Corrective Action Plan (Form: F-138-114);
6. Accepted Heliport Operation Manual;
7. Certification recommendations, signed by HCPM;

8. Heliport Certificate form duly filled for signature of President; and

9. Any other document necessary for the President consideration.

B. HCPM will submit the certification proposal on a file to the President through Manager and General Manager, ASD. When no findings are reported or once the corrective action plans are accepted and mitigation measures are agreed upon, the President of GACA may accept the issuance of the heliport certificate to the applicant or heliport operator considering the recommendation of HCPM, Manager and General Manager.

C. The issuance of a conditional certificate may be considered by the President in special circumstances. In such cases the conditional certificate will contain the specific condition under which the certificate is issued, and the time by which that deficiency needs to be rectified.

D. Status of certification of heliports must be promulgated in the aeronautical information publication. Once certificate is signed/issued by the President, HCPM will inform to AIS Department along with duly filled form F-138-107 through Manager and GM- ASD about the status of certification and details of the heliport including:

1. Heliport name and heliport category;

2. Heliport Declared Distances and Reference Data;

3. Date of issue and validity of certification; and

4. Conditions or Limitations, if any.

E. In case, the certification process is unsuccessful, due to either termination of certification process or non-compliances of regulations, HCPM shall brief the General Manager, ASD and letters will be written to the applicant/heliport operator describing the reasons for termination or denial of the certification, as the case may be.

(HCPM/HSIs Guidance: There may be situations where findings are reported or there are deviations from regulations, in such cases, heliport certificate will only be recommended once corrective action plan for the findings is accepted and mitigation measures to ensure safety are agreed upon. If an applicant is unable to meet certain requirements for the issue of a certificate, applicant has to demonstrate through safety risk mitigation/aeronautical study that they can conduct heliport operation safely whilst they achieve compliance with the

requirements, in such cases, the President may issue an 'exemption' from the regulatory requirement. Any exemption issued generally will be time limited – that means, it will not apply indefinitely, and the applicant has to provide evidence that they will achieve full compliance within a reasonable period of time and safety of operation is not compromised.)

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VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 8. HELIPORT CERTIFICATION PROCESS

Section 3. Heliport Certification Activity Schedule

(HCPM/HSIs Guidance: The heliport certification activity schedule has been described for better understanding of the heliport safety inspectors and heliport certification project manager for the five-phase certification process and its timelines explaining phase wise work activity schedule. The certification schedule should not exceed more than seven months (120 working days) for the entire process. The stage activity table describe who, what and when for ease of understanding.)

7.8.3.1 PHASE 1: PRE –APPLICATION (5 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
Stage I	Applicant/ Heliport Operator (HO)	Heliport Operators, willing to obtain the Heliport Certificate from GACA, should: (a) Designate a heliport focal point officer (HFPO). Inform GACA. (b) Submit Expression of Interest to GACA. (c) If required, request a meeting with Manager or General Manager GACA and understand the regulation requirements for certification.	(a) Heliport Focal Point Officer (HFPO) will be the coordinating officer with GACA and he/she should be familiar with all procedures and requirements of the process for obtaining the heliport certificate.
Stage II	Heliport Manager (HM)/ GM-ASD	(a) Select the certification team of HSIs and assigned the Certification Project Manager (HCPM) as team leader for proposed heliport certification process. (b) Inform the heliport operator with details of HCPM as certification team leader of GACA. (c) HM conduct pre-application discussion with applicant/heliport operator. Brief him/her about requirements of the certification process.	(a) Within 5 working days on receipt of expression of interest for the certification of heliport.

7.8.3.2 PHASE 2: FORMAL APPLICATION PHASE (20 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
Stage I	Applicant/ Heliport Operator (HO)	(a) Submit formal application (Form-F-138-111) ; (b) Ensure Statement of Regulations Compliance (Form-F-138-102) is enclosed; (c) Ensure list of non-compliance with mitigations measures in prescribed form F-138-103, if there are any non-compliance, is submitted; (d) Ensure Heliport Operation Manual (HOM) is enclosed; (e) Ensure Safety Management System Manual (SMS) is enclosed; (f) Ensure Heliport Emergency Plan (HEP) is enclosed; (g) Ensure Security Program Manual (SPM) is enclosed; (h) Ensure nomination form F-138-104 for management personnel is enclosed. (i) Any other documents-Enclosed copy.	(a) After pre-application phase and readiness of applicant/heliport operator for the heliport certification. The applicant must submit application within 5 working days of pre-application meeting. (b) Incase applicant does not submit application in specified time, the delay will be counted on the applicant.

Stage II	Heliport Certification Project Manager (HCPM)	(a) GACA-ASD receive the formal application from heliport operator. (b) HCPM examine the sufficiency of the application as per requirement of data in form F-138-111 and ensure all required documents are submitted by applicant/heliport operator. (c) If HCPM observe some deficiency in application, he/she must request the applicant/heliport operator to submit the same within in a time schedule mentioned in stage I. (d) Incase applicant/heliport operator fails to comply application requirements even after reminders, HCPM recommend to return the application giving reasons and after taking internal approval of HM and GM-ASD. (j) If application is in order, then HCPM must initiate the evaluation process and assign task to preassigned team of HSIs.	(a) On receipt of formal application from the applicant/heliport operator. (b) This stage should be completed by HCPM within 10 working days i/c the time for clarifications from applicant, if any.

7.8.3.3 PHASE 3: DOCUMENT EVALUATION & COMPETENCY ASSESSMENT PHASE (40 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
Stage I	HSIs and Heliport Certification Project Manager (HCPM)	(a) Coordinate and identify the HSIs from team for particular type of task including HSIs from other departments. (b) Send relevant part of Heliport Operation Manual or any other documents to identified heliport safety inspectors i/c of other departments such as AIS, Heliport Emergency Response and RFF, SMS and Environment etc. for their review and reports. HCPM to keep monitoring for timely feedback from all assigned HSIs. (c) HSIs evaluate application, HOM and other documents. Submit report of HCPM. (d) HCPM compile all observations received from HSIs and interact with Heliport Operator Focal Point for clarification on observations of HSIs ensuring sufficiency of Heliport Operation Manual for any deficiency or revisions required. Heliport Operation Manual should be finalized before conduct of the heliport visit. (e) Once all internal evaluation are concluded and clarifications are obtained, HCPM shall prepare schedule for conduct of Heliport Technical Inspection and on-site	(a) On date of decision to continue with certification process. Activity a, b, c, d and e should be so arranged that all actions are completed in 40 working days. (b) HCPM will define time line for applicant giving not more than fifteen days to reply to GACA clarification or findings. (c) HCPM will inform heliport operator at least 5 working days in advance before the conduct of heliport visit for Technical Inspection and On-site Verification.

		verification. Take internal approvals from HM and GM-ASD and inform the applicant/heliport operator well in time.	
Stage II	Heliport Certification Project Manager (HCPM)	(a) HCPM coordinate with heliport operator for conduct the competency assessment of all management personnel and fix dates and time for conduct of online test and interview; (b) HCPM propose and take approval for interview committee from HM and GM-ASD. (c) Competency test should be conducted before heliport visit so as to involve the relevant management personnel in technical and onsite verification. (d) HCPM arrange and conduct competency test and interview as per prescribed procedures. (e) HCPM carryout evaluation in prescribed form F 138-105 and process competence results for acceptance of management personnel. Inform the heliport operator once accepted or rejected.	(a) HCPM will inform heliport operator at least 5 days in advance before scheduling the dates of conduct of competency test and interview. (b) This phase should be completed by HCPM before visit of heliport for technical/on-site inspection within given time schedule of 40 Working Days for this phase.

7.8.3.4 PHASE 4: TECHNICAL INSPECTION AND ONSITE VERIFICATION PHASE (45 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
Stage I	HSIs and Heliport Certification Project Manager (HCPM)/ HM	(a) Heliport Manager conduct meeting with HCPM and heliport certification team members and brief heliport inspection agenda and protocol. (b) HCPM and Team conduct heliport visit for technical inspection and on-site verification of the heliport facilities, equipment and onsite verification of manuals and operating procedures. HCPM manage the inspection as per defined procedures given below: (i) Pre-inspection briefing; (ii) Administrative Inspection; (iii)Movement area inspection; (iv)Heliport Emergency Response & RFF inspection; (v) Night Inspection; if applicable; (vi)Post-inspection briefing. (c) Inform the heliport operator briefly about observations and outcomes of inspection during post inspection briefing. Inform that finding report will be sent separately. (d) Heliport certification team members return back to their duty place.	(a) Heliport Technical Inspection and onsite verification will be planned for 2 or 3 days depending upon the size, operations and complexity of heliport to cover all parts of the inspection. This stage should be considered of 5 days including travel days.

Stage II	HSIs/ Heliport Certification Project Manager (HCPM)/HM	(a) Each HSIs compile all findings in the prescribed form F-138-114 and evaluate them in line with GACARs requirements and classify each finding as L1, or L2 or L3. All HSIs submit their finding report to HCPM. (b) HCPM evaluates all finding reports of HSIs and compile as one report in Form F-138-114. HCPM will also review findings correctness & it classification as L1, L2 or L3. (c) HM/HCPM take internal approvals on final finding report from GM-ASD. (d) HM/HCPM conveys the findings to the applicant/heliport operator asking to submit clarification and corrective action plan with mitigation in the same form in a given time schedule.	(a) Inspection report should be completed by the HSIs and submitted to HCPM within 5 working days from the date of completion of heliport inspection. (b) Final finding report should be prepared by HCPM within 5 days on receipt of reports from HSIs. (c) HCPM will get internal approval of final finding report and will convey to heliport operator. This activity must be completed in 10 working days.

Stage III	Heliport Operator (HO) and Heliport Certification Project Manager (HCPM)	(a) Heliport operator must analyze each finding should prepare corrective action plan with mitigation measures for each finding and submit the same in prescribed form F-138-114. Timeframe for corrective action for each finding should be as per the finding category. (b) HCPM should analyze the corrective action plan in consultation with team members. (c) HCPM should interact and seek clarifications/ comments from heliport operator, if replies not satisfactory. (d) HCPM should accept the corrective action plan following internal approval process.	(a) HCPM must inform heliport operator to submit corrective action plan in prescribed form within 10 working days including all clarifications, if any. (b) HCPM should accept the corrective action plan following internal approval procedures within 10 working days of receipt of the CAP including team member's consultations.

Stage IV	Heliport Certification Project Manager (HCPM)	(a) HCPM initiate process of internal acceptance of heliport operation manual following sufficiency check as per format given in appendix HB-2. (b) Heliport Operation Manual can be accepted independently after on-site verification. HCPM must ensure that all amendments issued are incorporated by the operator in heliport operation manual. If there are any observation during on-site visit, same be got clarified and incorporated in the manual before process of acceptance. (c) Once HOM is accepted, HCPM should convey the acceptance of HOM to the operator and send one copy of accepted heliport operation manual to heliport operator. Alternatively, accepted heliport operation manual can also be sent along with heliport certificate, if not	(a) Heliport Operation Manual should be accepted within 20 working days from the date of completion of heliport inspection including any clarification from operator, modification and internal approval. HOM acceptance is a parallel activity between the period of submission of HOM and acceptance of corrective action plan or acceptance of final finding report which ever is later.

7.8.3.5 PHASE 5: CERTIFICATION ISSUANCE PHASE (10 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
Stage I	HM/Heliport Certification Project Manager (HCPM)	(a) When no findings are reported or once the corrective action plans is accepted, mitigation measures are agreed upon and heliport operation manual accepted, HM advise HCPM to prepare proposal for issuance of certificate. (b) HCPM prepare and recommend the proposal to issue the Heliport Certificate through HM and GM for acceptance of President. HCPM proposal should include original application, accepted HOM, accepted Corrective Action Plan, Competency Assessment and duly filled Heliport Certificate in prescribed form as given in appendix HB-3 of this E-Book . (c) Once issuance of the Heliport Certificate is accepted or refused by President, then HCPM will communicate the same to the heliport operator. If approved, attached the certificate and accepted HOM, if HOM not sent earlier. (d) HCPM must give a number to certificate as HC-138-Helicort Identifier code-Certificate number. (e) HCPM should also inform the applicant/operator to fill up AIP form F-138-107 and inform the status of certificate to AIS Department for promulgation.	(a) This stage must be completed within 10 workings days.

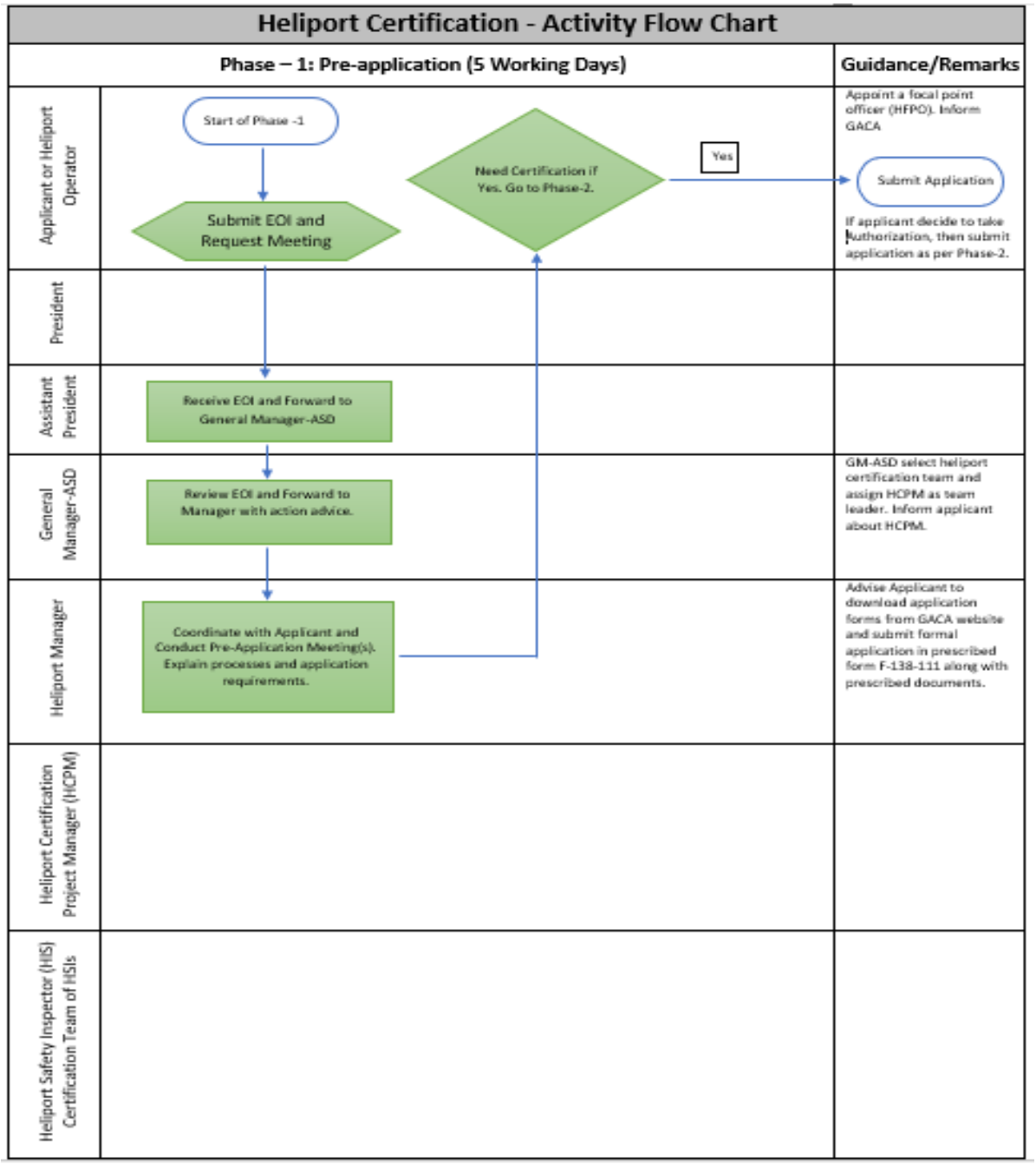
Stage II	Certification Project Manager (HCPM)	(a) During the period of validity of certificate, the HCPM monitors the timely implementation of corrective action plans. (b) HCPM will plan and conduct surveillance and audit inspections, as and when required in relation to any changes, scrutiny of occurrences, safety of heliport operations, and monitoring of corrective action plan.	(a) As and when necessitated during the validity period of heliport certificate.
Stage III	Heliport Operator	(a) Heliport operator must maintain certified heliport and all its facilities as per accepted heliport operation manual, provisions of heliport certificate and as per provisions of GACAR Part 138. (b) Heliport operator should apply for reissuance/ amendment of certificate, as the case may be to the President of GACA in the prescribed form (F-138-111) and following procedures given under Phase 2.	(a) As and when necessitated during the validity period of heliport certificate. (b) Certificate Renewal/Reissuance application should be submitted at least 90 days before its expiry date.

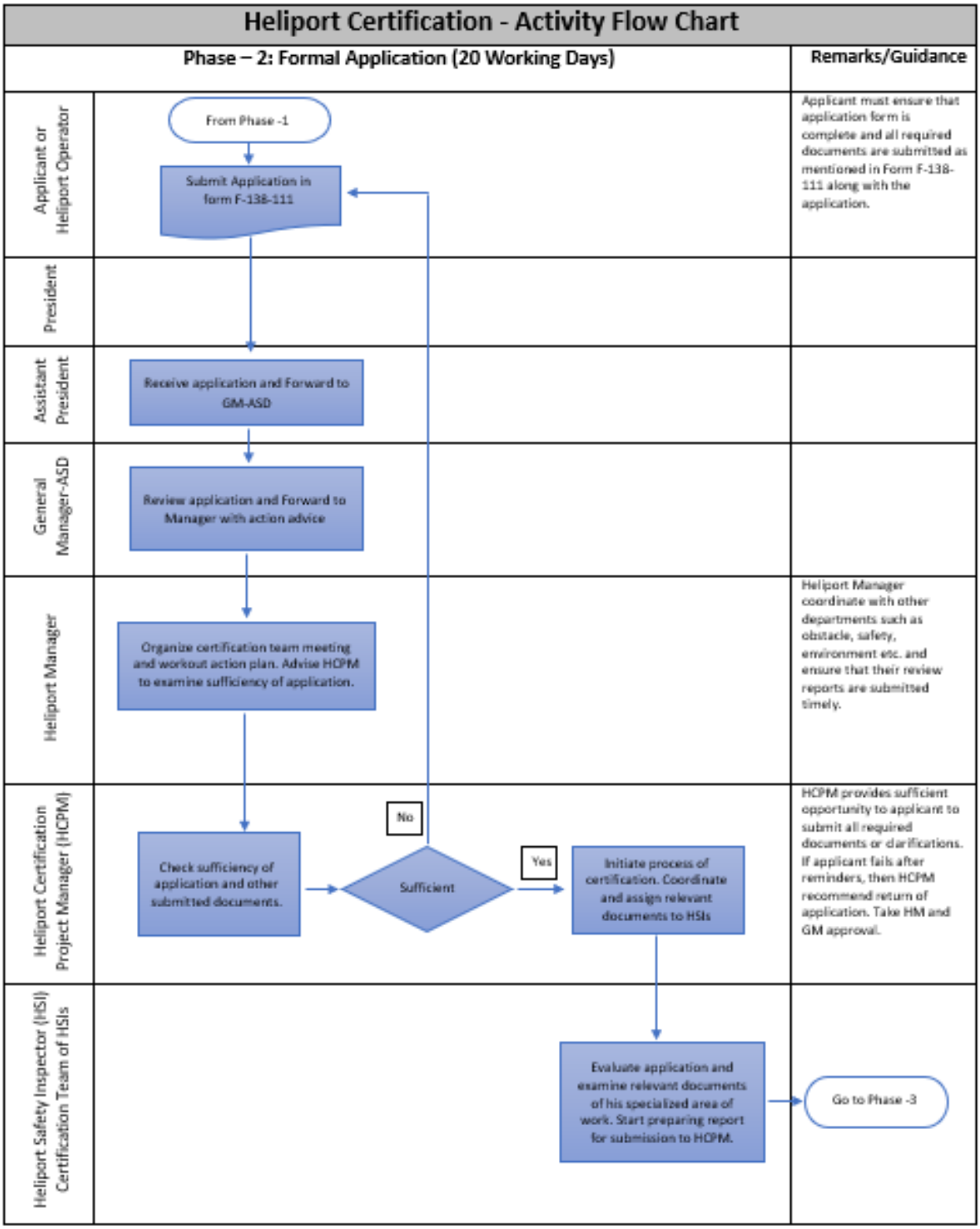
(HCPM/HSIs Guidance: It is expected that heliport operator will take timely action for reissuance of his heliport certificate but it is observed that sometimes operator does not initiate timely action. In such cases, HCPM should initiate self-motivated action and remind the operator for timely action to initiate reissuance process. The process of reissuance should generally follow the same sequence of activity but HCPM can decide to carryout sample technical inspection or on-site verification, if so required depending upon the results of outcomes of the continued oversight surveillance audits during the certificate validity period and the complexity of heliports. The heliport operation manual need to be reviewed and accepted during the certificate reissuance process to ascertain that its current, complete, and updated with all applicable amendment.)

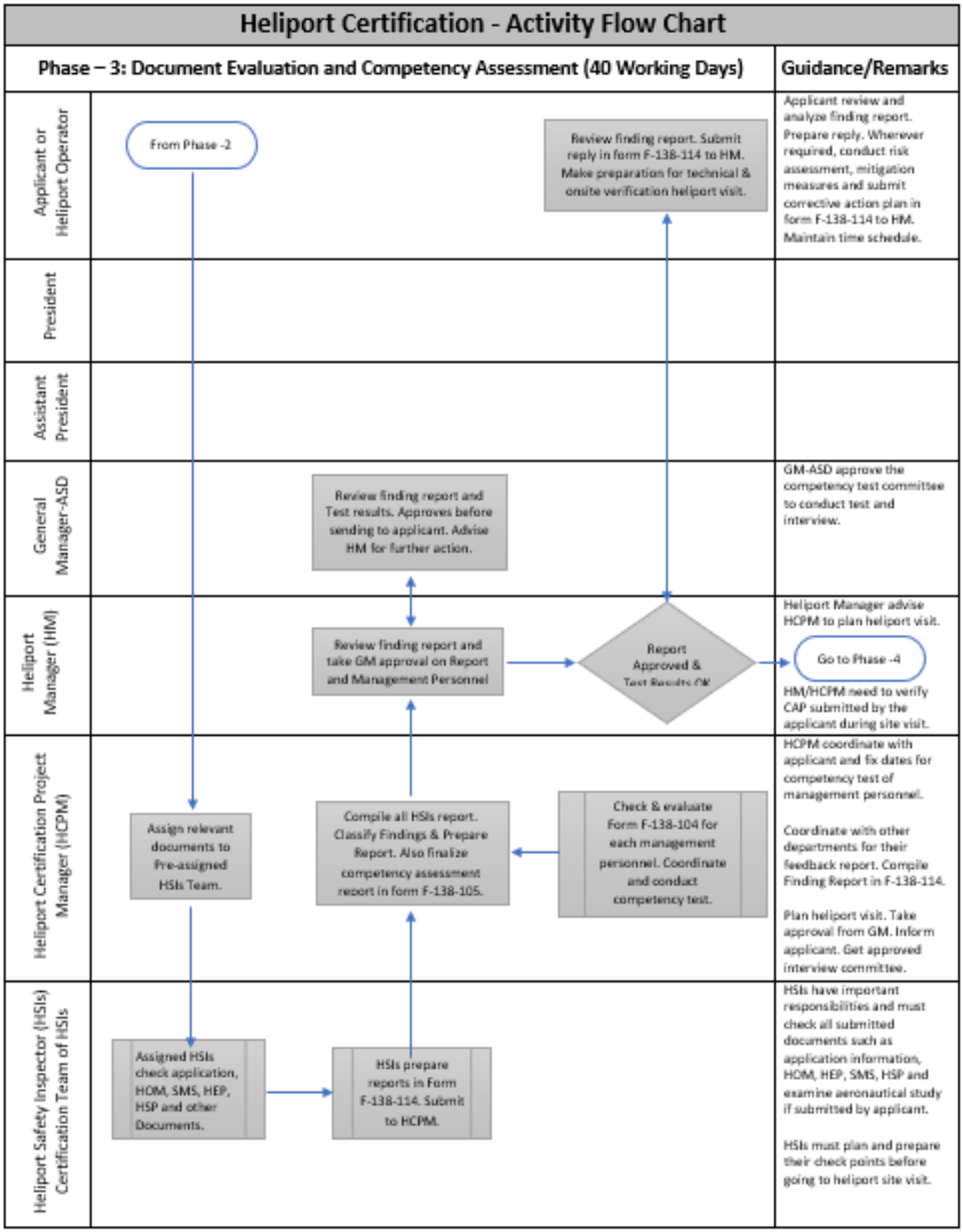
VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

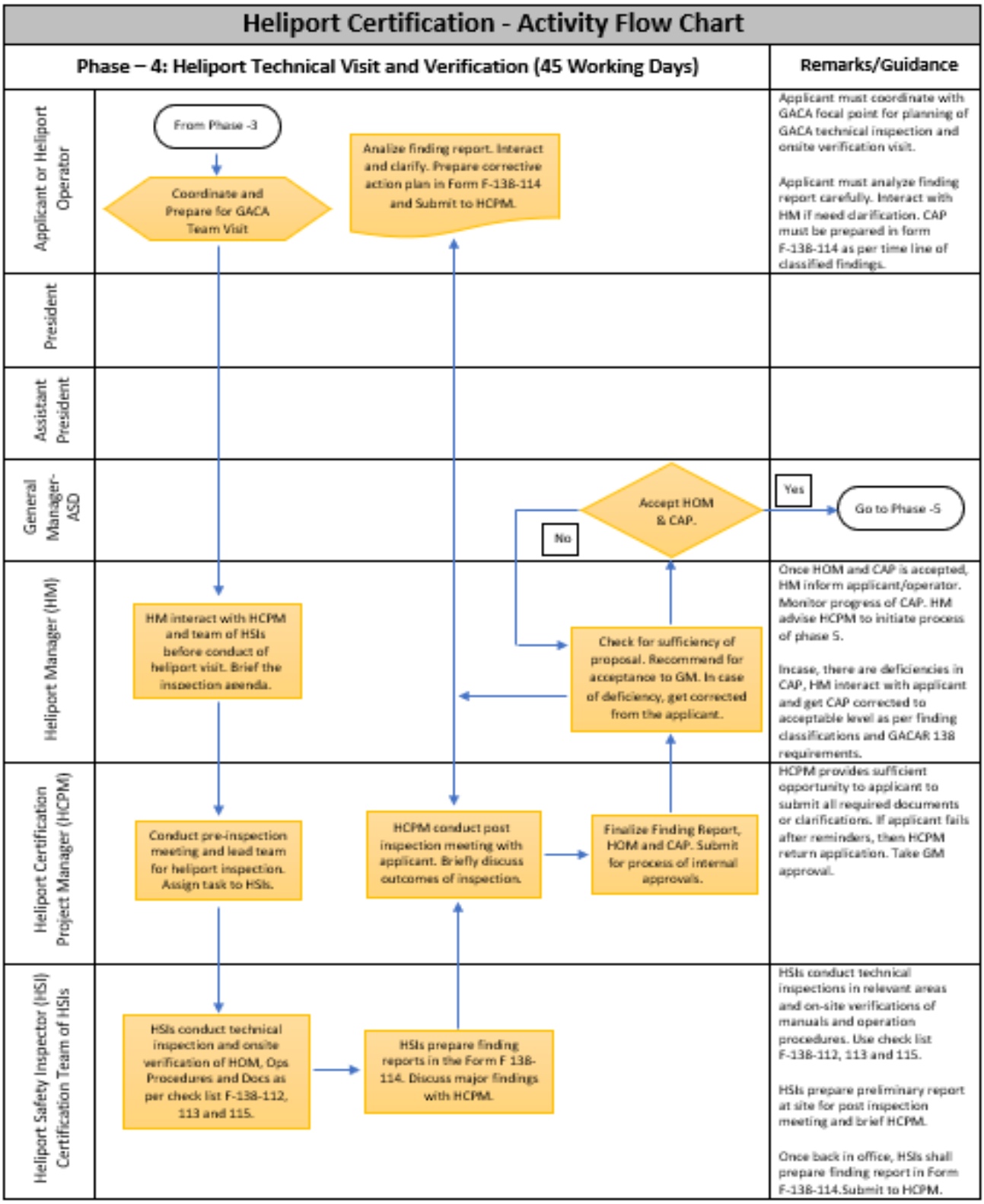
CHAPTER 8. HELIPORT CERTIFICATION PROCESS

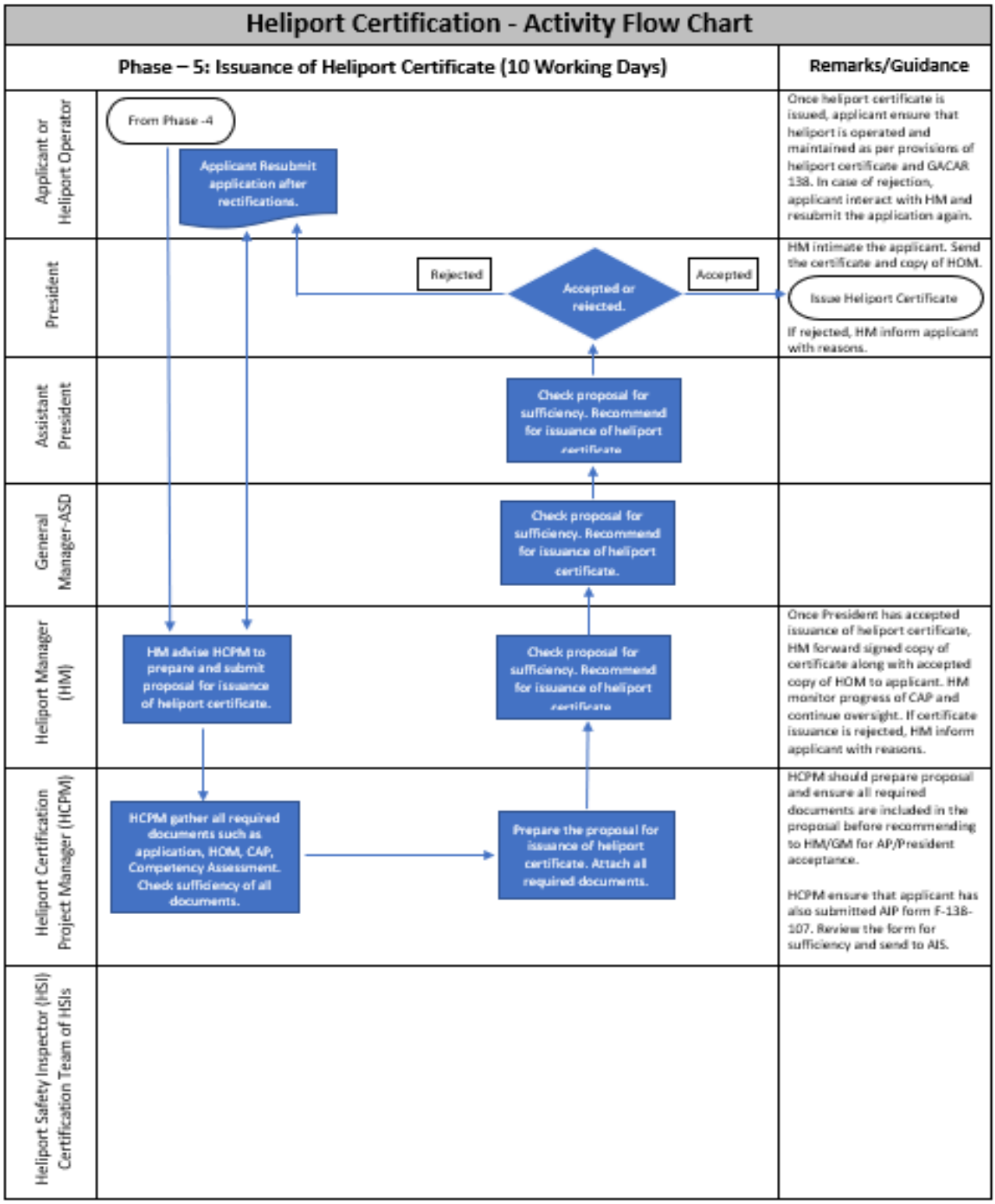
Section 4. Heliport Certification Activity Flow Chart




Heliport Certification - Activity Flow Chart
Phase – 2: Formal Application (20 Working Days)
Remarks/Guidance
Applicant or Heliport Operator
From Phase -1
Submit Application in form F-138-111
Applicant must ensure that application form is complete and all required documents are submitted as mentioned in Form F-138-111 along with the application.
President
Assistant President
Receive application and Forward to GM-ASD
General Manager-ASD
Review application and Forward to Manager with action advice
Heliport Manager
Organize certification team meeting and workout action plan. Advise HCPM to examine sufficiency of application.
Heliport Manager coordinate with other departments such as obstacle, safety, environment etc. and ensure that their review reports are submitted timely.
Heliport Certification Project Manager (HCPM)
Check sufficiency of application and other submitted documents.
No
Sufficient
Yes
Initiate process of certification. Coordinate and assign relevant documents to HSIs
HCPM provides sufficient opportunity to applicant to submit all required documents or clarifications. If applicant fails after reminders, then HCPM recommend return of application. Take HM and GM approval.
Heliport Safety Inspector (HSI) Certification Team of HSIs
Evaluate application and examine relevant documents of his specialized area of work. Start preparing report for submission to HCPM.
Go to Phase -3


Heliport Certification - Activity Flow Chart
Phase – 3: Document Evaluation and Competency Assessment (40 Working Days)
Guidance/Remarks
Applicant or Heliport Operator
President
Assistant President
General Manager-ASD
Heliport Manager (HM)
Heliport Certification Project Manager (HCPM)
Heliport Safety Inspector (HSIs) Certification Team of HSIs
From Phase -2
Review finding report. Submit reply in form F-138-114 to HM. Make preparation for technical & onsite verification heliport visit.
Applicant review and analyze finding report. Prepare reply. Wherever required, conduct risk assessment, mitigation measures and submit corrective action plan in form F-138-114 to HM. Maintain time schedule.
Review finding report and Test results. Approves before sending to applicant. Advise HM for further action.
GM-ASD approve the competency test committee to conduct test and interview.
Review finding report and take GM approval on Report and Management Personnel
Report Approved & Test Results OK
Go to Phase -4
Heliport Manager advise HCPM to plan heliport visit.
HM/HCPM need to verify CAP submitted by the applicant during site visit.
Assign relevant documents to Pre-assigned HSIs Team.
Compile all HSIs report. Classify Findings & Prepare Report. Also finalize competency assessment report in form F-138-105.
Check & evaluate Form F-138-104 for each management personnel. Coordinate and conduct competency test.
HCPM coordinate with applicant and fix dates for competency test of management personnel.
Coordinate with other departments for their feedback report. Compile Finding Report in F-138-114.
Plan heliport visit. Take approval from GM. Inform applicant. Get approved interview committee.
Assigned HSIs check application, HOM, SMS, HEP, HSP and other Documents.
HSIs prepare reports in Form F-138-114. Submit to HCPM.
HSIs have important responsibilities and must check all submitted documents such as application information, HOM, HEP, SMS, HSP and examine aeronautical study if submitted by applicant.
HSIs must plan and prepare their check points before going to heliport site visit.


Heliport Certification - Activity Flow Chart
Phase – 4: Heliport Technical Visit and Verification (45 Working Days)
Remarks/Guidance
Applicant or Heliport Operator
President
Assistant President
General Manager-ASD
Heliport Manager (HM)
Heliport Certification Project Manager (HCPM)
Heliport Safety Inspector (HSI) Certification Team of HSIs
From Phase -3
Coordinate and Prepare for GACA Team Visit
Analize finding report. Interact and clarify. Prepare corrective action plan in Form F-138-114 and Submit to HCPM.
Applicant must coordinate with GACA focal point for planning of GACA technical inspection and onsite verification visit.
Applicant must analyze finding report carefully. Interact with HM if need clarification. CAP must be prepared in form F-138-114 as per time line of classified findings.
Accept HOM & CAP.
Yes
Go to Phase -5
No
HM interact with HCPM and team of HSIs before conduct of heliport visit. Brief the inspection aeenda.
Check for sufficiency of proposal. Recommend for acceptance to GM. In case of deficiency, get corrected from the applicant.
Once HOM and CAP is accepted, HM inform applicant/operator. Monitor progress of CAP. HM advise HCPM to initiate process of phase 5.
Incase, there are deficiencies in CAP, HM interact with applicant and get CAP corrected to acceptable level as per finding classifications and GACAR 138 requirements.
Conduct pre-inspection meeting and lead team for heliport inspection. Assign task to HSIs.
HCPM conduct post inspection meeting with applicant. Briefly discuss outcomes of inspection.
Finalize Finding Report, HOM and CAP. Submit for process of internal approvals.
HCPM provides sufficient opportunity to applicant to submit all required documents or clarifications. If applicant fails after reminders, then HCPM return application. Take GM approval.
HSIs conduct technical inspection and onsite verification of HOM, Ops Procedures and Docs as per check list F-138-112, 113 and 115.
HSIs prepare finding reports in the Form F 138-114. Discuss major findings with HCPM.
HSIs conduct technical inspections in relevant areas and on-site verifications of manuals and operation procedures. Use check list F-138-112, 113 and 115.
HSIs prepare preliminary report at site for post inspection meeting and brief HCPM.
Once back in office, HSIs shall prepare finding report in Form F-138-114.Submit to HCPM.


Heliport Certification - Activity Flow Chart
Phase – 5: Issuance of Heliport Certificate (10 Working Days)
Remarks/Guidance
Applicant or Heliport Operator
President
Assistant President
General Manager-ASD
Heliport Manager (HM)
Heliport Certification Project Manager (HCPM)
Heliport Safety Inspector (HSI) Certification Team of HSIs
From Phase -4
Applicant Resubmit application after rectifications.
Rejected
Accepted or rejected.
Accepted
Issue Heliport Certificate
Check proposal for sufficiency. Recommend for issuance of heliport certificate
Check proposal for sufficiency. Recommend for issuance of heliport certificate.
HM advise HCPM to prepare and submit proposal for issuance of heliport certificate.
Check proposal for sufficiency. Recommend for issuance of heliport certificate
HCPM gather all required documents such as application, HOM, CAP, Competency Assessment. Check sufficiency of all documents.
Prepare the proposal for issuance of heliport certificate. Attach all required documents.
Once heliport certificate is issued, applicant ensure that heliport is operated and maintained as per provisions of heliport certificate and GACAR 138. In case of rejection, applicant interact with HM and resubmit the application again.
HM intimate the applicant. Send the certificate and copy of HOM.
If rejected, HM inform applicant with reasons.
Once President has accepted issuance of heliport certificate, HM forward signed copy of certificate along with accepted copy of HOM to applicant. HM monitor progress of CAP and continue oversight. If certificate issuance is rejected, HM inform applicant with reasons.
HCPM should prepare proposal and ensure all required documents are included in the proposal before recommending to HM/GM for AP/President acceptance.
HCPM ensure that applicant has also submitted AIP form F-138-107. Review the form for sufficiency and send to AIS.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 8. HELIPORT CERTIFICATION PROCESS

Section 5. Contents of Heliport Operation Manua

7.8.5.1 HELIPORT OPERATION MANUAL (HOM)

A. The Heliport Operation Manual is applicable for certified heliports. The certificate holder of a heliport must develop the heliport operation manual for the certified heliport as per provisions prescribed in GACAR Part 138.

(HCPM/HSIs Guidance - The Heliport Operation Manual must be submitted by the applicant or heliport operator along with application for certification as defined in GACA Part 138. HSIs must evaluate the heliport operation manual for its acceptance as per provisions given in check list form F-138-115 and verify its operation procedures during onsite verification of heliport. Heliport operation manual is an important document for certification process and must be accepted before issue of heliport certification.)

B. The heliport operation manual, once accepted by the President, must be maintained including the up-to-date amendments by the heliport operator.

C. The heliport operation manual must contain five parts as following:

7.8.5.2 PART 1.0: INTRODUCTION

A. This section must contain a short explanation of the general terms and abbreviations used in the heliport operation manual including the following:

1. Purpose of the heliport operation manual.

2. Legal position regarding heliport certification as contained in the applicable regulation.

3. Distribution details of the heliport operation manual.

4. Procedures for amending the heliport operation manual.

5. Checklist of pages.

6. Preface by certificate holder.

7. Table of contents.

8. Glossary of terms.

7.8.5.3 PART 2.0: TECHNICAL ADMINISTRATION

1. Name and address of the heliport.

2. Name and address of the heliport operator.

3. Name of the accountable executive and heliport management personnel.

4. Organization chart of the heliport operator.

7.8.5.4 PART 3.0: DESCRIPTION OF THE HELIPORT

A. Details of the following:

1. Latitude and longitude of the heliport reference point in World Geodetic System—1984 (WGS-84) format.

2. Elevations of the heliport.

3. Elevations of FATO/TLOF/Parking Stands

B. Layout Plans showing the position of the heliport reference point, dimensions of the heliport, FATO, TLOF, taxiways and aprons etc.; including the markings and lighting.

C. Description, height and location of obstacles that infringe upon the standard protection surfaces, whether they are lighted and if they are promulgated in the aeronautical publications.

D. Procedures for ensuring that the heliport layout plans are up to date and accurate.

E. Data for and the method used to calculate, declared distances and elevations at the beginning and end of each declared distance.

F. Details of the surfaces, dimensions and classification or bearing strengths of landing

areas, taxiways and aprons and maximum allowable mass for FATO/ TLOF.

7.8.5.5 PART 4.0: LIST OF AUTHORIZED DEVIATIONS, IF ANY.

7.8.5.6 PART 5.0: HELIPORT OPERATIONAL PROCEDURES:

A. The applicant or certificate holder must develop operation procedures and include as part of heliport operation manual. This section must contain a policy explanation, personnel responsibilities and operation procedures for the following as applicable:

1. Promulgation of aeronautical information

2. Control of access

3. Emergency planning

4. Rescue and firefighting (RFF) services

5. Inspections of the movement area

6. Maintenance of the movement area

7. Hazardous meteorological conditions

8. Visual aids

9. Helicopter/parking stand area management

10. Apron/parking stand safety management

11. Vehicles on the movement area

12. Wildlife hazard management

13. Obstacle surface and Obstacles

14. Removal of disabled helicopters

15. Dangerous goods

16. Low visibility operations

17. Protection of sites for navigation aids and meteorological equipment, if any.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 8. HELIPORT CERTIFICATION PROCESS

Section 6. Renewal or Re-Issuance of Heliport Certificate

7.8.6.1 GENERAL

A. GACAR Part 138 Sub Part B provides provision for renewal or reissuance of the heliport certificate. Heliport operators must obtain renewal of the certificate before its expiry of validity for continued heliport operations.

B. The heliport operators are responsible to apply for renewal of heliport certificate to the President at least 90 days before the expiry of certificate validity as per requirements prescribed in Subpart B of GACAR Part 138.

C. The application for renewal must be in the prescribed form F-138-111 acceptable to the President.

(HCPM/HSIs Guidance: Once the heliport certification is issued, heliport operator must maintain the heliport as per provision of GACAR Part 138 and responsibilities prescribed in Sub Part B. HCPM should continue safety oversite on certified heliports. Though it is the responsibility of the heliport operator to initiate renewal action at least 90 days prior to expiry of certificate validity, but in case, heliport operator does not initiate renewal action in time, HCPM must take self-initiate and should advise the heliport operator for renewal. Expiry of the validity of certificate will require a completely fresh process of certification.

The forms are available on GACA website and applicant or heliport operators should be advised to use or down load the required forms from GACA website and submit renewal application in the prescribed form. Non-submission of application in the prescribed forms may be liable for rejection. HCPM must educate and guide the heliport operator when, how and what need to be submitted for the renewal of certification.)

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 8. HELIPORT CERTIFICATION PROCESS

Section 7. Phases of Heliport Certificate Renewal Process

7.8.7.1 PHASES OF HELIPORT CERTIFICATE RENEWAL PROCESS

A. The purpose of this section is to provide guidance to Heliport Safety Inspectors and Heliport Certification Project Manager on the process of the phases to be followed for the renewal of the heliports certificate under the provisions of GACA Regulations Part 138 Sub Part B. The period of the renewal process is three months (52 Working Days).

B. The three phases of heliport certificate renewal process are briefly described below:

Phase 1: Pre-application (Interest for Renewal) (2 Working Days)

Phase 2: Formal Process of Heliport Certificate Renewal (40 Working Days)

Phase 3: Issuance of Renewal Heliport Certificate (10 Working Days)

(Heliport safety inspector/HCPM Guidance – The phases of certificate renewal process, described in this chapter of E-Book, provide means of continuous interaction between the GACA and the certified heliport operator from the time when certificate is issued. The heliport safety inspectors should encourage the heliport operators to get familiar with the requirements of the regulations and the processes of certificate renewal and try to educate them through interactions or informal meetings before applying for renewal.)

7.8.7.2 PHASE I: PRE-APPLICATION INTEREST FOR RENEWAL. Heliport certificate renewal process have three phases where in phase 1, heliport operators and HCPM interacts and ensure that heliport operator interest for renewal are confirmed and the process in well understood. The application in the prescribed form F-138-111for renewal must be submitted by the heliport operator at least 3 months prior to expiry of validity of the certificate.

7.8.7.3 PHASE II: FORMAL PROCESS OF HELIPORT CERTIFICATE RENEWAL. This phase II of heliport certificate renewal includes all the activities of phase II, III and IV of the Heliport Certification Process except competency assessment. The heliport operation manual must be re-evaluated for its sufficiency of provisions and updating of amendments or any other changes which have taken place during the validity of existing certificate and re-accepted, if required. As regards to technical inspection and onsite verification, HCPM should review the heliport status and inspection could be done on selected bases as per requirements.

7.8.7.4 PHASE III: ISSUANCE OF RENEWAL HELIPORT CERTIFICATE. The process of this phase is similar to the phase 5 of the certification process to issue the recertification mentioning renewal number on the heliport certificate. HSIs and HCPM the process accordingly.

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VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 9. HELIPORT AUTHORIZATION PROCESS

Section 1. Requirements of Authorization

7.9.1.1 GENERAL

A. GACAR Part 138 requires all heliports to be either certified or authorized as per their classification before start of the operations.

B. The heliport operators are responsible to apply for authorization of the heliport to the President of GACA as per its classification and type of use given in GACAR Part § 138.105 and as prescribed in Subpart C of GACAR Part 138.

C. The application for authorization must be in the prescribed form 138-111 acceptable to the president

(HCPM/HSIs Guidance - The forms are available on GACA website and applicant or heliport operators should be advised to use or down load the required forms from GACA website. All the submissions must be made in the prescribed forms. Non-submission of application in the prescribed forms or incomplete forms may be liable for rejection. The applicants or heliport operators who have obtained the prior permission of establishment for heliport from the President of GACA, they are required to submit requisite information sought in the application form F-138-111 from paragraph 1.0 to 9.0 and the documents prescribed in paragraph 10.0 only. In case, applicant is applying for the authorization of an existing heliport and had not obtained permission for establishment of heliport from the President of GACA, then the applicant need to provide all requisite information sought in the application form from paragraph 1.0 to 9.0 and documents prescribed under paragraph 10.0 and 11.0. The heliport safety inspectors should consider available data and information within the department for authorization process of those heliports which have been established with prior permission from President of GACA.).

D. Once the Heliport Authorization is issued to the heliport; it is the responsibility of the heliport operator to operate and maintain the heliport as per the provisions specified in GACAR §138.155 and the conditions prescribed, if any, in the heliport authorization. The phases and process of heliport authorization is prescribed in this E-Book and must be followed.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 9. HELIPORT AUTHORIZATION PROCESS

Section 2. Phases of Heliport Authorization Process

7.9.2.1 FIVE PHASES OF AUTHORIZATION PROCESS

A. The purpose of this section is to provide guidance to Heliport Safety Inspectors on the process of the phases to be used for the authorization of heliports under the provisions of GACA Regulations Part 138 Sub Part C.

B. The five phases of heliport authorization process are briefly described below for guidance of the Heliport Safety Inspectors (HSIs) and Heliport Authorization Project Managers (HAPM). The Phase 4 is not mandatory in case of authorization:

Phase 1: Authorization Pre-application (Expression of Interest)

Phase 2: Authorization Formal Application

Phase 3: Authorization Document Evaluation

Phase 4: Technical Inspection and On-site Verification (Optional, if necessary)

Phase 5: Issuance or Denial of Heliport Authorization

(Heliport safety inspector/HAPM Guidance – Heliport certification Project Manager (HCPM) is termed as Heliport Authorization Project Manager (HAPM) just to provide clarity within process and both can be the same person. The provisions in this section may be adjusted or adapted for the specific circumstances of each heliport being authorized depending upon use, capacity and complexity of the heliport, though the basic process will remain the same as of certification. The heliport authorization project manager/heliport safety inspectors should assess the requirement of the work from other departments of GACA and will coordinate wherever authorization process requires collaboration for areas of additional expertise.

The phases of authorization process, described in this chapter of E-Book, provide means of continuous interaction between the GACA and the applicant, from the time when applicant has expressed initial interest for the issue of the heliport authorization. The heliport safety inspectors should encourage the applicants or heliport operators to get familiar with the requirements of the regulations and the processes of authorization and try to educate them through interactions or informal meetings before applying for authorization

The phase 4 of technical inspection and onsite verification is not mandatory in case of authorization process. Only in special circumstances, when HAPM found it necessary to visit heliport to inspect or verify any physical characteristics or facility or equipment or operation procedure document, inspection of heliport may be conducted with prior approval of GM-ASD.)

7.9.2.2 Phase 1 – Authorization Pre-Application Phase.

A. The purpose of the pre-application phase is to interact with the applicant to discuss and answer questions about the authorization process, regulatory requirements, formal application and preparation of heliport operation procedures, filling of statement of regulations compliance and list of non-compliances, if applicable, heliport management personnel and any other requirements or documents.

(HAPM/HSIs Guidance: The process of authorization of heliport starts from pre-application phase. This phase provides an opportunity for a prospective applicant/ heliport operator to understand and determine the requirements for application to obtain a heliport authorization and how they should go about the process. Whilst this is a formal phase of the authorization process, it is important that heliport safety inspectors recognize that some potential applicants will have little or no knowledge of either the authorization process(s) or the document requirements. Providing the right guidance and clarity at this stage to the applicant or heliport operator can actually simplify and augment both the authorization process and the likelihood of ongoing compliance in the future.

The Pre-Application Phase can start in a number of ways. A potential applicant can approach GACA for preliminary information on authorization process or operator may already be aware of a requirement for authorization and may then approach GACA for further information. That applicant may do this in person, or in writing. It is also possible for GACA to initiate the pre-application phase itself (such as is the case of the implementation of new GACARs or changes in regulations or processes etc.) by directly contacting operators to advise them of the need to comply with regulation requirements. Wherever required, GACA should set up an informal meeting to discuss the potential applicant's needs – in some cases a potential applicant may decide at this point not to proceed, or to consider the matter further before starting a formal process. If the potential applicant decides to proceed, Heliport safety inspector may set up a formal meeting to begin formal authorization process. Once formal process has begun all communications, meetings and correspondence need to be recorded and filed.)

B. The pre application meeting(s) should discuss but not limited to the following:

1. Discuss the classification and regulations applicable to the proposed heliport;

2. Provide the applicant with a copy of the application form or advise the applicant on the methods to download from GACA website;

3. Inform the applicant that a formal application is required as per procedures given in section 1 of this chapter of the E-Book .

4. Educate the applicant about the requirements, documents and information the applicant need to submit along with the formal application form F-138-111.

5. Any other clarification(s) sought by the applicant or heliport operator.

C. After the pre-application meeting, and having assessed the complexity of the proposed heliport, the Manager in consultation with the General Manager will assign an authorization team. Manager may also consider using resources from other departments to assist the authorization process, if so required.

D. Heliport Authorization Project Manager (HAPM) will then be designated from the authorization team by the Manager. The designated HAPM will be the principal spokesperson or focal point for GACA during the whole process of the particular heliport authorization. There may be more than one HAPM at any given time depending on requirements of the work load but not more than one for a particular heliport.

E. Once the HAPM has been designated, the Manager should notify the applicant or heliport operator about the name of the HAPM who will the responsible person for the whole authorization process of the heliport.

F. The heliport authorization project manager and authorization team should conduct preliminary actions as follows:

1. Create a working authorization file for the potential applicant/ heliport;

2. Conduct a review of the initially supplied or available information about the potential applicant/heliport;

3. The HAPM, if necessary, will inform the applicant to attend a formal pre-application meeting.

(Heliport safety inspector Guidance: Generally, the authorization process discusses the pre-application phase being one meeting. Experience has shown that for a small heliport operator, it may

be possible to provide all of the required information and/or to answer all of their questions, at a single meeting or through an email/discussion. In the case of large heliports with little or no experience of authorization processes, the pre-application phase may involve a number of meetings, and the exchange of several letters, requests for information, and so on. It is important for the heliport authorization project manager to provide as much information as possible, and to assist the potential applicant as far as possible - without compromising the integrity of GACARs.)

7.9.2.3 Phase 2 – Authorization Formal Application Phase

A. The formal application for authorization must include the following:

1. Application for heliport certificate (Form: F-138-111);

2. Statement of Regulations Compliance (Form: F-138-102);

3. Nomination forms of heliport Management Personnel (Form: F-138-104); and

4. Other documents as prescribed in the application form.

B. The following are key steps in the formal application phase:

1. To Receive the Formal Application - Ensure that all documents have been submitted by the applicant and are complete. HAPM should check the sufficiency of the application.

2. To Evaluate the Application Package: Based on the initial evaluation of the application package, a decision should be made on whether or not to ask any further information or conduct discussion meeting or reject the application or initiate authorization process. If the application and documents are complete then phase 3 process should be initiated.

(HAPM/HSIs Guidance: The heliport authorization project manager needs to consider the likelihood that the applicant may not submit the complete application package at first time, in such cases he should be given more time/chances. This will be primarily relevant for first time applicant where there is no previous experience. In such cases, heliport authorization project manager may inform or conduct an application meeting with applicant to resolve deficiency issues concerning the package. If applicant fails to comply the application requirement in the given time even after repeated chances, then heliport authorization project manager must return the application with reasons in writing and terminate the authorization process with consent of General Manager, ASD.)

7.9.2.4 Phase 3 – Authorization Document Evaluation Competency Check Phase

A. Heliport Authorization Project Manager shall coordinate and forward the application, relevant documents and operation procedures to respective team members for their evaluation and report.

B. The assigned heliport safety inspector will review related portion of the application package by carrying out an in-depth evaluation of the contents of each submitted document for sufficiency and for regulatory compliance. The documents to be reviewed should include, but not limited, the following:

1. The completed application (Form F-138-111);

2. Heliport Operator statement of regulations compliance (Form F-138-102);

3. Nomination application for management personnel (Form F-138-104);

4. Heliport Operation Procedures and other documents; and

5. Other relevant documents and attachments mentioned in application form.

C. The assigned heliport safety inspectors shall submit their observations report to the HAPM. Once all reports are received, HAPM prepare the final finding report. If there found any discrepancies or deviations in any document and/or determined in discussion with the applicant, the same must be included in the report. Further, non-compliance check list, if any, must be carefully evaluated by HAPM including correction action plan of applicant/heliport operator for risk assessment and the mitigations measures. In case, corrective action plan has some observations, the same must also be included in finding report.

D. The HAPM will evaluate the resume of the nominated management personnel and ascertain that the nominated management personnel are qualified, experienced and trained. The competency check report must be prepared for the record and if unsatisfactory, the observations must be included in the finding report. There is no competency test in authorization process of the heliports. Where applicant or heliport operator has assigned more than one function to any management personnel, in that case HAPM must ascertain that the nominated management personnel posses sufficient qualification and experience for the assigned functions.

E. HAPM will take internal approval and forward the final finding report to the applicant/ heliport operator for their clarification and corrective action plan in a specific given time failing which authorization process will not continue until all discrepancies are resolved. The corrective action plan received from the applicant/ heliport operator must be evaluated based on risk assessment and mitigation measures submitted by the applicant/heliport operator and then accepted if considered meeting the provisions of GACAR Part 138 and/or on merit of outcomes of the risk's assessment and its mitigation measures.

F. If the discrepancies are resolved by the applicant/heliport operator and there are no findings or corrective action plan is accepted and mitigation measures are agreed upon by the HAPM, then the HAPM will proceed to next phase of issuance of authorization. If discrepancies are not resolved and the risk assessment analysis determine safety concerns due one or more findings, the applicant will be informed in writing about such discrepancies. However, sufficient opportunity may be given to the operator to resolve all such discrepancies in respective documents or at heliport at this stage. HAPM may decide to ask the applicant or heliport operator for an aeronautical study if so required to ensure safety of heliport operations.

(HAPM/HSIs Guidance: The heliport authorization process is defined in GACAR Part 138 Subpart C. The phase three of authorization process and activity are limited to document evaluation and compliance checks with requirement of GACAR Part 138. Considering, that such heliports are used for private or specific use under operators-controlled environment and are not open for public use, technical inspections and/or on-sight verifications are not considered mandatory. However, if HAPM feel necessary to verify any technical submission of the heliport operator by visiting the heliport site, in that case HAPM must discuss such requirements with Manager or General Manager and take appropriate decision.)

7.9.2.5 Phase 4 – Technical Inspection and On-site Verification. The Phase 4 of technical inspections and/or on-site verifications is not mandatory in case of heliport authorization. Only in special circumstances, if HAPM found it necessary to verify any technical aspect of physical characteristics/operation procedure on-verification submitted by the heliport operator by visiting the heliport site, in that case HAPM must discuss such requirements with the Manager or General Manager and take appropriate decision.

7.9.2.6 Phase 5 – Authorization Issuance Phase

A. Consequent to the outcome of phase 3 and 4 and when HAPM is satisfied that applicant/ heliport operator has met applicable regulatory requirements and heliport document evaluation is complete, the HAPM will initiate the proposal for issuance of authorization of heliport for acceptance of the President. The HAPM will complete the following actions and ensure that the authorization recommendation report contains at least the following:

1. The application for heliport authorization (Form: F-138-111);

2. Heliport Operator's Statement of Regulations compliance (Form: F-138-102);

3. HAPM Findings Report (Form: F-138-114) with HAPM accepted Corrective Action Plan in the Form: F-138-114;

4. Details of Exemptions, if any;

5. HAPM Report on competency check of management personnel;

6. Authorization recommendations of the HAPM;

7. Heliport Authorization Certificate, duly filled, for signature of President; and

8. Any other document necessary for consideration of the President.

B. HAPM will submit the authorization proposal on a file to the President through Manager and General Manager, ASD. When no findings are reported or once the corrective action plans are accepted and mitigation measures are agreed upon, the President of GACA may accept the issuance of the heliport authorization to the heliport operator.

C. The issuance of a conditional authorization may be considered by the President in special circumstances. In such cases the conditional authorization will contain the specific condition under which the authorization is issued, and the time by which that deficiency needs to be rectified.

D. The promulgation of authorized heliports in aeronautical information publication is not mandatory. However, the status of authorization of heliports may be considered for promulgated in the aeronautical information publication, if considered necessary due its tactical location and/or if heliport operator is desirous. In such cases, once authorization

is signed by the President, HAPM will inform to the AIS Department through Manager/General Manager, ASD about the status and details as below:

1. Heliport name and heliport classification;

2. Heliport Declared Distances and Reference Data;

3. Date of issue and validity of authorization; and

4. Conditions or Limitations, if any.

E. In case, the authorization process is unsuccessful, due to either application termination or the incomplete documentation or noncompliance of regulations or unacceptable outcome of evaluation, the General Manager, ASD will be briefed by the HAPM and letter will be written to the applicant or heliport operator describing the reasons for non-issuance or rejection of the authorization, as the case may be. In such cases, if applicant or heliport operator desires, he or she can resubmit the application after attending to reasons or deficiencies.

(HAPM/HSIs Guidance: If an applicant or heliport operator is unable to meet certain regulation requirements for the issuance of an authorization, applicant has to demonstrate through safety risk assessment and mitigation measures that applicant or heliport operator can operate the heliport safely whilst they achieve compliance with the requirements. In such cases, the President may consider to issue an 'exemption' from the regulatory requirement. Any exemption issued generally will be time limited – that means, it will not apply indefinitely, and the applicant has to provide evidence that they will achieve full compliance within a reasonable period of time and safety of operation is not compromised.)

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 9. HELIPORT AUTHORIZATION PROCESS

Section 3. Heliport Authorization Activity Schedule

(HAPM/HSIs Guidance: The heliport authorization activity schedule has been described for better understanding of the heliport safety inspectors and heliport authorization project manager for the authorization process and its timelines explaining phase wise work activity schedule. The schedule should not exceed more than seven months (120 working days) for the entire process. The stage activity table describe who, what and when for ease of understanding.)

7.9.3.1 Phase 1: Pre –Application (5 Working Days)

ACTIVITY	WHO	WHAT	WHEN
Stage I	Applicant/ Heliport Operator (HO)	Heliport Operators, willing to obtain the Heliport Authorization from GACA, should: (a) Designate a heliport focal point officer (HFPO). (b) Submit Expression of Interest to GACA. (c) If required, request a meeting with Manager or General Manager of GACA and understand regulation requirements and process for authorization of heliport.	(a) Heliport Focal Point Officer (HFPO) will be the coordination officer with GACA and he/she should be familiar with all procedures and requirements for obtaining the heliport authorization.

Stage II	Manager/ GM-GACA	(a) Select the authorization team and designate the Heliport Authorization Project Manager (HAPM) for taking up the task of authorization for proposed heliport. (b) Inform the heliport operator with details of HAPM as focal point from GACA. (c) HAPM conduct pre-application discussion with applicant/heliport operator.	(a) Within 5 working days on receipt of expression of interest for the authorization of heliport.

7.9.3.2 Phase 2: Formal Application (20 Working Days)

ACTIVITY	WHO	WHAT	WHEN
Stage I	Applicant/ Heliport Operator (HO)	(a) Submit formal application (Form-F-138-111) ; (b) Ensure Heliport Operator Statement of Regulations Compliance (Form-F-138-102) is enclosed; (c) Ensure nomination application are enclosed for management personnel in prescribed form F-138-104; (d) Check risk assessment and mitigation measures and corrective action plan are attached with application in prescribed form F-138-114, if there are any non-compliances. (e) Ensure Heliport Operation Procedures (HOP) are enclosed; (f) Ensure Security Program Manual (SPM) is enclosed; (g) Any other documents-Enclosed copy.	(a) After pre-application phase and readiness, applicant/heliport operator can submit the formal application to GACA for heliport authorization.

Stage II	Heliport Authorization Project Manager (HAPM)	(a) GACA-ASD receive the formal application from heliport operator. Advise HM for action. (b) HAPM examine the sufficiency of the application and ensure all required documents are submitted by applicant/heliport operator. (c) If HAPM observe some deficiency in application, the applicant/heliport operator must be requested to submit the same in a given time schedule. (d) Incase applicant/heliport operator fails to comply application requirements even after reminders, HAPM should return the application giving reasons after taking consent from General Manager. (e) If application is in order, then HAPM initiate the evaluation process phase 3.	(a) On receipt of formal application from the applicant/heliport operator. (b) Time of 10 working days is considered to allow operator to resolve any application issue or requirement of any additional information from applicant. (c) This phase should be completed by HCPM within 20 working days.

7.9.3.3 Phase 3: Document Evaluation and Competency Check Phase (40 Working Days)

ACTIVITY	WHO	WHAT	WHEN
Stage I	Heliport Authorization Project Manager (HAPM)/ Assigned HSIs	(a) HAPM conduct detail evaluation of submitted application, Compliance Check-list, and Heliport Operation Procedures. (b) HAPM send relevant part of Heliport Operation Procedures or any other documents to assigned HSIs and to other departments, if so required. HAPM keep monitoring for their timely feedback report. (c) HSIs submit their observations/ findings report to HAPM in Form F-	(a) Activity start on the date of decision to continue with authorization process. Activity a, b, c, d and e of stage I should be so arranged that all actions are completed in 15 working days.

		138-114. (d) HAPM compile all observations/report in Form F-138-114 and interact with Heliport Operator Focal Point for ensuring sufficiency of Heliport physical characteristics, operation procedures, obstacle etc. and communicate with applicant for any clarifications or revisions in documents or operation procedures, if so required. (e) HAPM will review the resume of management personnel and coordinate with applicant/operator for any deficiency. If satisfied of meeting all requirements, then record competency check outcome of management personnel as accepted.	

Stage II	HSIs and Heliport Authorization Project Manager (HAPM)/HM	(a) On receipt of reply or clarifications from applicant/ operator, HAPM examine the submission in consultation with assigned HSIs. (b) HAPM evaluates all finding and prepares the final finding report in prescribed form F-138-114. Classify the findings as L1, L2 or L3 as per evaluation and submittals from heliport operator. (c) HM take internal approvals on final finding report from GM-ASD. (d) HM/HAPM conveys the findings to the applicant/heliport operator asking to file corrective action plan in the same form in a specific given time schedule.	(a) Final finding report should be prepared by HSIs/HAPM within 5 days on receipt of reply from applicant. Final findings report be got approved following internal procedures before conveying to the applicant/heliport operator.

Stage III	Heliport Operator (HO) and Heliport Authorization Project Manager (HAPM)/HM	(a) Heliport operator must carryout risk assessment and mitigation measures and prepare corrective action plan in same prescribed form F-138-114 within the given time. (b) HAPM shall analyze the corrective action plan in consultation with team members. If required, shall interact with applicant/operator for any additional information or modifications to finalize the corrective action plan before its acceptance. (c) HAPM will discuss the findings and corrective action plan with Heliport Manager. In case of inevitability and if required conduct a heliport inspection for onsite verification, then HM take approval from GM for heliport inspection. HAPM and relevant team inspect heliport for limited scope. Follow inspection process as incase of certification. (d) HM accept the corrective action plan following internal approval process and agreed mitigation measures. (Note: In the authorization process technical inspection or on-site verification generally not conducted. However, as an exception, heliport visit may be conducted, if essential after approval of General Manager).	(a) Heliport operator must submit corrective action plan in prescribed form within 10 working days including clarifications, if any. (b) HAPM should accept the corrective action plan within 10 working days including the period for heliport inspection, if applicable. (c) The maximum time for stage III is considered as 20 working days and period of activity a, b, c and d should be adjusted accordingly.

7.9.3.4 Phase 4: Technical Inspection and On-site Verification (45 Working Days, *Optional*)

ACTIVITY	WHO	WHAT	WHEN
Stage I	Heliport Authorization Project Manager HACM/HM	(a) Technical Inspection and On-site Verification is not mandatory for authorization ; (b) HAPM must review the requirement of site visit and discuss with HM. If considered necessary then inspection can be conducted with approval from GM-ASD;	(a) This activity is given a period of 45 working days. If need to be conducted then the same must be done in time allocation for this phase. If activity not required, period will be nil for this stage activity)

7.9.3.5 Phase 5: Authorization Phase (10 Working Days)

ACTIVITY	WHO	WHAT	WHEN
Stage I	Heliport Authorization Project Manager (HCPM)/HM	(a) When no findings are reported or once the corrective action plans is accepted, mitigation measures agreed, HM advise HAPM to prepare the proposal to issue the Heliport Authorization for submission to GM for acceptance of the AP & President. (b) HAPM proposal should include original application, accepted Corrective Action Plan, Competency Check status (c) Report and duly filled Heliport	(a) Within 10 workings days including approval of the President.

		Authorization Certificate in prescribed form given in this E-Book with assigned number as HA-138-Heliport Identifier code-authorization number . (d) Once issuance of the Heliport Authorization is accepted or rejected by the President, then HM will communicate the same to the heliport operator. (e) HCPM should also inform the status of authorization to AIS Department for promulgation after checking accuracy and quality of data, if applicable. (f) (Note: In case of authorization of heliport, once issued, all responsibility are on heliport operator for safe operation as prescribed in GACAR Part 138 Sub Part C).	
Stage II	Heliport Authorization Project Manager (HAPM)	(a) During the period of validity of authorization, the HAPM monitors the timely implementation of corrective action plans, if was accepted during authorization process. (b) During the validity of authorization, if HAPM feel necessary to inspect heliport, then HAPM will plan and conduct	(a) As and when necessitated during the period of authorization.

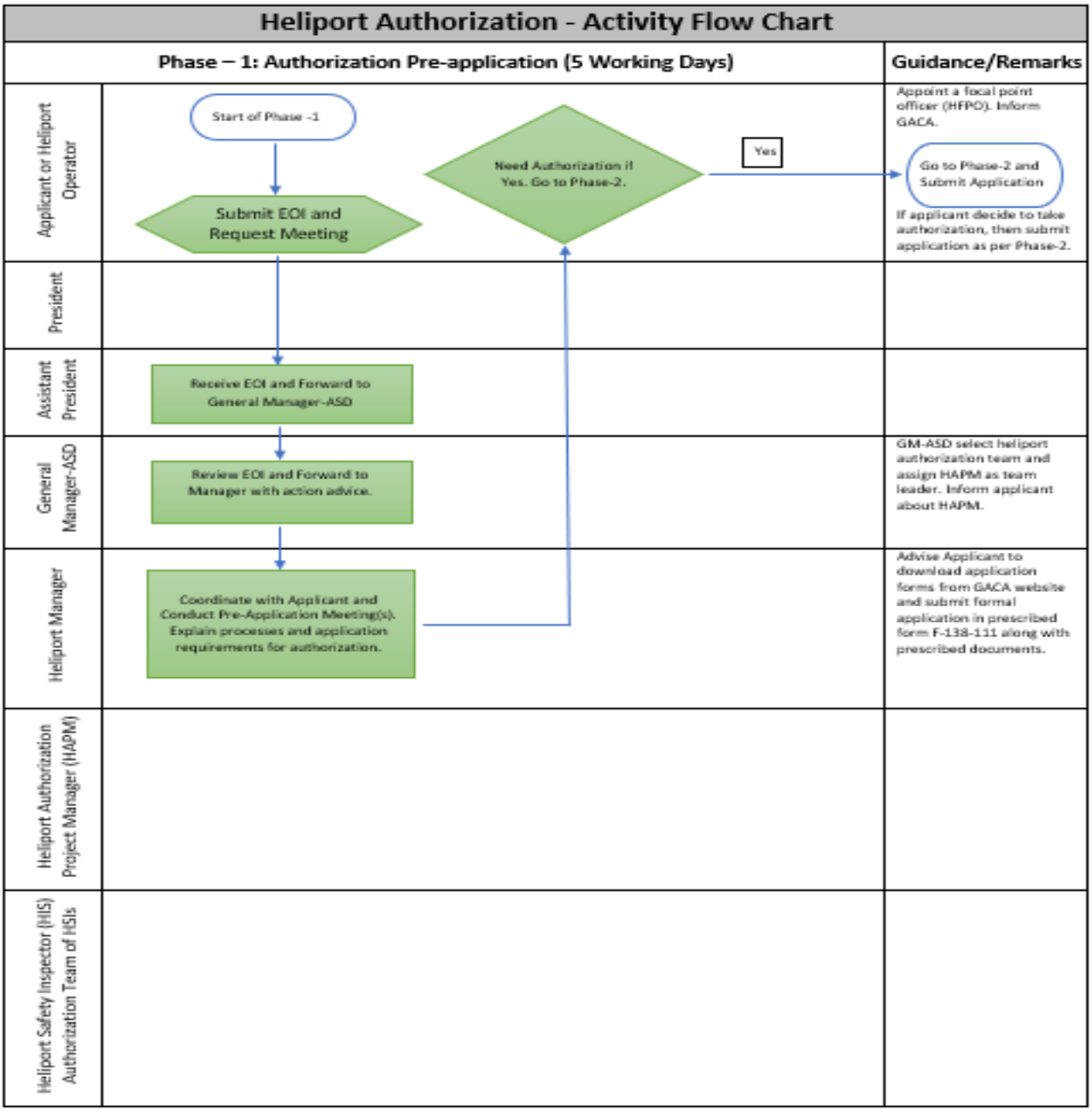
		oversight and surveillance audit inspections, as and when required in relation to any changes, analysis of occurrences, safety of heliport operations. If such inspection are required, same need to be coordinated with heliport operator and must have approval of General Manager.	
Stage III	Heliport Operator	(a) Heliport operator must maintain authorized heliport and all its facilities as per provisions of GACAR Part 138 and heliport authorization certificate. (b) Heliport operator should apply for reissuance, if so required, to the President of GACA in the prescribed form (F-138-111) and following procedures given under Phase 2.	(a) As and when necessitated during the period of authorization. (b) When applicable, Authorization Renewal/ Reissuance application should be submitted at least 90 days before its expiry date.

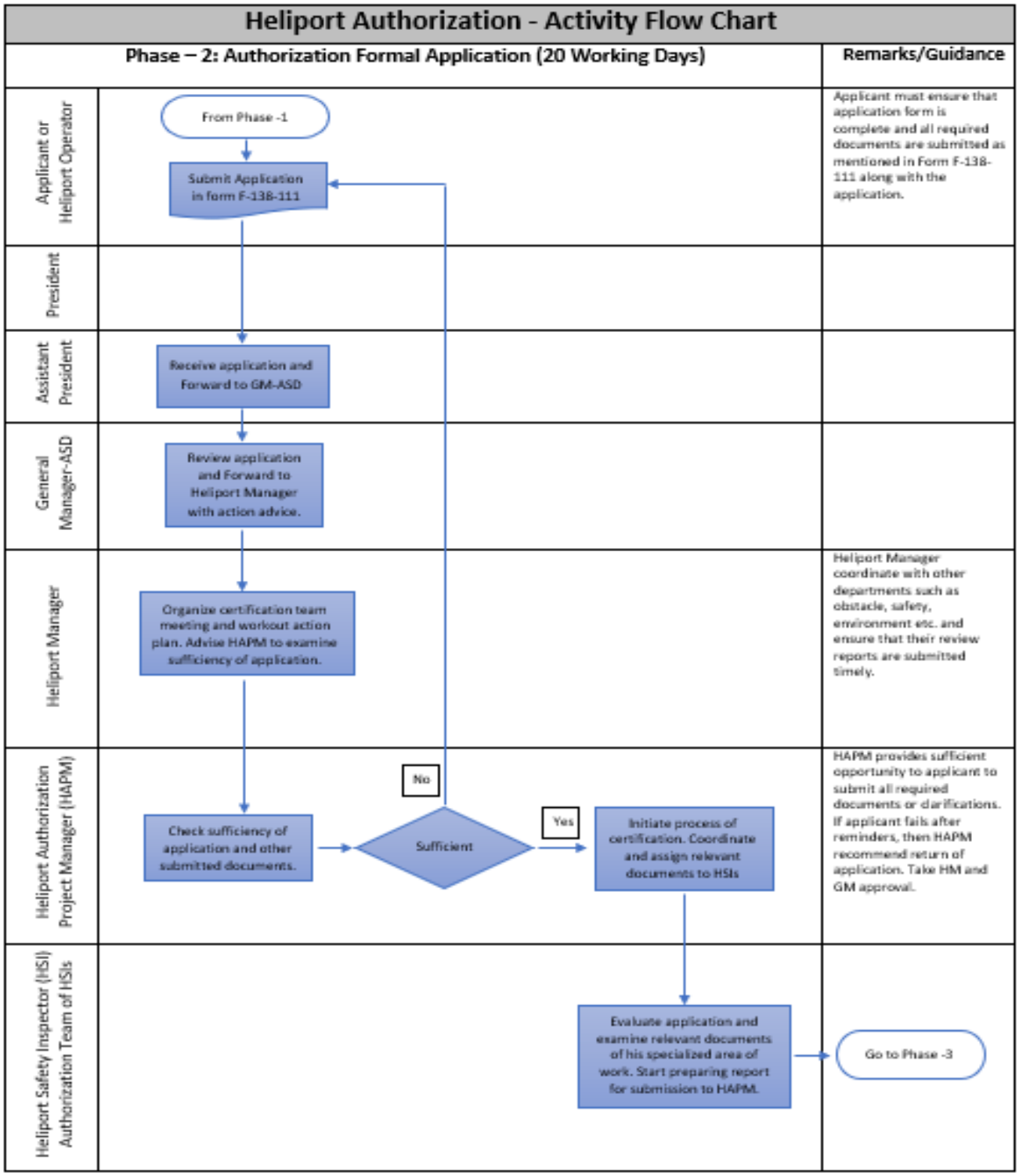
(HAPM/HSIs Guidance: It is expected that heliport operator will take timely action for reissuance of his heliport authorization, if so necessitated, but it is often observed that sometimes operator does not initiate timely action. In such cases, HAPM should initiate self-motivated action and remind the operator for timely action to initiate reissuance process. The process of reissuance should generally follow the same sequence of activity but HAPM can decide depending upon the results of outcomes of the continued oversight surveillance audits during the authorization validity period and the complexity of heliports. The heliport operation procedures need to be reviewed during the authorization reissuance process to ascertain that its current, complete, and updated with all applicable amendment.)

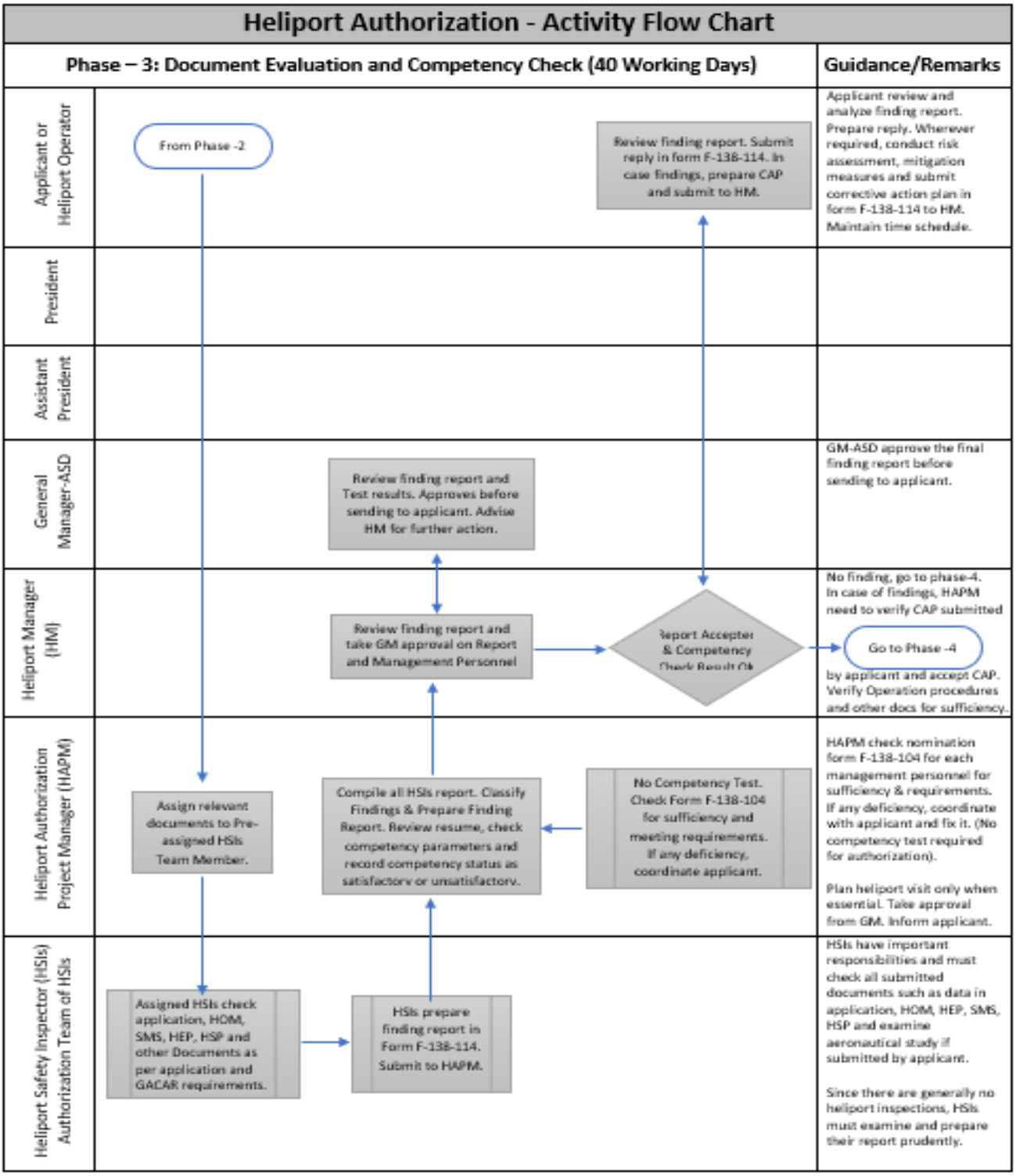
VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

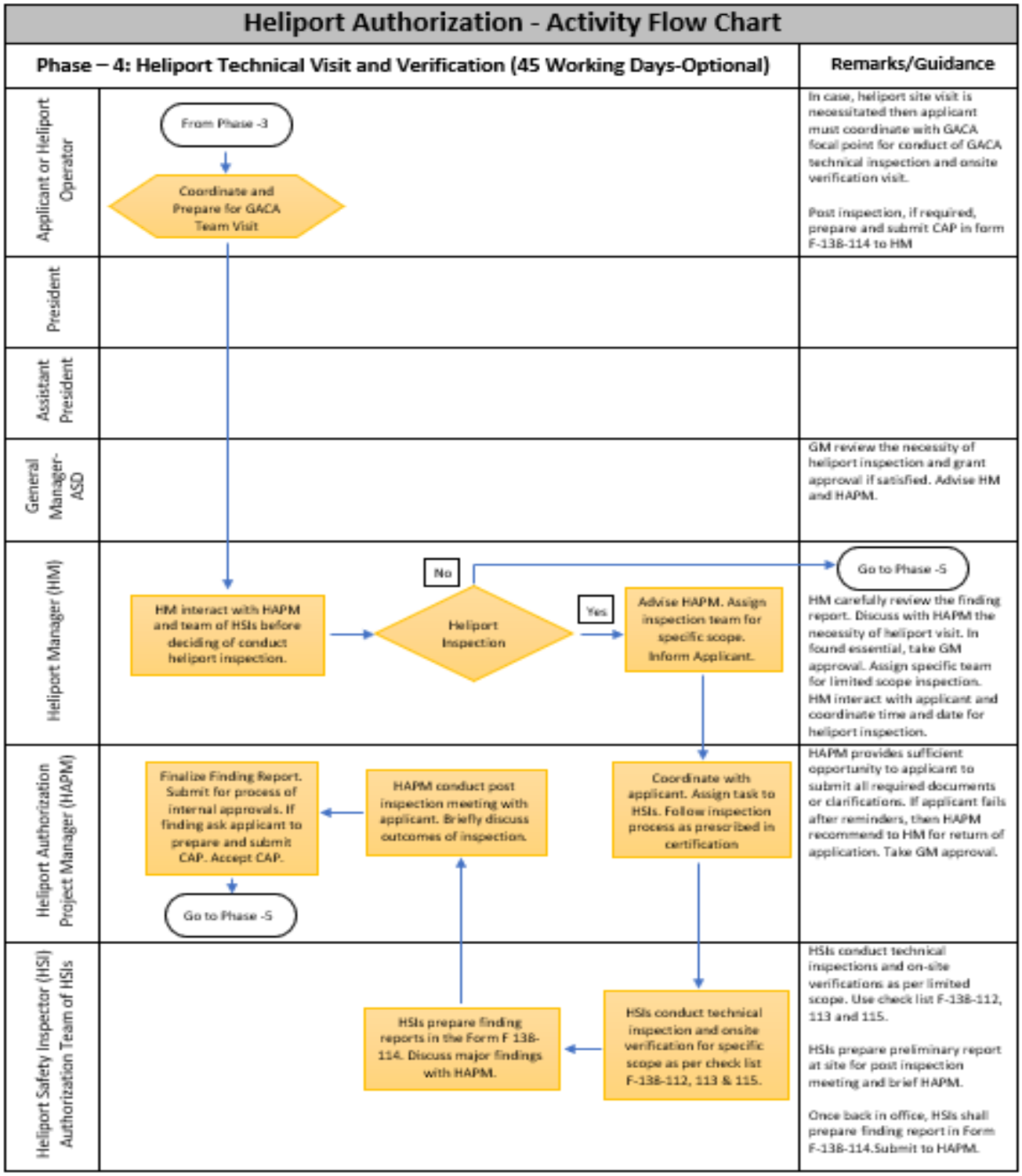
CHAPTER 9. HELIPORT AUTHORIZATION PROCESS

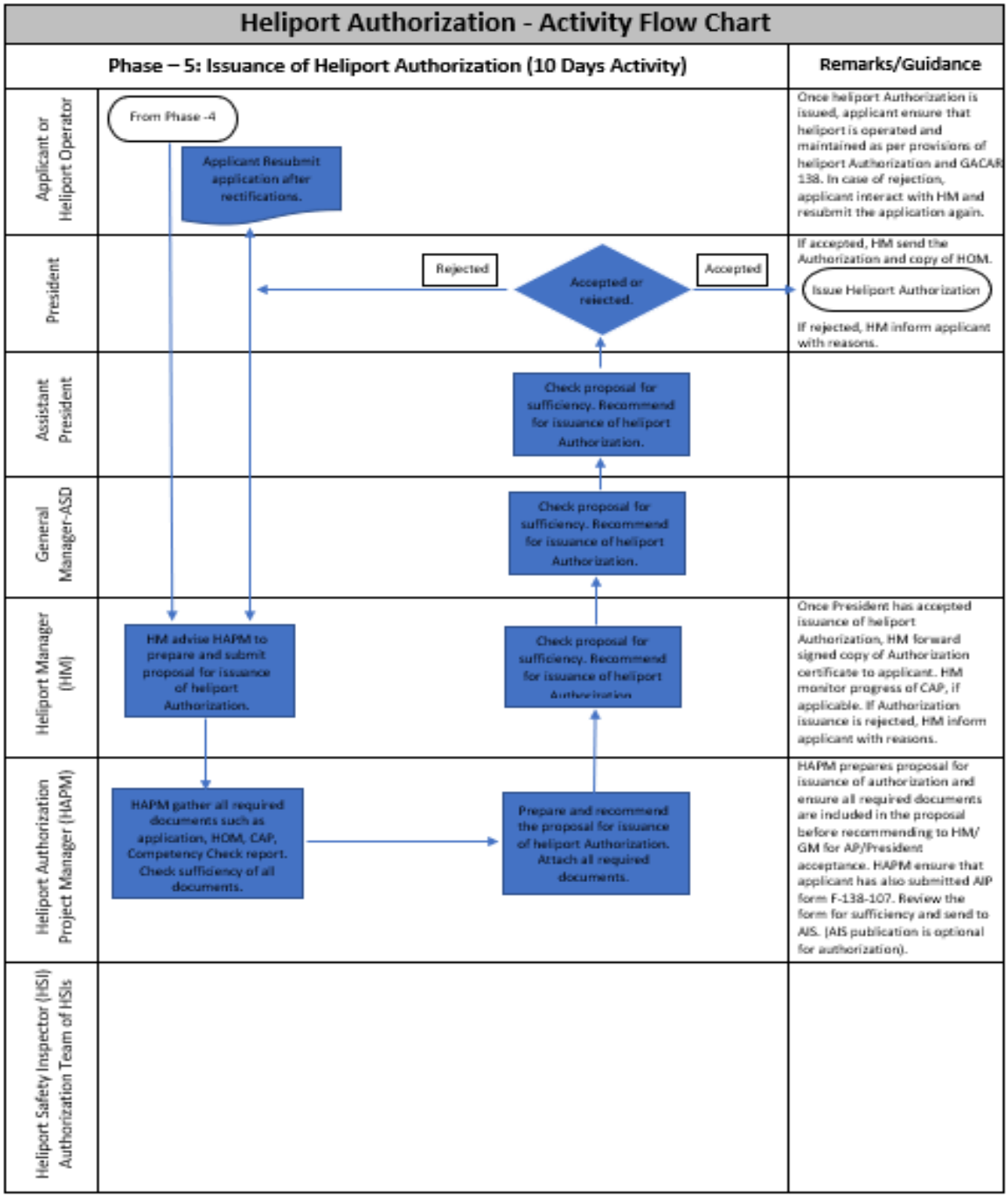
Section 4. Heliport Authorization Activity Flow Chart




Heliport Authorization - Activity Flow Chart
Phase – 2: Authorization Formal Application (20 Working Days)
Remarks/Guidance
Applicant or Heliport Operator
President
Assistant President
General Manager-ASD
Heliport Manager
Heliport Authorization Project Manager (HAPM)
Heliport Safety Inspector (HSI) Authorization Team of HSIs
From Phase -1
Submit Application in form F-138-111
Receive application and Forward to GM-ASD
Review application and Forward to Heliport Manager with action advice.
Organize certification team meeting and workout action plan. Advise HAPM to examine sufficiency of application.
Check sufficiency of application and other submitted documents.
Sufficient
No
Yes
Initiate process of certification. Coordinate and assign relevant documents to HSIs
Evaluate application and examine relevant documents of his specialized area of work. Start preparing report for submission to HAPM.
Go to Phase -3
Applicant must ensure that application form is complete and all required documents are submitted as mentioned in Form F-138-111 along with the application.
Heliport Manager coordinate with other departments such as obstacle, safety, environment etc. and ensure that their review reports are submitted timely.
HAPM provides sufficient opportunity to applicant to submit all required documents or clarifications. If applicant fails after reminders, then HAPM recommend return of application. Take HM and GM approval.


Heliport Authorization - Activity Flow Chart
Phase – 3: Document Evaluation and Competency Check (40 Working Days)
Guidance/Remarks
Applicant or Heliport Operator
President
Assistant President
General Manager-ASD
Heliport Manager (HM)
Heliport Authorization Project Manager (HAPM)
Heliport Safety Inspector (HSIs) Authorization Team of HSIs
From Phase -2
Review finding report. Submit reply in form F-138-114. In case findings, prepare CAP and submit to HM.
Applicant review and analyze finding report. Prepare reply. Wherever required, conduct risk assessment, mitigation measures and submit corrective action plan in form F-138-114 to HM. Maintain time schedule.
Review finding report and Test results. Approves before sending to applicant. Advise HM for further action.
GM-ASD approve the final finding report before sending to applicant.
Review finding report and take GM approval on Report and Management Personnel
Report Accepted & Competency Check Result Ok
Go to Phase -4
No finding, go to phase-4. In case of findings, HAPM need to verify CAP submitted by applicant and accept CAP. Verify Operation procedures and other docs for sufficiency.
Assign relevant documents to Pre-assigned HSIs Team Member.
Compile all HSIs report. Classify Findings & Prepare Finding Report. Review resume, check competency parameters and record competency status as satisfactory or unsatisfactory.
No Competency Test. Check Form F-138-104 for sufficiency and meeting requirements. If any deficiency, coordinate applicant.
HAPM check nomination form F-138-104 for each management personnel for sufficiency & requirements. If any deficiency, coordinate with applicant and fix it. (No competency test required for authorization).
Plan heliport visit only when essential. Take approval from GM. Inform applicant.
Assigned HSIs check application, HOM, SMS, HEP, HSP and other Documents as per application and GACAR requirements.
HSIs prepare finding report in Form F-138-114. Submit to HAPM.
HSIs have important responsibilities and must check all submitted documents such as data in application, HOM, HEP, SMS, HSP and examine aeronautical study if submitted by applicant.
Since there are generally no heliport inspections, HSIs must examine and prepare their report prudently.


Heliport Authorization - Activity Flow Chart
Phase – 4: Heliport Technical Visit and Verification (45 Working Days-Optional)
Remarks/Guidance
Applicant or Heliport Operator
President
Assistant President
General Manager-ASD
Heliport Manager (HM)
Heliport Authorization Project Manager (HAPM)
Heliport Safety Inspector (HSI) Authorization Team of HSIs
From Phase -3
Coordinate and Prepare for GACA Team Visit
In case, heliport site visit is necessitated then applicant must coordinate with GACA focal point for conduct of GACA technical inspection and onsite verification visit.
Post inspection, if required, prepare and submit CAP in form F-138-114 to HM
GM review the necessity of heliport inspection and grant approval if satisfied. Advise HM and HAPM.
HM interact with HAPM and team of HSIs before deciding of conduct heliport inspection.
Heliport Inspection
No
Yes
Go to Phase -5
Advise HAPM. Assign inspection team for specific scope. Inform Applicant.
HM carefully review the finding report. Discuss with HAPM the necessity of heliport visit. In found essential, take GM approval. Assign specific team for limited scope inspection. HM interact with applicant and coordinate time and date for heliport inspection.
Finalize Finding Report. Submit for process of internal approvals. If finding ask applicant to prepare and submit CAP. Accept CAP.
Go to Phase -5
HAPM conduct post inspection meeting with applicant. Briefly discuss outcomes of inspection.
Coordinate with applicant. Assign task to HSIs. Follow inspection process as prescribed in certification
HAPM provides sufficient opportunity to applicant to submit all required documents or clarifications. If applicant fails after reminders, then HAPM recommend to HM for return of application. Take GM approval.
HSIs prepare finding reports in the Form F 138-114. Discuss major findings with HAPM.
HSIs conduct technical inspection and onsite verification for specific scope as per check list F-138-112, 113 & 115.
HSIs conduct technical inspections and on-site verifications as per limited scope. Use check list F-138-112, 113 and 115.
HSIs prepare preliminary report at site for post inspection meeting and brief HAPM.
Once back in office, HSIs shall prepare finding report in Form F-138-114.Submit to HAPM.


Heliport Authorization - Activity Flow Chart
Phase – 5: Issuance of Heliport Authorization (10 Days Activity)
Remarks/Guidance
Applicant or Heliport Operator
President
Assistant President
General Manager-ASD
Heliport Manager (HM)
Heliport Authorization Project Manager (HAPM)
Heliport Safety Inspector (HSI) Authorization Team of HSIs
From Phase -4
Applicant Resubmit application after rectifications.
Rejected
Accepted or reiected.
Accepted
Issue Heliport Authorization
Check proposal for sufficiency. Recommend for issuance of heliport Authorization.
Check proposal for sufficiency. Recommend for issuance of heliport Authorization.
HM advise HAPM to prepare and submit proposal for issuance of heliport Authorization.
Check proposal for sufficiency. Recommend for issuance of heliport Authorization
HAPM gather all required documents such as application, HOM, CAP, Competency Check report. Check sufficiency of all documents.
Prepare and recommend the proposal for issuance of heliport Authorization. Attach all required documents.
Once heliport Authorization is issued, applicant ensure that heliport is operated and maintained as per provisions of heliport Authorization and GACAR 138. In case of rejection, applicant interact with HM and resubmit the application again.
If accepted, HM send the Authorization and copy of HOM.
If rejected, HM inform applicant with reasons.
Once President has accepted issuance of heliport Authorization, HM forward signed copy of Authorization certificate to applicant. HM monitor progress of CAP, if applicable. If Authorization issuance is rejected, HM inform applicant with reasons.
HAPM prepares proposal for issuance of authorization and ensure all required documents are included in the proposal before recommending to HM/ GM for AP/President acceptance. HAPM ensure that applicant has also submitted AIP form F-138-107. Review the form for sufficiency and send to AIS. (AIS publication is optional for authorization).

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 9. HELIPORT AUTHORIZATION PROCESS

Section 5. Contents of the Heliport Operation Procedures

7.9.5.1 HELIPORT OPERATION PROCEDURES.

7.9.5.2 Heliport authorization require applicant/operator to develop separate operation procedures or as a combined document for all procedures depending upon size, complexity and operation requirements of heliport. The heliport operation procedures must contain, as a minimum but not limited, the following as described in GACAR Part 138-Appendix A-1:

A. A table of contents;

B. The list of the corrigendum/amendments: this part should log the updates and/or corrections made to the heliport operation procedures;

C. Organization chart with name, contact details of management personnel and responsibilities; and

D. Contents of heliport operation procedures as described in Appendix A-1 of GACAR Part 138 and which must include the following but not limited:

1. Promulgation of aeronautical information, if applicable

2. Control of access in heliport movement area

3. Heliport emergency planning

4. Rescue and RFF services

5. Inspections of the movement area

6. Maintenance of the movement area

7. Hazardous meteorological conditions

8. Visual aids

9. Parking stands safety management

10. Wildlife hazard management

11. Obstacle limitation and obstacles

12. Low visibility operation procedures

13. Safety policy and safety management procedures

14. Security Procedures

7.9.5.3 SUFFICIENCY CEHCK OF OPERATION PROCEDURES.

7.9.5.4 The designated HSIs should check the sufficiency of the heliport operation procedures but it does not require acceptance as being part of overall responsibility of the operator.

7.9.5.5 UPDATING OF HELIPORT OPERATION PROCEDURES

A. The heliport operator is responsible to define the responsibility for maintaining the accuracy and methods of updating of the heliport operation procedures.

B. Once heliport is authorized by GACA, any amendment to heliport operation procedures will require prior intimation to the President of GACA.

C. HSI will check that the method of enabling all heliport operating staff to have access to the relevant parts of the heliport operation procedures has been defined and can be demonstrated.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 9. HELIPORT AUTHORIZATION PROCESS

Section 6. Renewal or Re-Issuance of Heliport Authorization

7.9.6.1 GENERAL

A. Authorization issued to heliport has no validity and the authorization remains valid until:

1. The heliport operator is remaining in compliance with GACAR Part 138;

2. Provide access of heliport to GACA inspectors to determine continued compliance with the requirements;

3. The authorization is not being surrendered or revoked; and/or

4. The President has suspended or canceled the authorization.

B. In cases, where due consideration of any reasons mentioned in paragraph (A) above, the authorization has become invalid, in such cases heliport operator has to re-apply for authorization.

C. HAPM must consider the information/documents already available in the office, and may ask only those documents which are required necessarily for re-authorization process. However, where authorization has been issued by the President with a limited validity period, in that case, it is the responsibility of the operator to apply for renewal of heliport authorization to the President at least 90 days before the expiry of authorization validity.

D. The application for renewal or fresh authorization must be in the prescribed form F-138-111 acceptable to the President.

(HCPM/HSIs Guidance - The forms are available on GACA website and applicant or heliport operators should be advised to use or down load the required forms from GACA website. All the submissions must be made in the prescribed forms. Non-submission of application in the prescribed forms may be liable for rejection.)

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 10. ESTABLISHMENT OF NEW HELIPORTS

Section 1. General Requirements

7.10.1.1 GENERAL

A. General Authority of Civil Aviation (GACA) has developed requirements for obtaining permission from the President of GACA for establishing new heliports as per regulations in GACAR Part 138 Sub Part D.

B. GACAR §138.163 prescribe requirement of permission from the President of GACA for design and establishment of new heliports. The applicant must apply for permission in a prescribed form (Form: F-138-101) as acceptable to the President.

C. In case, the consultants are engaged in design or supervisory function by the applicant or owner for the heliport, the applicant must take prior acceptance of the President for consultant entity as required under GACAR §138.117 Sub Part A. However, if an certified heliport operator plans to design, supervise and construct heliport using his own inhouse engineering resources and possess in-house consultant competency, than requirement of prior permission of consultant for heliport operator may be exempted with permission of the President. In such case, applicant must request for exemption from president.

D. The establishment permission of heliport does not permit the applicant to commence the operations of the heliport on completion of construction work. The applicant must apply for certification or authorization as per regulatory requirements of GACAR 138 Sub Part B or Sub Part C as applicable.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 10. ESTABLISHMENT OF NEW HELIPORTS

Section 2. Process For Permission Of Establishment Of New Heliport

7.10.2.1 FIVE STAGE PROCESS OF PERMISSION.

A. GACA has prescribed five stages for the process for permission of establishment of new heliports as follows with maximum time schedule of 30 working days for consultant approval and 40 working days for heliport establishment permission process excluding stage IV and V for which time period will be as per heliport construction plan:

Stage I: Consultant Approval Process (30 Working Days)

Stage II: Heliport Establishment Permission Process (30 Working Days)

Stage III: Issuance of Establishment Permission (10 Working Days)

Stage IV: Heliport Construction Phase (Time Period as per Project Plan)

Stage V: Heliport Completion Reporting Phase

(Heliport Manager/Heliport Safety Inspector Guidance: The new heliport establishment activity is comparatively infrequent and therefore require to be handle with associated heliport safety inspectors. The stage schedule for the five-stage process has been described for better understanding of the heliport safety inspectors. Since the stages are not continuous for heliport establishment process, the time is given for stage I, II and III work activities applicable for heliport safety inspectors and overall time for establishment of heliport is not estimated).

B. Applicant or heliport operator, who intend to engage a consultant for design or supervisory function of heliport establishment, must take prior approval for the President and must submit the application in the prescribed form 138-106. Considering that such requirement are occasional, no separate HSIs are assigned. Heliport manager may assign any existing HSI for evaluation of the consultant application. The process and activity prescribed for the process of acceptance of the consultants in section 4 of this chapter and as given in stage I activity flow chart must be followed by the assigned HSIs.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATIONCHAPTER 10. ESTABLISHMENT OF NEW HELIPORTS

Section 3. Application Requirements for Permission to Establish New Heliport

7.10.3.1 REQUIREMENTS OF PERMISSION.

The applicant, owner and/or heliport operator is responsible to apply for permission for establishment of new Heliport to the President of GACA in a prescribed form as mentioned below which includes the following:

A. Application for establishment of new heliport (Form: F-138-101);

B. Statement of Regulations Compliance (Form F-138-102;

C. Land ownership or land lease proof;

D. Approval to establish the heliport from local Principality;

E. No objection certificate from SANS;

F. Environment Impact Assessment Report; and

G. The Heliport Feasibility Study Report including:

1. Details of the helicopters mix fleet and critical/design helicopter;

2. Type of the operations and performance class of helicopter operations;

3. Heliport (FATO) site orientation siting details with wind data and wind rose analysis as per Table 5-1 (wind Data) and Figure 5-1 (Typical wind rose) of ICAO Doc 9814 (Part-I). The weather data considered should be for at least last 5 years, preferably of heliport site or nearby airports/MET station;

4. Heliport Design and Layout Plan showing locations, dimensions and slopes for the FATO, TLOF, Safety Area, Clearway, Taxiways, Parking Stands; and drawings showing locations, dimensions, characteristics of the markings and lightings systems;

5. Survey report with Obstacle Limitation Surfaces of the proposed approach, take off-climb and transition surfaces as applicable;

6. Details of airports and heliports in near vicinity;

7. Aeronautical study; if applicable;

8. Heliport master plan showing the current and future land uses for the heliport; and

9. Any other relevant documents.

(Note - Forms are available on GACA website. The applicant must submit application in prescribed form as acceptable to the President failing which application is liable for rejection. In case of shipboard heliport, permission of port authority is also required).

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 10. ESTABLISHMENT OF NEW HELIPORTS

Section 4. New Heliport Establishment Activity Schedule

The stage activity table describe the process with who, what and when for ease of understanding of the heliport safety inspectors as described below:

7.10.4.1 STAGE I: CONSULTANT APPROVAL PROCESS (30 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
1	Heliport Operator/ Heliport Owner	(a) If Applicant/Heliport Operator intend to appoint a consultant for establishing of new heliport, then require to submit formal application for acceptance of consultant in prescribed from (Form F-138-106) from President of GACA. (b) Designate a focal point officer (FPO) form applicant or operator organization. Inform GACA. (c) If required, request a meeting with Heliport Manager or General Manager of GACA; and understand the regulation requirements and process for acceptance of consultant and permission for establishment of new heliport.	(a) Focal Point Officer (FPO) will be the coordination officer with GACA (b) FPO should be aware of all procedures and requirements of the process for obtaining permission for establishing new heliports and acceptance of consultant.

2	Heliport Manager/ GM-ASD	(a) Heliport Manager assign the Heliport Safety Inspector (HSI) for the proposed new heliport establishment permission process. (b) Inform the applicant with details of the assigned HSI as focal point from GACA.	(a) Within 5 working days on receipt of formal application from the applicant.
3	Assigned HSI	(a) HSI will examine the received application for consultant acceptance for its sufficiency as per GACAR §138.117 requirements. (b) If application is incomplete, HSI will ask the applicant for clarification or any other requirements/documents giving a definite time. If satisfactory reply not received in given time even after repeated reminder then HSI should return the application with reasons after taking internal approval from Manager/General Manager. (c) If Application is complete, HSI will initiate process for detail examination of application and other submitted documents such as CVs of key persons, consultant experience etc.	(a) Within 5 working days from the date of task assignment by Manager/GM. (b) HSI can give up to 10 working days to applicant/heliport owner to clarify/submit required documents.

4	Assigned HSI and Heliport Manager	(a) If consultant found meeting the GACAR requirements, HSI will submit his findings with recommendation for acceptance of the consultant from Assistant President/President through Manager/General Manager. (b) When approved, HSI will record the details of consultant in the consultant acceptance register maintained at Manager-office. (c) Heliport Manager will convey the acceptance of the consultant in writing to the applicant/heliport operator.	(a) Within 10 working days including internal approvals.

7.10.4.2 STAGE II: NEW HELIPORT ESTABLISHMENT PERMISSION PROCESS (30 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
1	Applicant	(a) The applicant, willing to establish the new heliport requires prior permission from the President of GACA and the applicant must express interest to establish new heliport. (b) Applicant must designate or appoint a focal point officer (FPO). Inform GACA. (c) If required, applicant should request a meeting with Heliport Manager or General Manager ASD; and understand the regulation requirements and process of permission for establishment of new heliport. (d) Submit formal application to GACA-ASD office. Application must include: (i) Application for Heliport Establishment (Form F-138-101); (ii) Statement of Regulations Compliance (Form F-138-102); (iii) Statement of Ownership or Lease Rights of the Land; (iv) Approval from Principality; (v) No objection from SANS; (vi) Environment Impact Assessment Report; (vii) Heliport Feasibility Study Report (viii) Aeronautical Study Report, if	(a) Focal Point Officer (FPO) will be the coordination officer with GACA. (b) FPO should be aware of all procedures and requirements of the process for obtaining permission for establishing new heliports.

2	Heliport Manager/ GM - ASD	(a) Assign the heliport safety inspector for proposed new heliport permission process or can assign the same HSI as in Stage I, if so appropriate. (b) Inform the applicant with details of HSI as focal point from GACA.	(a) Within 5 working days on receipt of formal application from the applicant.
3	Assigned HSI	(a) HSI will examine application of new heliport proposal for its sufficiency as per requirements specified in application including attachments and other required documents as per GACAR Part 138. (b) If application is incomplete, HIS should ask the applicant for clarification or any other requirements/documents giving a definite time schedule. If satisfactory reply not received in the given time despite of the repeated reminders, HSI should return the application/proposal with reasons after taking internal approval from Manager/General Manager. (c) If Application is complete, HSI will initiate process of detail evaluation of the proposal.	(a) Applicant may be given up to 5 working days to reply to application quarries depending on the complexity of observations.
4	Assigned HSI	(a) HSI reviews the feasibility study, project report and other documents as per requirements prescribed in GACAR Part 138 for the new heliport. HSI will send the relevant portions of project report and application details to other departments such as obstacle, operation, environment and heliport emergency response and RFF etc. for their review giving a reasonable timeline through Manger/GM-ASD.	(a) Within 5 working days from the date of activity Stage II-3(c).

5.	Assigned HSI	(a) HSI monitor and follow for the timely report from all other departments. (b) HSI also evaluate relevant portions of the proposal to ensure compliance of all technical and regulatory requirements. (c) HSI will compile all findings including from other departments in a prescribed form for the purpose. HSI may discuss with other departments, if need any clarity on any of the findings. (d) HSI will submit proposal, if there are no findings, with recommendation to Manager/ GM for grant of permission to establish new heliport from Assistant President/ President. (e) If there are findings, HSI will take internal concurrence on findings and will ask the applicant to submit replies/clarifications/documents etc. giving a definite time schedule. (b) Once replies from applicant has been received, HSI will consult other departments, if required, and re-examine the findings. Once satisfied, HSI will prepare the proposal for issue of permission.	(a) Within 5 working days from the date of activity Stage II-3. (b) Applicant may be given up to 10 working days to reply for findings depending upon the complexity of the heliport project.

7.10.4.3 STAGE III: ISSUANCE OF ESTABLISHMENT PERMISSION (10 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
1	HSI/ Heliport Manager	(a) Heliport review the HSI proposal for its completeness and interact with HSI for any deficiency. (b) Once satisfied, HM submit the proposal to GM with recommendations for grant of permission for establishing new heliport from the AP/President. (c) When President has granted permission, HSI will record the details in file maintained at Manager-office. (d) Heliport Manager convey the applicant in writing of the permission to establish new heliport. (e) If establishment proposal is rejected, Manager will inform the applicant with reasons.	(a) Time line of this stage is 10 working days. The period also include time of internal process of permission/approvals.

7.10.4.4 STAGE IV: HELIPORT CONSTRUCTION PHASE

(Applicant Responsibility and Period as per Heliport Construction Plan)

ACTIVITY	WHO	WHAT	WHEN
1	Applicant/ Heliport Owner	(a) The activity of construction of heliport will be the responsibility of the applicant. (b) The applicant should inform/send periodical progress report of heliport project to HSI of GACA.	(a) Time line of this stage will be as per heliport construction plan.
2	Assigned HSI	(a) Assigned HSI may visit heliport construction site, if necessary, to ascertain that heliport work is progressing satisfactorily post GACA permission and there are no violation of the regulations/permission.	(a) Date and Time as per HSI and Applicant mutual consent.

7.10.4.5 STAGE V: HELIPORT COMPLETION REPORTING PHASE

(Applicant Responsibility)

ACTIVITY	WHO	WHAT	WHEN
1	Applicant/ Heliport Owner	(a) The applicant will inform the President of GACA on completion of the heliport construction work and submit a project completion report with as-built drawings and master layout plan.	(a) Time line of this stage is 30 days from the date of completion of the project.
2	Assigned HSI	(a) Assigned HSI should record the information/completion report, received from applicant, in the respective heliport file for future records. (b) HSI may advise the applicant for process of authorization or certification of the heliport, as the case may be and if applicant is willing to start the helicopter operations at new heliport. (c) No operation at new heliport must be allowed to start without prior approval of the President of GACA.	(a) Date and time as per HSI and Applicant mutual consent.

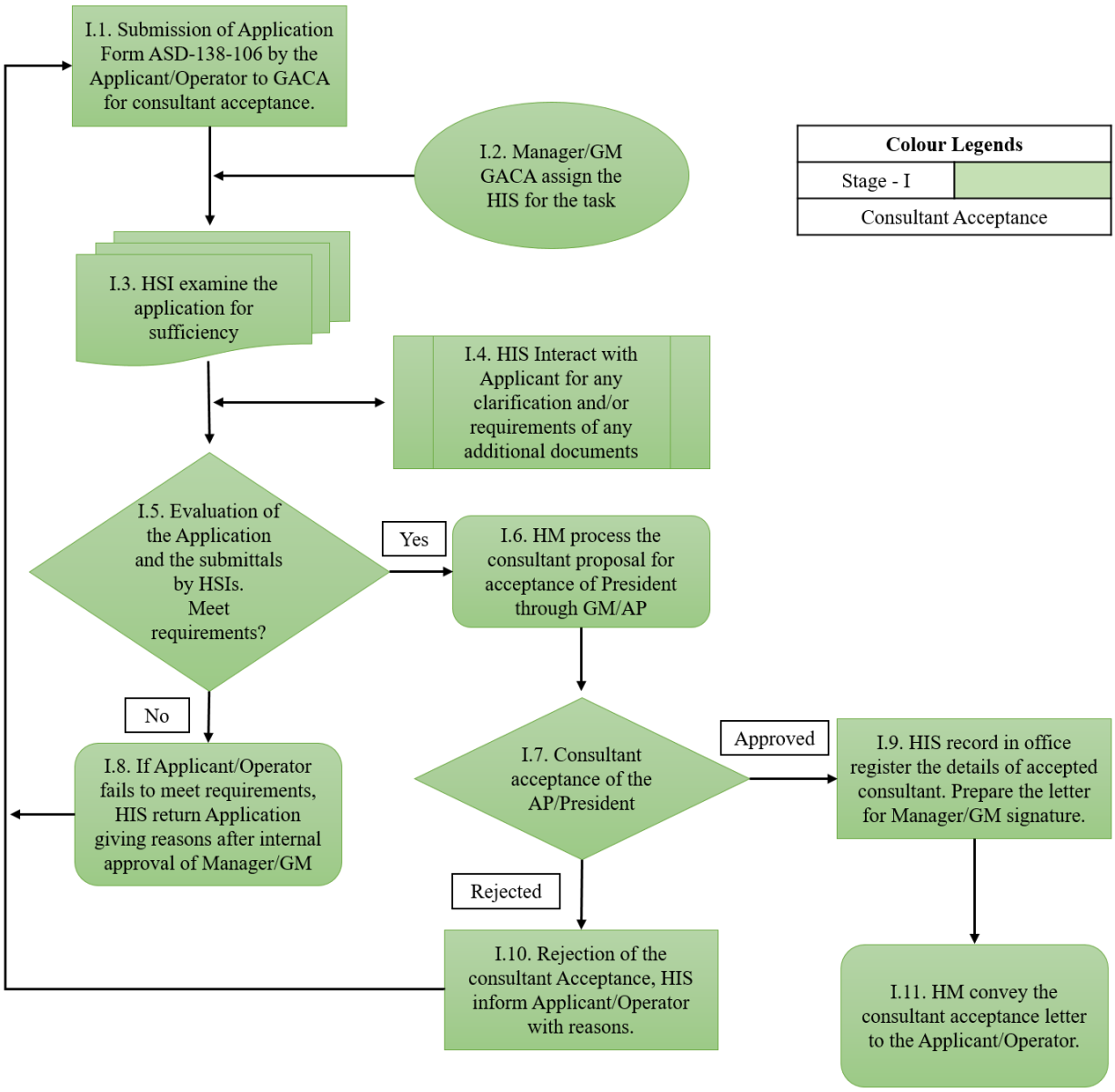
Optional for Heliport Owner/Operator – If owner/operator of newly established heliport intent to start helicopter operations at heliport, authorization or certification is mandatary depending on type of use. However, heliports for temporary use do not require certification or authorization and its shall be the responsibility of helicopter operator to take permission from GACA and ensure safety and suitability of heliport for intended type of helicopter operations before using of such temporary heliports.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 10. ESTABLISHMENT OF NEW HELIPORTS

Section 5. Heliport Consultant Acceptance Activity Flow Chart

(Stage I: Consultant Acceptance)

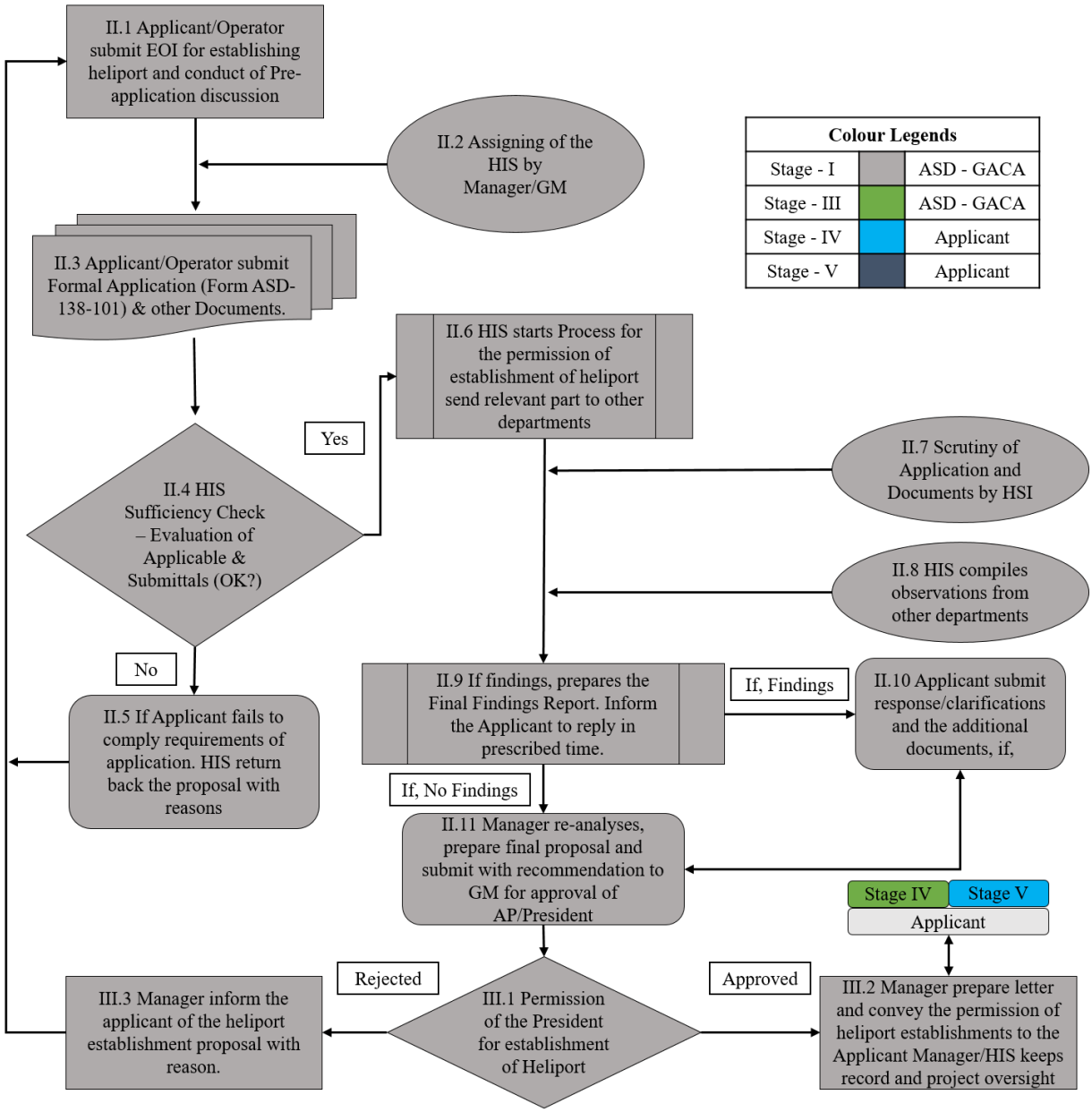


VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 10. ESTABLISHMENT OF NEW HELIPORTS

Section 6. Heliport Establishment Permission Activity Flow Chart

(Stage II to V: Heliport Establishment Permission Process)



VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 11. TEMPORARY HELIPORTS

Section 1. General

7.11.1.1 CLASSIFICATION OF TEMPORARY HELIPORT

A. Temporary heliports are classified in GACAR Part § 138.105. For the purpose of this E-Book a temporary heliport has the same definition and is any of the following:

1. A heliport intended for one time use only; or

2. A heliport intended for time limited single-event use.

B. Temporary heliports may be of surface type, elevated type, helideck or shipboard heliport.

(HCPM/HSIs Guidance: The temporary heliport are generally those heliports which are either established or operated for one time use or a time limited single event use. As per GACAR Part 138, such heliports do not require certification or authorization but require prior permission from the President of GACA for use of any type of helicopter operations. HSIs must ensure that heliport operator has given the undertaking, RFF details, safety risk assessment and heliport layout.)

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 11. TEMPORARY HELIPORTS

Section 2. Requirements of Permission for Temporary Heliports

7.11.2.1 REQUIREMENTS OF PERMISSION

A. The temporary heliports, intended to be established or already established or require to be used for civil helicopter operations in Saudi Arabia on land, Sea or in national waters of Saudi Arabia, require permission from the President.

B. The applicant or heliport operator must apply, for permission to use existing temporary heliport or to establish temporary heliport, in a prescribed form (Form F-138-108) acceptable to the President of GACA as per provision of GACAR Part §138.157 and §138.171 respectively.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 11. TEMPORARY HELIPORTS

Section 3. Process of Permission for Temporary Heliports

7.11.3.1 PROCESS OF PERMISSION. GACA has prescribed three stage process for the permission to establish temporary heliport or temporary use of existing heliport. The permission process shall be as follows with maximum time schedule of 20 working days.

Stage I: Pre-application and Application Process Stage (5 Working Days)

Stage II: Document Evaluation Process Stage (10 Working Days)

Stage III: Issuance of Permission Process Stage (5 Working Days)

(Heliport Manager/*Heliport safety inspector Guidance: The temporary heliport establishment activity or use of temporary heliport activity is comparatively infrequent and therefore require to be handle with associated heliport safety inspectors. The stage schedule has been described for better understanding of the heliport manager and heliport safety inspectors as three stage process with its timelines. The requirement of establishing temporary heliport or use of existing temporary heliports are limited and specific to one time use or onetime event base use, the permission scope is only for such onetime specific use and will have limited validity. There may be instances, where heliports are already established but not authorized or certified by GACA or are established on ships registered in other countries and are requested by applicants or heliport operators or owners for onetime use or onetime event base use on land or Sea of Saudi Arabia or in national waters of Saudi Arabia, in such cases applicant or operator or owner of heliports must apply for permission of President in prescribed form F-138-108 to operation of such heliports for temporary use as prescribed in GACAR Part 138. In case of shipboard heliports, permission from port authority is required).*

7.11.3.2 STAGES OF PERMISSION PROCESS

A. The stage activity table describe the process of permission to establish or use temporary heliport with who, what and when for ease of understanding of the heliport safety inspectors.

B. The process of permission for establishment or operation of temporary heliports is described in three stage activities as given below.

7.11.3.3 STAGE I: PRE-APPLICATION AND FORMAL APPLICATION PROCESS (5 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
1	Applicant/ Temporary Heliport Operator	(a) Designate a focal point officer (FPO) from applicant or operator organization to deal with permission process. (b) If required, request a meeting with Heliport Manager or General Manager of GACA; and understand the regulation requirements and process for permission to establish or use temporary heliport. (c) Submit formal application in prescribed form for permission from the President of GACA and application must include: (i) Duly filled application form F-138-108; (ii) Proof of heliport ownership/ heliport lease deed/heliport operation authorization as a proof of the ownership of heliport for temporary use; (iii) Statement of suitability of physical characteristics and operational requirements of temporary heliport for the use and safe operation of the intended helicopters; (iv) NOC or Agreement from SANS;	(a) Focal Point Officer (FPO) will be the coordination officer with GACA. (b) Submit application ASAP after pre-application meeting/ discussions.

7.11.3.4 STAGE II: DOCUMENTS EVALUATION PROCESS (10 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
1	Heliport Manager/ HSIs	(a) Assign heliport safety inspector (HSI) for proposed heliport permission process Inform the applicant/heliport operator with details of HSI as focal point from GACA. (b) HSI will examine the sufficiency of the application and documents of temporary heliport as prescribed in application i/c risk assessment study. (c) If Application is complete, HSI will initiate process for issuance of the permission from President. (d) If application is incomplete, HSI should ask the applicant/heliport operator for clarification or any other requirements or documents giving a	(a) Stage II activity is of 10 working days including receiving of replies/ clarifications from applicant/heliport operator.
2	Applicant/ Temporary Heliport Operator	(a) Applicant/heliport operator must submit all required information, clarification and document, as asked by heliport manager, in the given time period. (b) Take responsibility of correctness of information, statements and documents submitted along with the application.	(a) Within given time period by Heliport Manager/HSI.

7.11.3.5 STAGE III: ISSUANCE OF PERMISSION (5 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
1	Heliport Manager/ HSI	(a) Heliport Manager, when satisfied with document evaluation, submit the file to GM along with documents for permission of AP/President. (b) When President has granted permission, HSI will record the details in file maintained at Manager-office. (c) Heliport Manager convey the applicant/ heliport operator in writing of the permission to establish or use of temporary heliport.	(a) Time line of this stage is 5 working days. The period also include time of internal process of permission/approvals.
2	Applicant/ Temporary Heliport Operator	(a) Once President permission is granted, Applicant/Heliport operator shall operate the heliport as per conditions of permission, if any and as per provision of GACAR. (b) Applicant/Heliport operator must inform the President of any safety incident or occurrence take place at temporary heliport.	(a) As and when temporary heliport operation are conducted.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 12. APPENDICES

Appendix HA-1. Competency Assessment Form for Management Personnel

Competency Assessment Form for Heliport Management Personnel
(To be filled by Heliport Safety Inspector and Heliport Certification Project Manager)

Name of Applicant		Name of Position	
Name of Airport		Date of Assessment	

Competency Assessment Results

No	Competency Assessment Component	Possible Marks	Marks Obtained
1	Qualification	Mandatory	Check (X) one box Yes ☐ No ☐
2	Experience	10	
3	Training	10	
4	Written Test	50	
5	Personal Interview	30	
Total		100	
Assessment Committee: (Min 3 Member)	Name:	Sign:	
	Name:	Sign:	
	Name:	Sign:	
	Name:	Sign:	

Heliport Certification Project Manager Recommendation

Assessment Results (Tick Mark ✔)		Competency Assessment Outcomes Remarks, if any
Accepted	☐	
Accepted with Conditions	☐	Condition 1: ..... Condition 2: .....
Not Accepted	☐	Reason(s) :

Competency Assessment Validation

Signature of Designated HCPM:	Signature of HCPM's Manager: .....
Name:	Name: .....
Date:	Date: .....

*****

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VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 12. APPENDICES

Appendix HA-2. Qualification and Experience for Competency Assessment

A. PERSON IN CHARGE OF THE HELIPORT (HEAD OF HELIPORT/HELIPORT DIRECTOR)

1. A graduate degree or equivalent qualification.

2. Minimum five years of experience in civil aviation in case of Certified Heliports and minimum three years of experience in civil aviation in case of Authorized Heliports. Experience in airport/heliport management/operations is an advantage.

3. Experience in various aspects of heliport management such as technical, operational, safety, human resource, administration and finance desirable.

B. PERSON IN CHARGE OF HELIPORT OPERATIONS (HEAD OF HELIPORT OPERATIONS)

1. A graduate degree or equivalent qualification.

2. Minimum three years of experience in airport airside operations or heliport operations in case of certified heliport and minimum two years of experience in airport airside operations or heliport operations in case of authorized heliport.

3. Experience in various aspects of heliport management such as apron management, ground handling, dangerous goods and operation safety an advantage.

C. PERSON IN CHARGE OF HELIPORT MAINTENANCE (HEAD OF HELIPORT MAINTENANCE):

1. A graduate degree in Civil/Electrical Engineering.

2. Minimum three years of experience in heliport maintenance in case of certified heliports. Minimum two years of experience in heliport maintenance in case of authorized heliports, if appointed.

3. Experience in planning and designing of heliports and airfield lightings systems etc. an advantage.

D. PERSON IN CHARGE OF THE SAFETY MANAGEMENT SYSTEMS OF THE HELIPORT (HEAD OF HELIPORT SAFETY):

1. A graduate degree or equivalent qualifications.

2. Minimum three years of experience in safety and/or quality management systems in civil aviation in case of certified heliports and minimum two years of experience in safety and/or quality management systems in case of authorized heliport, if appointed.

3. Experience in planning and designing of safety systems, risk mitigation measures and quality management systems/human factors/analytical problem solving in heliport is desirable.

E. PERSON IN CHARGE OF RESCUE FIREFIGHTING SERVICE (HEAD OF HELIPORT RFFS):

1. A graduate degree or equivalent qualifications in firefighting and in airport fire and rescue services. Training in helicopter fire fighting is an advantage.

2. Minimum three years of experience in rescue and firefighting services in heliports as team leader or five years of experience as fireman in heliport emergency response and RFF services for certified heliports. Minimum one years of experience in rescue and firefighting services in heliports as team leader or three years of experience as fireman in heliport emergency response and RFF services for authorized heliports.

3. Experience in conducting heliport emergency exercises, familiarity with airport fire and rescue vehicle maintenance and upkeep as well as with their supply of extinguishing agents and supplies an advantage.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 12. APPENDICES

Appendix HA-3. General Criteria for Competency Assessment

(HCPM/Assessment Committee will conduct competency assessment to evaluate the subject and functional area knowledge through examination and to evaluate the management skills through interview of the management personnel broadly using guidance given in knowledge criteria and performance criteria as below)

A. PERSON IN CHARGE OF THE HELIPORT (ACCOUNTABLE EXECUTIVE)

A	**Knowledge Criteria**
1	Knowledge of the functions of heliport in-charge/accountable executive
2	Knowledge and understanding of the regulations, manuals and standard procedures that prescribe relevant heliport operations and safety standards
3	Knowledge and understanding of safety, quality, emergency and security systems related principles and practices and its applications within the organization
4	Knowledge and understanding of the key issues of risk management within the heliport
5	Knowledge of Regulatory framework (KSA Civil Aviation Law and GACARs etc.)
6	Knowledge of relevant ICAO Annex, Manuals and Docs
7	Knowledge of State Safety Program and Heliport SMS
8	Knowledge Heliport Certification/Authorization Process
9	Knowledge of Change Management and Regulatory Oversight
B	**Performance Criteria**
1	Full control of the human resources and financial resources - required for the safe operations and day to day maintenance of the heliports
2	Full control of the operations requirements and technical resources for the heliport
3	Final authority over heliport authorized to conduct operations under the heliport certificate/authorization
4	Competence and responsibility for the conduct of the heliport organization’s affairs
5	Competence in developing of relations with all stake holders and other associated external agencies
6	Ultimate responsibility and accountability for the establishment and implementation of the Safety Management System
C	**Qualification, Experience and Training (Supporting Documents)**
1	Curriculum Vitae, Job Description and proof of relevant Qualifications and Experience
2	Details of relevant Trainings
3	Other relevant documents, if requested by GACA.

B. PERSON IN CHARGE OF HELIPORT OPERATIONS (HEAD OF HELIPORT OPERATIONS)

A	Knowledge Criteria
1	Knowledge of the functions of heliport operations department
2	Knowledge of the applicable requirements in the area of heliport characteristics
3	Knowledge of the Heliport Operation Manual and Standard Operation Procedures
4	Knowledge of Regulatory framework (GACARs and Advisory Circulars etc.)
5	Knowledge of relevant ICAO Annex, Manuals and Docs
6	Knowledge of State Safety Program and Heliport SMS
7	Knowledge of Heliport Certification Process
8	Knowledge of process of Change Management in Heliport
9	Knowledge of regulatory oversight process
10	Knowledge of regulation compliance and enforcement
B	**Performance Criteria**
1	Ensure that heliport certificate requirements are met and that the heliport operates in accordance with certificate conditions and regulatory requirements
2	Ensure an understanding by the heliport management of the certification requirement and status of the Heliport Operation Manual
3	Responsible for the management of the operational services and AIP requirements of the heliport
4	Accountable for day-to-day heliport operations
5	Analyze audit findings and inspection reports as and when received and initiate corrective actions related to operations.
6	Monitor airside planning and development works for regulation compliance
7	Develop proactive working relationships with heliport users
C	**Qualification, Experience and Training (Supporting Documents)**
1	Curriculum Vitae, Job Description and proof of relevant Qualifications and Experience
2	Details of relevant Trainings
3	Other relevant documents, if requested by GACA.

C. PERSON IN CHARGE OF HELIPORT MAINTENANCE (HEAD OF HELIPORT MAINTENANCE):

A	**Knowledge Criteria**
1	Knowledge of the functions of heliport maintenance department
2	Knowledge of the applicable requirements of civil and electrical systems, visual aids, aeronautical ground lighting, runway, taxiway, apron pavements etc.

3	Knowledge of the Heliport Operation Manual and Standard Maintenance Procedures
4	Knowledge of Regulatory framework (GACARs and Advisory Circulars etc.)
5	Knowledge of relevant ICAO Annex, Manuals and Docs
6	Knowledge of Heliport Certification requirements and process
7	Knowledge of the change management on the heliport
8	Knowledge of regulatory compliances, enforcement
B	**Performance Criteria**
1	Ensure that heliport certificating requirements are met, and that the heliport facilities are accurately reported (Heliport Operation Manual/AIP) and in accordance with the regulatory requirements
2	Ensure heliport facilities are compatible with intended sizes, types and frequency of helicopters in accordance with heliport regulatory requirements
3	Ensure that maintenance policies, procedures and training fulfil the aims of the heliport maintenance department and meet regulatory requirements
4	Ensure understanding of regulatory requirements specific to Civil and Electrical systems in heliports.
5	Ensure understanding of regulatory requirements specific to visual aids such as markings, lighting, signs etc.
6	Ensure understanding of regulatory requirements specific to inspection and maintenance of civil and electrical systems in movement areas.
7	Ensure understanding of role as related to heliport reporting systems to include hazard identification, defect identification and reporting
8	Ensure basic understanding of heliport wildlife hazard management program
9	Ensure understanding of requirement for corrective and preventive maintenance program.
10	Ensure understanding of competency standards and evaluation program for maintenance staff maintaining safety critical assets or working in safety critical areas.
11	Ensure understanding of heliport certification scope and process as applicable to both maintenance, facility and development activities
12	Analyze audit findings and inspection reports as and when received and initiate corrective actions related to civil and electrical
C	**Qualification, Experience and Training (Supporting Documents)**
1	Curriculum Vitae, Job Description and proof of relevant Qualifications and Experience
2	Details of relevant Trainings
3	Other relevant documents, if requested by GACA.

D. PERSON IN CHARGE OF THE SAFETY OF THE HELIPORT (HEAD OF HELIPORT SAFETY):

A	**Knowledge Criteria**
1	Knowledge of the functions of heliport safety department

2	Knowledge of heliport Safety Management Systems
3	Knowledge of the regulation requirements in heliports safety and quality management
4	Knowledge of the Heliport Operation Manual and Standard Operation Procedures
5	Knowledge of Regulatory framework (KSA Civil Aviation Law, GACARs & ACs etc.)
6	Knowledge of State Safety Program and Heliport SMS
7	Knowledge of relevant ICAO Annex, Manuals and Docs
8	Knowledge of Heliport Certification Process
9	Knowledge of process of change management in Heliports
10	Knowledge of regulatory compliance and enforcement process
B	**Performance Criteria**
1	Responsible individual and focal point for the development and maintenance of an effective safety management system
2	Ensure that processes needed for the SMS are established, implemented and maintained
3	Reportable directly to the Accountable Executive on the performance of the SMS
4	Ensure safety and quality promotion throughout the organization
5	Ensure and: (i) Facilitate hazard identification, risk analysis, and management; (j) Monitor the implementation and functioning of the safety management system, including the necessary safety actions; (k) Manage the safety reporting system of the heliport; (l) Provide periodic reports on safety performance; (m) Facilitate maintenance of safety management documentation for various areas; (n) Facilitate safety management training and ensure that it meets acceptable standards; (o) Provide advice on safety matters and initiate and participate in internal occurrence/ accident investigations; (p) Analyze audit findings and inspection reports as and when received and initiate corrective actions on them related to safety and quality (q) Coordinate with state regulator for certification and other safety matters
6	Develop proactive working relationships with other heliport users
C	**Qualification, Experience and Training (Supporting Documents)**
1	Curriculum Vitae, Job Description and proof of relevant Qualifications and Experience
2	Details of relevant Trainings
3	Other relevant documents, if requested by GACA.

E. PERSON IN CHARGE OF RESCUE FIREFIGHTING SERVICE (HEAD OF HELIPORT RFFS):

A	**Knowledge Criteria**
1	Knowledge of the functions of Rescue and Firefighting department
2	Knowledge of heliport rescue and firefighting services systems and categories
3	Knowledge of the applicable requirements in the areas of RFFS in heliports
4	Knowledge of the Heliport Operation Manual and Standard HER and RFF Procedures
5	Knowledge of Regulatory framework (GACARs and Advisory Circulars etc.)
6	Knowledge of relevant ICAO Annex, Manuals and Docs
7	Knowledge of Heliport Emergency Plan and its management
8	Knowledge of Heliport Certification Process
9	Knowledge of regulatory compliances and Enforcement
10	Knowledge of reporting of accidents, incidents and emergencies on heliport
B	**Performance Criteria**
1	Ensure that heliport certificating requirements are met, and that the heliport emergency response and RFFS are in accordance with the regulatory requirements
2	Ensure emergency fire and rescue facilities are compatible with sizes, types and frequency of helicopter operations and meets heliport and legislative requirements
3	Ensure that rescue and firefighting, polices, procedures and training fulfil the aims of the heliport and meet regulatory requirements
4	Ensure that procedures for auditing and conducting training of fire staff and driver are as per established standards
5	Ensure use of communication protocols and procedures are in accordance with regulations
6	Assess the feasibility of continuing heliport operations in an emergency situation
7	Ensure appliances and equipment meet all regulatory requirements
8	Ensure an effective Incident/Accident Command & Control System
9	Conduct of rescue and firefighting exercise as per heliport emergency plan
10	Analyze audit findings and inspection reports as and when received and initiate corrective actions related to operations.
11	Develop proactive working relationships with heliport users and other stake holders
C	**Qualification, Experience and Training (Supporting Documents)**
1	Curriculum Vitae, Job Description and proof of relevant Qualifications and Experience
2	Details of relevant Trainings
3	Other relevant documents, if requested by GACA.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 12. APPENDICES

Appendix HB-1. List of Forms

The following forms are available under Forms at GACA Website Portal. The operator must use these forms for the defined purpose and HSIs/HCPM should also use the defined forms.

S. No	Form Number	Description of the Form	Location
1.	F-138-101	Form for Application of Establishment of Heliport (For use of Applicant)	GACA Website www.gaca.gov.sa
2.	F-138-102	Form for Statement of Regulations Compliance (For use of Applicant/ Operator)	GACA Website www.gaca.gov.sa
3.	F-138-103	Check List of Regulations Non-Compliances and mitigation measures (For use of Applicant/Operator)	GACA Website www.gaca.gov.sa
4.	F-138-104	Form for Nomination of the Management Personnel for Competence Assessment (For use of Applicant/Operator)	GACA Website www.gaca.gov.sa
5.	F-138-105	Form for Evaluation of the Management Personnel (For use of GACA HSIs)	HSI/HAPM/HCPM Office
6.	F-138-106	Form for Application for the Consultant Acceptance (For use of Applicant/Operator)	GACA Website www.gaca.gov.sa
7.	F-138-107	Form for Heliport AIP (For use of Heliport Operator)	GACA Website www.gaca.gov.sa
8.	F-138-108	Form for Establishment or Use of Temporary Heliports (For use of Applicant/Heliport Operator)	GACA Website www.gaca.gov.sa
9.	F-138-111	Form for Application for Certification/ Authorization of Heliport (For use of Applicant/Operator)	GACA Website www.gaca.gov.sa
10.	F-138-112	Form for Technical Inspection Check List (For use of HSIs/HCPM/HAPM)	GACA Website www.gaca.gov.sa
11.	F-138-113	Form for On-site Verifications Check list (For use of HSIs/HCPM/HAPM)	GACA Website www.gaca.gov.sa
12.	F-138-114	Form for Findings Report and Corrective Action Plan (For use of Applicant/ Operator and HSIs/HCPM/HAPM)	GACA Website www.gaca.gov.sa

13.	F-138-115	Heliport Operation Manual Checklist (For use of HCPM/HAPM/HSIs)	HSI/HAPM/HCPM Office
14.	HC-138-XXX-XX	Form for Heliport Certification (For use of HCPM)	HSI/HAPM/HCPM Office
15.	HA-138-XXX-XX	Form for Heliport Authorization (For use of HAPM)	HSI/HAPM/HCPM Office
16.	HE-138-XXX-XX	Form for Permission of Establishment of Heliport (For use of HCPM)	HSI/HAPM/HCPM Office

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION CHAPTER 12. APPENDICES

Appendix HB-2. Heliport Operation Manual Checklist

(HCPM/HSIs Guidance - This checklist will be used by Heliport Safety Inspectors to examine sufficiency of the Heliport Operation Manual (HOM). Heliport Certificate Project Manager (HCPM) must submit his recommendation to Manager and General Manager for their internal approval before acceptance of Heliport Operation Manual. In case of authorization, HCPM/HSIs must use same checklist for customized heliport operation manual with applicable provisions.)

(FORM F-138-115 –For use of HCPM/HAPM/HSIs)

S. No.	Description of Items in HOM	Compliance Check Status				Remarks / Reasons, if No
		Yes	No	N/A	HOM Page Ref.	
1.0	**Introduction**					
1.1	Purpose of the heliport operation manual					
1.2	Legal position regarding heliport certification as contained in the applicable regulation.					
1.3	Distribution of the heliport operation manual to the identities listed in manual.					
1.4	Procedures for distributing and amending the heliport operation manual.					
1.5	Checklist of pages					
1.6	Preface by heliport certificate holder (heliport operator)					
1.7	Table of contents					
1.8	Glossary of terms					
2.0	**Technical Administration**					
2.1	Name and address of the heliport					
2.2	Name and address of the heliport operator					
2.3	Name and contact details of the accountable executive and heliport management personnel.					
2.4	Heliport Operator organization chart					
3.0	**Description of Heliport (Heliport Characteristics)**					
3.1	Latitude and longitude of the heliport reference point in World Geodetic System — 1984 (WGS-84) format.					
3.2	Elevations of Heliport and Helicopter Stands					
3.3	Helicopter dimensions and related information.					

3.4	Heliport Layout Plan showing heliport reference point and layout of FATO, TLOF, ground/air taxiways, parking stands etc. and heliport markings, lighting etc.					
3.5	The height and location of obstacles that infringe upon the standard protection surfaces, whether lighted or not.					
3.6	Procedures for ensuring that the heliport plans are up to date and accurate.					
3.7	Data for, and the method used to calculate, declared distances and elevations of each declared distances i.e. TODAH; RTODAH; LDAH.					
3.8	Details of the surfaces, dimensions and bearing strengths of FATO, TLOF and Parking Stands.					
3.9	Details of various charts published in manual and AIP					
3.10	Check for details of 3.1 to 3.9 are provided in AIP along with other data information for certificated heliports.					
4.0	**List of authorized/exempted deviations**					
4.1	Check the list of authorized/exempted deviations have been provided in the heliport operation manual, in any.					
5.0	**Operational Procedures**					
5.1	Promulgation of aeronautical information					
5.1.1	System of aeronautical information service available and the system that the certificate holder uses to promulgate AIP requirements. For Authorization, if applicable.					
5.2	**Control of access**					
5.2.1	Control of access to the heliport and its operational areas, including the location of notice boards, and the control of vehicles in the operational area.					
5.3	**Emergency Planning**					
5.3.1	Heliport operator’s arrangements in response to an emergency.					
5.3.2	Description of actions to be taken by the heliport operator as part of plans for dealing with different emergencies occurring at the heliport or in its vicinity.					
5.3.3	Contact list of organizations, agencies and persons					
5.3.4	Procedures for the appointment of an on-scene commander for the overall emergency operation and					

	description of responsibilities for each type of emergency.					
5.3.5	Reporting mechanism in the event of emergency					
5.3.6	Details of tests of heliport facilities and equipment to be used in emergencies, including frequency of those tests.					
5.3.7	Details of the exercises to test emergency plans, including the frequency of those exercises.					
5.3.8	Arrangements for personnel training and preparation for dealing with emergencies.					
5.4	**Heliport Emergency Response and RFF Services**					
5.4.1	Policy statement on the RFF categories to be provided.					
5.4.2	Where the heliport fire officer or designated fire watch officers have specific safety accountabilities, these should be included in the relevant chapter of the heliport operation manual.					
5.4.3	Policy and procedures indicating how depletion of the RFF service is to be managed. This should include the extent to which operations are to be restricted, duration, and procedures to notify pilots etc.					
5.4.4	Heliports where a higher category of RFF is available by prior arrangement, the heliport operation manual should clearly state the actions necessary to upgrade the facility.					
5.4.5	Heliport operator's objectives for each RFF category provided should be defined, including a brief description of amounts of extinguishing agents provided; discharge rates; foam-producing appliances; and manning levels etc.					
5.4.6	Procedures for monitoring the helicopter movement areas for the purpose of alerting RFF personnel.					
5.4.7	Procedures for indicating how the adequacy of the response time capability of the RFF services throughout their functions and locations is monitored and maintained.					
5.4.8	Procedures for indicating how RFF personnel engaged in extraneous duties are managed to ensure that response capability is not affected					
5.4.9	Check where the heliport provides specialist equipment such as rescue boats, emergency tenders,					

	hose layers, and appliances for which details has been included in the heliport operation manual.					
5.4.10	Check where heliport is reliant upon other organizations to provide equipment which is essential for ensuring the safe operation of the heliport, the policies or letters of agreement are included in the heliport operation manual.					
5.4.11	Check that statement describing the process by which heliport operators ensure the initial and continued competence of their RFF personnel is provided in the heliport operation manual i.e. LVP, First Aid, training etc.					
5.4.12	Procedures indicating how accidents in the immediate vicinity of the heliport are to be accessed.					
5.4.13	Check if heliport operator expects the RFF facility to respond to domestic fires or special services, procedures for managing their impact upon normal helicopter RFF responses are included in heliport operation manual.					
5.4.14	Check in case heliport operator expects the RFF facility to respond to helicopters accidents landside, the policy describes, and include procedures to manage effects on continued helicopter operations.					
5.4.15	Check availability of additional water supplies are described in heliport operation manual.					
5.4.16	Check heliport operator's arrangements for ensuring the adequacy of responses in abnormal conditions, i.e. LVP are described in heliport operation manual.					
5.5	**Inspection of the Movement Area**					
5.5.1	Routine heliport inspections, including lighting inspections, and reporting, including the nature and frequency of these inspections.					
5.5.2	Procedures for sweeping of FATO, TLOF, ground taxiways and parking stands.					
5.5.3	Inspecting the parking stands, FATO, TLOF and ground taxiways following a report of debris on the movement area, an abandoned take-off due to engine, tire or wheel failure, or any incident likely to result in debris being left in a hazardous position.					
5.5.4	Measurement and promulgation of water, slush and other contaminants including depths on FATO, TLOF and ground taxiways.					

5.5.5	Check heliport operation manual has procedures for assessment and promulgation of FATO, TLOF surface conditions, inspections and its frequency, FODs, Lighting, logbooks, communication with air traffic control, if available etc.					
5.6	**Maintenance of the Movement Area**					
5.6.1	Promulgation of information on the heliport operational state, temporary withdrawals of facilities etc.					
5.6.2	Arrangements for maintaining the paved areas, including the cracks in pavements etc.					
5.6.3	Arrangements for maintaining the unpaved safety and clearways.					
5.6.4	Arrangements for maintaining the markings and ground taxiway strips.					
5.6.5	Arrangements for maintaining heliport drainage.					
5.6.6	Arrangements for maintaining lighting aids, including measurement of intensity, beam spread, orientation of lights.					
5.6.7	Arrangements for maintaining the obstacle lighting.					
5.6.8	Arrangements for reporting and action taken in the event of failure or unsafe occurrence.					
5.7	**Hazardous meteorological conditions**					
5.7.1	Check that heliport operation manual, if applicable, describe the procedure for handling hazardous metrological, snow or ice controls.					
5.8	**Visual Aids**					
5.8.1	Responsibilities with respect to heliport marking & lighting.					
5.8.2	Description of all visual aids available for each approach, FATO, TLOF, taxiways and parking stands, including signs, markings and signals					
5.8.3	Procedures for operational use and brilliancy settings for the applicable lighting system.					
5.8.4	Standby power arrangements, including operating procedures both in LVP and during main power failure.					
5.8.5	Procedures for routine inspection and photometric testing of approach lights, FATO and TLOF lights, HAPIs/PAPIs.					
5.8.6	Location of and responsibility for obstacle lighting on and off the heliport.					

5.8.7	Procedures for recording inspection and maintenance of visual aids and actions to be taken in the event of failures.					
5.8.8	Control of work, including trenching and agricultural activity, which may affect the safety of the helicopter.					
5.9	**Helicopter Stands and Apron Management**					
5.9.1	Arrangements between air traffic control, the heliport operator and the apron management unit, as applicable.					
5.9.2	Procedures for landing, take-off, taxing and arrangements for allocating helicopter stands, particularly at airports.					
5.9.3	Arrangements for initiating engine start and ensuring clearance of helicopter pushback.					
5.10	**Helicopter Stand and Apron Safety Management**					
5.10.1	Means and procedures for rotor thrust protection.					
5.10.2	Arrangements of safety precautions during helicopter refueling operations.					
5.10.3	Arrangements for helicopter stands sweeping/cleaning.					
5.10.4	Arrangements for reporting incidents and accidents on a helicopter stand/apron.					
5.10.5	Arrangements for assessing the safety compliance of all personnel working on the helicopter stands/apron.					
5.10.6	Arrangements for the use of heliport when helicopter stand is part of TLOF.					
5.11	**Vehicles on the Movement Area**					
5.11.1	Details of the applicable vehicle traffic guidelines for vehicle movements in operational area.					
5.11.2	Criteria for drivers to allow and operate vehicles on the movement area.					
5.11.3	Arrangements of communicating with air traffic control, in case ATC is part of heliports.					
5.11.4	Details of the equipment needed in vehicles that operate on the movement area.					
5.12	**Wildlife Hazard Management**					
5.12.1	Arrangements for dispersal of bird and other wildlife.					
5.12.2	Measure to discourage birds and other wildlife.					
5.12.3	Arrangements for assessing wildlife hazards.					
5.12.4	Arrangements for implementing wildlife control program.					
5.13	**Obstacles**					

5.13.1	Arrangements for monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces (OLS).					
5.13.2	Arrangements for controlling new developments in the vicinity of heliports.					
5.13.3	Reporting procedure and actions to be taken in the event of the appearance of unauthorized obstacles.					
5.13.4	Arrangements for removal of an obstacle inside and outside heliport area.					
5.14	**Removal of Disabled Helicopter**					
5.14.1	Details of the capability for removal of a disabled helicopter in certified heliports.					
5.14.2	Arrangements for removing a disabled helicopter including reporting procedures.					
5.15	**Dangerous Goods**					
5.15.1	Arrangements for special areas on the certified heliport to be set up for the storage of dangerous goods.					
5.16	**Low Visibility Operations, if Applicable.**					
5.16.1	Obtaining and disseminating meteorological information, including (RVR) and surface visibility.					
5.16.2	Protection of heliport FATO during LVP if such operations are permitted.					
5.16.3	Arrangement and rules before, during and after low visibility operations, including applicable rules for vehicles and personnel operating in the movement area.					
5.17	**Protection of sites for navigation aids and meteorological equipment, if provided.**					
5.17.1	Description of the areas to be protected and procedures for their protection, if such equipment are provided on heliports.					
6.0	**Safety Management System (SMS)** (HPCM must take report from SMD and fill data)					
6.1	Check that Safety policy is described in SMS Manual.					
6.2	Operator's structure and responsibility-of accountable executive, management personnel, operational staff, organizational chart supporting the commitment to the safe operation of the heliport etc.					
6.3	Procedure and methods of Training.					

6.4	Procedures for complying with regulatory requirements relating to accidents, incidents and mandatory occurrence reporting.					
6.5	Hazard analysis and risk assessment procedures.					
6.6	Management of change and change approvals.					
6.7	Safety audits.					
6.8	Documentation Management.					
6.9	Safety-related committees.					
6.10	Safety promotion.					
6.11	Responsibility for ensuring and monitoring safety by the contractors and third parties operating on the heliport.					

Remarks, if any: (Heliport Safety Inspector shall write any additional information/findings observed during the technical inspection and on-site verification, if any, in the space given below.

Designation	Name	Signature	Date
Heliport Safety Inspectors	**1.**		
	2.		
	3.		
Heliport Certification Project Manager			

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 12. APPENDICES

Appendix HB-3. Form for issue of Heliport Certification

Kingdom of Saudi Arabia — GACA — المملكة العربية السعودية		
Heliport Certification		
Certificate Number **HC-138-XXX-XX**	**This Certificate is issued to Heliport Operator** **(Name of Operator .....)** **for the Heliport** **(Name of Heliport.....) (H-Code: XXXXX-X)** **Category: .....** **Type: .....** **Latitude: --° --’ --” N** **D-Value: ..... M** **Longitude: --° --’ --” E** **MTOM : ..... Kg**	**Certificate Validity** **Date: dd Month yyyy**
This certificate is issued in pursuant to GACAR Part 138 of the General Authority of Civil Aviation Regulations under the authority of the Saudi Civil Aviation Law authorizing the heliport operator to operate this heliport in accordance with the accepted Heliport Operation Manual; and the parameters, conditions and limitations prescribed in the Heliport Operation Manual; and the heliport information published in the Saudi Aeronautical Information Publication (AIP), along with accepted corrective action plan submitted by the heliport operator. This certificate is not transferable and shall remain in effect until its validity unless suspended or cancelled. This certificate may be suspended or cancelled at any time where the heliport operator fails to comply with the provisions set forth in the Saudi Civil Aviation Law or the GACA Regulations.		
Certificate Issuance **Date: dd Month yyyy**	**President of General Authority of Civil Aviation** **(Name of the President here.....)**	

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 12. APPENDICES

Appendix HB-4. Form for issue of Heliport Authorization

Kingdom of Saudi Arabia — GACA — المملكة العربية السعودية		
Heliport Authorization		
Authorization Number: HA-138-XXX-XX	**This certificate is issued to Heliport Operator** (Name of Operator .....) **for the Heliport** (Name of Heliport.....) (H-Code: XXX-XX) **Category:** ..... **Type:** ..... **Latitude:** --° --’ --” N **D-Value:** ..... M **Longitude:** --° --’ --” E **MTOM :** ..... Kg	**Authorization Validity:** Date: dd Month yyyy
This certificate is issued in pursuant to GACAR Part 138 of the General Authority of Civil Aviation Regulations under the authority of the Saudi Civil Aviation Law authorizing the heliport operator to operate this heliport for the specified use in accordance with the provisions and operator responsibilities prescribed in GACAR Part 138; and the parameters, conditions and limitations prescribed in the heliport authorization as attachment A; and the heliport information published in the Saudi Aeronautical Information Publication (AIP), along with accepted corrective action plan submitted by heliport operator. This authorization is not transferable and shall remain in effect until its validity unless suspended or cancelled. This authorization may be suspended or cancelled at any time where the heliport operator fails to comply with the provisions set forth in the Saudi Civil Aviation Law or the GACA Regulations or in this authorization.		
Authorization Issuance Date: dd Month yyyy	**President of General Authority of Civil Aviation** **(Name of the President here.....)**	

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 12. APPENDICES

Appendix HB-4.1. Form for issue of Heliport Authorization (Attachment A)

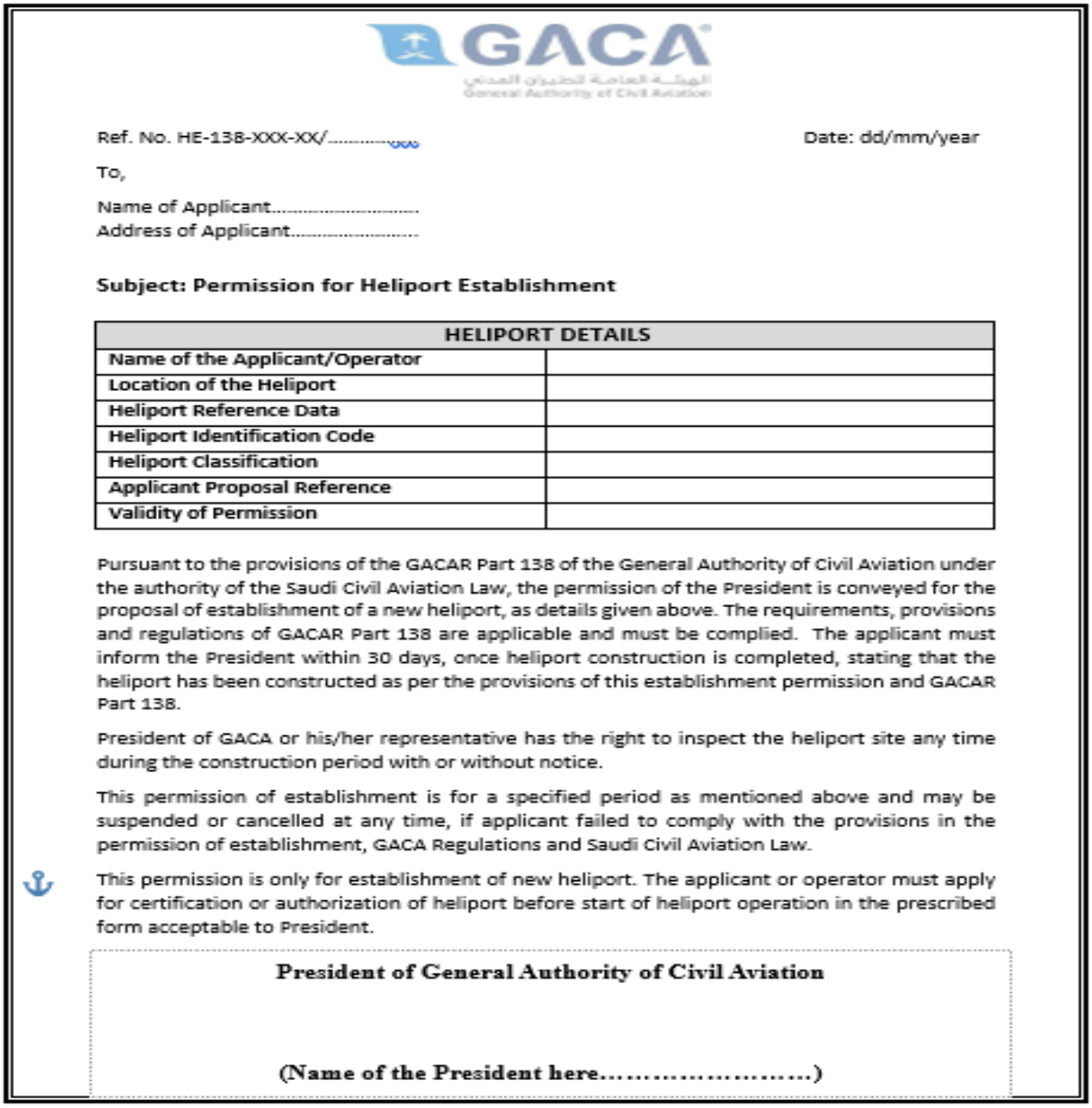
Kingdom of Saudi Arabia — GACA — المملكة العربية السعودية		
Attachment - A		
Authorization Number: HA-138: XXX-XX	Name of Heliport: …… Heliport Code: …… (XXXXX-H)	Authorization Validity: Date: dd Month yyyy

Parameters	Conditions and/or Limitations

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 12. APPENDICES

Appendix HB-5. Form for Issue of Permission of Establishment of Heliport



Ref. No. HE-138-XXX-XX/.....

Date: dd/mm/year

To,

Name of Applicant.....

Address of Applicant.....

Subject: Permission for Heliport Establishment

HELIPORT DETAILS	
Name of the Applicant/Operator	
Location of the Heliport	
Heliport Reference Data	
Heliport Identification Code	
Heliport Classification	
Applicant Proposal Reference	
Validity of Permission	

Pursuant to the provisions of the GACAR Part 138 of the General Authority of Civil Aviation under the authority of the Saudi Civil Aviation Law, the permission of the President is conveyed for the proposal of establishment of a new heliport, as details given above. The requirements, provisions and regulations of GACAR Part 138 are applicable and must be complied. The applicant must inform the President within 30 days, once heliport construction is completed, stating that the heliport has been constructed as per the provisions of this establishment permission and GACAR Part 138.

President of GACA or his/her representative has the right to inspect the heliport site any time during the construction period with or without notice.

This permission of establishment is for a specified period as mentioned above and may be suspended or cancelled at any time, if applicant failed to comply with the provisions in the permission of establishment, GACA Regulations and Saudi Civil Aviation Law.

This permission is only for establishment of new heliport. The applicant or operator must apply for certification or authorization of heliport before start of heliport operation in the prescribed form acceptable to President.

President of General Authority of Civil Aviation

(Name of the President here.....)

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 12. APPENDICES

Appendix HC-1. List of Training Courses for Management Personnel

(NOTE: The below mentioned course are suggestive list only. Aerodrome/Heliport operator are obligated to provide the required type and duration of training as required for management personnel to perform their defined function. All below suggested course are common for aerodrome and heliport management personnel and must be either recognized by International Civil Aviation Organization (ICAO) or General Authority of Civil Aviation of Saudi Arabia (GACA), or from an Institution/Organization which are validated or approved by ICAO or GACA. Airport also include Heliports for purpose of these training courses)

S. No	Description of Training Course	Minimum Duration
I	**Person in-charge of Aerodrome/Heliport (Accountable Executive)**	
	Airport Executive Leadership Program	One Week
1.	Airport Operations and Safety Course	One Week
2.	Airport Emergency Planning and Crisis Management Course	One Week
3.	Heliport Emergency and onsite commanding Course	One Week
4.	Heliport Safety Management Systems Course	One Week
5.	Accident and Incident Investigation Course	One Week
6.	Heliport Certification Course	One Week
7.	Airport Collaborative Decision-Making Course	One Week
8.	Emergency handling and Media Management Course	One Week
9.	ICAO Standards and Recommended Practices for Heliports	One Week
10.	Airport Facilitation and Customer Service Course	One Week
11.	Human Factors for Airport Managers	One Week
12.	Airport Security Planning and Management Course	One Week
13.	ICAO Airport User Charges and Airport Air Service Development	One Week
14.	Airport Environmental Management Course	One Week
15.	Heliport Information Service Management Course	One Week
16.	Airport Commercial and Business Management Course	One Week
17.	Airport Customer Service Quality Management Course	One Week

18.	Airport Security Planning and Management Course	One Week
19.	Airport Passenger Terminal Management Course	One Week
II	**Person in-charge of Operations**	
20.	Heliport Operations Management Course	One Week
21.	Heliport Certification Course	One Week
22.	Airside Operations Course	One Week
23.	Safety Management Systems Course	One Week
24.	Emergency Planning and Crisis Management	One Week
25.	Global Safety Network Program Course	One Week
26.	Heliport Auditing and Compliance Course	One Week
27.	Airport Collaborative Decision-Making Course	One Week
28.	Movement Area and Apron Management Course	One Week
29.	Runway Incursion Awareness and Prevention	One Week
30.	Visual Aids and Declared distances Course	One Week
31.	Airside Regulatory Inspection and Surveillance Course	One Week
32.	Wildlife Hazard Management Course	One Week
33.	Heliport Security Planning and Management Course	One Week
34.	Heliport Ground Handling and Slots Allocation Course	One Week
35.	Dangerous Goods Awareness and Ramp Handling Course	One Week
36.	Airside access control and Airside Driving Management Course	One Week
37.	ICAO Global Reporting Format (GRF) course	One Week
38.	Heliport Information Service Management Course	One Week
39.	Heliport Operation Control Centre Management Course	One Week
III	**Person in-charge of Maintenance**	
40.	Airport Master Planning Course	One Week
41.	Heliport Pavement Design and Evaluation Course	One Week

42.	Understanding and working with ICAO Annex 14 Vol-I and Vol-II	One Week
43.	Airport Project Management	One Week
44.	Heliport Certification and Heliport Operation Manual Course	One Week
45.	Heliport Auditing and Compliance Course	One Week
46.	Managing of Heliport Works and Safety Course	One Week
47.	Heliport Lighting Systems Course	One Week
48.	Heliport Sign and Pavement Markings Course	One Week
49.	Heliport Obstacle Evaluation Course	One Week
50.	ICAO Standards and Recommended Practices for Heliports	One Week
51.	Pavements and Movement area maintenance management Course	One Week
52.	ICAO Global Reporting Format (GRF) Course	One Week
53.	Heliport change management planning and work execution	One Week
54.	Heliport risk assessment course	One Week
55.	Heliport inspections and reporting systems	One Week
56.	Runway Incursion Awareness and Prevention	One Week
57.	Airport and heliport maintenance and FOD management Course	One Week
58.	Airport Environment and Energy Management Course	One Week
59.	Heliport Drainage Planning and Management Course	One Week
IV	**Person in-charge of Safety**	
60.	Airport Safety Management Systems Program	One Week
61.	Airside Operations Course	One Week
62.	Heliport Certification and Heliport Operation Manual Course	One Week
63.	Heliport Auditing and Compliance Course	One Week
64.	Heliport risk assessment and reporting	One Week
65.	Human Factors for Heliport Personnel	One Week
66.	Runway Incursion Awareness and Prevention	One Week

67.	Understanding and working with ICAO Annex 19	One Week
68.	Accident and Incident Investigation Course	One Week
69.	ICAO Standards and Recommended Practices for Heliports	One Week
70.	Heliport NOTAM and Reporting Systems	One Week
71.	Safety Management Systems (SMS) Implementation Course	One Week
72.	Airport Collaborative Decision Making (A-CDM) course	One Week
73.	Heliport Obstacle Evaluation and Reporting Systems	One Week
74.	Airport Carbon Management Program course	One Week
75.	Heliport operational safety Course	One Week
76.	Heliport Regulatory Compliance Course	One Week
77.	Airport Service Quality Management course	One Week
78.	ICAO Global Reporting Format (GRF) training course	One Week
79.	Heliport Information Service Management	One Week
V	**Person in-charge of Rescue and Firefighting**	
80.	Heliport Emergency Planning Course	One Week
81.	Heliport Fire Fighting and Rescue Training Course	One Week
82.	Heliport emergency tabletop exercise management course	One Week
83.	Heliport Radio Telecommunication Training Course	One Week
84.	Heliport Security Management Course	One Week
85.	Aviation Medicines and First Aids training course	One Week
86.	Understanding of ICAO Regulations and Heliport Master Plan	One Week
87.	ICAO Fire Fighting Standards and Recommended Practices	One Week
88.	NFPA Standards for Fire Equipment	One Week
89.	Heliport Certification Course	One Week
90.	Accident and Incident Investigation Course	One Week
91.	Professional Certificate Course in Heliport Safety	One Week

92.	Runway Incursion Awareness and Prevention course	One Week
93.	Airport Environmental Management	One Week
94.	Wildlife Hazard Management Course	One Week

Additional Training Courses for RFF Management Personnel:

No	Code	Courses	References Material
1	FF I	Fire Fighter I	NFPA 1001
2	FF II	Fire Fighter II	NFPA 1001
3	AFF	Airport Firefighter	NFPA 1003
4	DO	Driver Operator. -Driver/Operator -Pumper -Aircraft Rescue and Fire-Fighting Apparatus -Mobile Water Supply	NFPA 1002
5	HazMat I	Hazardous Materials Awareness	NFPA 1072
6	HazMat II	Hazardous Materials Operations -Operations Core -OP MSC Personal Protective Equipment (6.2) -OP MSC Product Control (6.6)	NFPA 1072
7	HazMat III	Hazardous Materials Technician	NFPA 1072
8	HazMat VI	Hazardous Materials Incident Commander	NFPA 1072
9	FO I	Fire Officer I	NFPA 1021
10	FO II	Fire Officer II	NFPA 1021
11	FO III	Fire Officer III	NFPA 1021
12	FO VI	Fire Officer VI	NFPA 1021
13	FI I	Fire Instructor I	NFPA 1041
14	FI II	Fire Instructor II	NFPA 1041
15	FT III	Fire Instructor III	NFPA 1041

No	Code	Courses	References Material
16	FP I	Fire Inspector I	NFPA 1031
17	FP II	Fire Inspector II	NFPA 1031
18	FP III	Fire Inspector III	NFPA 1031
19	PE	Plan Examiner	NFPA 1031
20	Tele I	Telecommunications I	NFPA 1061
21	Tele II	Telecommunications II	NFPA 1061
22	ISO	Incident Safety Officer	NFPA 1026
23	AEP	Aerodrome Emergency Plan	GACAR139
24	GACAR139-1	Working with GACAR 139: Aerodrome	GACAR139
25	GACAR138-1	Working with GACAR 138: Heliports	GACAR138

(Note: GACA may recognize and accept other courses, not listed above, if such courses are approved by International Civil Aviation Organization for area of specialized function as acceptable to the President of GACA.)

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VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 13. WATER AERODROME CERTIFICATION PROCESS

Section 1. Requirements of Water Aerodrome Certification

7.13.1.1 GENERAL

A. GACAR Part 137 prescribes the regulations governing the certification of the water aerodromes in Saudi Arabia. All water aerodrome operators who intend to operate water aerodrome inside the kingdom and in the national waters of the Saudi Arabia aerodromes are required to comply with the requirements of GACAR Part 137.

B. This chapter of E-Book provides general guidance and procedures for water aerodrome safety inspectors and water aerodrome certification project managers on certification of water aerodromes in line with requirements of GACAR Part 137.

C. The water aerodrome operator is responsible to apply for certification of water aerodrome used for public as per classification given in Sub Part A of GACAR Part §137.105 and must apply in prescribed forms acceptable to the President as per application requirements given in Sub Part B of GACAR Part § 137.127.

D. The application for certification must be submitted in prescribed form F-137-211. The forms are available on GACA website and applicant must use only prescribed forms. GACA Inspectors should educate the applicants and operators about the various processes and requirements during the pre-bid meetings.

E. Once the water aerodrome certificate is issued to the water aerodrome; it is the responsibility of the water aerodrome operator to operate and maintain the water aerodrome as per the responsibilities of water aerodrome operator specified in GACAR Part §137.135 and the conditions prescribed, if any, in water aerodrome certificate.

F. This E-Book prescribes five phases for the process of certification of water aerodromes as acceptable to the President of GACA and are given in Section 2 of this chapter.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 13. WATER AERODROME CERTIFICATION PROCESS

Section 2. Phases of Water Aerodrome Certification Process

7.13.2.1 FIVE PHASE CERTIFICATION PROCESS

A. The purpose of this section is to provide guidance to water aerodrome safety inspectors and water aerodrome certification project manager on the five-phase certification process to be used for the certification of water aerodromes as per the provisions of GACA Regulations Part 137.

B. The five phases of water aerodrome certification process are briefly described below for guidance of the water aerodrome safety inspectors and water aerodrome certification project managers:

Phase 1: Certification Pre–application Phase (Expression of Interest)

Phase 2: Certification Formal Application Phase

Phase 3: Certification Document Evaluation and Competence Assessment Phase

Phase 4: Certification Technical Inspection and On-site Verification Phase

Phase 5: Issuance or Denial of water aerodrome Certificate Phase

(CPM/WASIs Guidance - The provisions in this section may be adjusted or adapted for the specific circumstances of each water aerodrome being certified depending upon use, capacity and complexity of the water aerodrome, though the basic process will remain the same. The water aerodrome certification project manager/water aerodrome safety inspectors should work more closely with other departments in GACA and will coordinate wherever certification process requires collaboration from other departments in areas of particular certification expertise such as environment or obstacles or safety management.

The phases of certification process, described in this chapter of E-Book, provide means of continuous interaction between the GACA and the applicant, from the time when applicant has expressed initial interest for the issue of the water aerodrome certificate. The water aerodrome safety inspector should encourage the applicants or water aerodrome operators

to get familiar with the requirements of the regulations and the processes of certification before applying for certification.)

7.13.2.2 PHASE 1 – CERTIFICATION PRE-APPLICATION PHASE

A. Pre-application phase is the first phase of certification process. The purpose of the pre-application phase is to interact with the applicants or water aerodrome operators and try to educate them through formal or informal meetings/online discussions, and to clarify quarries/questions about the certification process, regulatory requirements, formal application and preparation of water aerodrome operation manual, filling of statement of regulations compliance and list of non-compliances, in case applicable, and any other related documents.

(CPM/WASIs Guidance - The process of certification of water aerodrome starts from pre-application phase. This phase provides an opportunity for a prospective applicant/water aerodrome operator to determine the requirements for applying to obtain a water aerodrome certificate and how they should go about the process. Whilst this is a formal phase of the certification process, it is important that water aerodrome safety inspectors recognize that some potential applicants will have little or no knowledge of either the certification process(s) or the documents required. Providing the right guidance and reassurance at this stage to the applicant or water aerodrome operator can actually enhance both the certification process, and the likelihood of more compliances in the future.

The Pre-Application Phase can start in a number of ways. A potential applicant/operator can approach GACA for preliminary information on certification process or the applicant/operator may already be aware of a requirement for certification and may then approach GACA for further information. That applicant may do this in person, or in writing. It is also possible for GACA to initiate the pre-application phase (such as is the case of the implementation of new GACARs or revisions in the existing GACARs or new forms requirements etc.) by directly contacting the owners/operators to advise them of the need to comply with regulations. When required, water aerodrome inspectors should set up an informal meeting to discuss the potential applicant's needs – in some cases a potential applicant may decide at this point not to proceed, or to consider the matter further before starting a formal process. If the potential applicant decides to proceed, water aerodrome safety inspector may set up a formal pre-application meeting to begin formal certification process. Once formal process has begun all communications, meetings and correspondence should be recorded and filed.)

B. The pre application meeting(s) should discuss but not limited to the following:

1. Discuss the regulations applicable to the proposed water aerodrome;

2. Provide the applicant with a copy of the application forms or advise the applicant of the methods to download from website or to fill application online; and

3. Inform the applicant that a formal application is required as per procedures described in section 1 of this chapter after the satisfactory completion of pre-application meeting(s).

C. After the pre-application meeting, and having assessed the complexity of the proposed water aerodrome, the GACA Manager, in consultation with the General Manager will assign a water aerodrome certification team and water aerodrome certification project manager. Manager may also consider and coordinate using resources (if required) from other departments to assist the certification team and the process.

D. The assigned CPM will be the GACA designated team leader/focal point during the whole process of the particular water aerodrome certification. There may be one CPM for more than one water aerodrome at any given time depending the work load requirements.

E. Once the CPM has been designated, the manager should inform and notify the applicant or water aerodrome operator about the name of the CPM who will the responsible person during the whole certification process of the water aerodrome and shall act as focal point of GACA.

F. The water aerodrome certification project manager and certification team should conduct preliminary actions as follows:

1. Create a working certification file for the potential applicant or water aerodrome;

2. Conduct a review of the initially supplied or available information about the potential applicant or water aerodrome;

3. The CPM, if necessary, will inform the applicant to attend a formal pre-application meeting.

(CPM/WASIs Guidance - Generally, the five-phase certification process is discussed in the pre-application phase, in one, meeting. Experience has shown that for a small water aerodrome operator, it may be possible to provide all of the required information and/or to answer all of their questions, in one meeting or through an email/discussion. But in the case

of large water aerodromes and/or applicant with little or no experience of certification processes, the pre-application phase may involve a number of meetings, and the exchange of several letters, requests for information, and so on. It is important for the water aerodrome certification project manager to provide as much information as possible, and to assist the potential applicant/operator as far as possible - without compromising the integrity of GACARs.)

7.13.2.3 PHASE 2 – CERTIFICATION FORMAL APPLICATION PHASE

A. The formal application phase is an important phase and applicant must apply in forms as acceptable to the President of GACA as prescribed below:

1. Application for water aerodrome Certification (Form: F-137-211);

2. Statement of Regulations Compliance (Form: F-137-202 and F-137-203);

3. Nomination forms of Water Aerodrome Management Personnel (F-137-204);

4. Water Aerodrome Operation Manual (WAOM);

5. Safety Management System Manual (SMSM);

6. Water Aerodrome Emergency Plan (WAEP);

7. Water Aerodrome Security Plan (WASP); and

8. Any other relevant documents.

(Water aerodrome safety inspector Guidance: For water aerodrome safety inspectors, the formal application phase is the second phase of the certification process – but for applicants, it is important to file application with all required documents in one go to eliminate chances of rejection of application. Accordingly, in the pre-application phase, water aerodrome safety inspectors should educate and provide positive guidance and encouragement to the applicants – particularly when requiring the fulfilment of all required forms, documents and manuals.)

B. The following are key steps in the formal application phase:

1. To Receive the Formal Application: Ensure that all documents have been submitted by applicant and are complete in all respect. CPM should check the sufficiency of application using the prescribed checklist form.

2. To Evaluate the Application Package: Based on the checklist and initial survey of the application package, a decision should be made on whether or not to ask any further information or conduct discussion meeting or reject the application or initiate certification process as below:

(i) If the application and documents are complete then CPM should initiate the phase 3 of the certification process.

(ii) In case CPM observes that applicant has failed to submit required documents as mentioned in application form in spite of sufficient chances given to applicant, then CPM should return the application with reasons after consent of GM-ASD.

(CPM/WASIs Guidance - The water aerodrome safety inspector needs to consider the likelihood that the applicant may not submit the complete application package at first time, in such cases he should be given more time/chances. This will be primarily relevant for first time applicants where there is no previous experience. In such cases, water aerodrome certification project manager may inform or conduct an application meeting with applicant to resolve deficiencies or issues concerning the application package. If applicant fails to comply the application requirements in the given time even after repeated chances, then water aerodrome certification project manager may return the application with reasons in writing and terminate the certification process with consent of General Manager, ASD.)

7.13.2.4 PHASE 3 – CERTIFICATION DOCUMENT EVALUATION AND COMPETENCY ASSESSMENT PHASE

A. During this phase, the water aerodrome certification project manager shall assign the task to each team member for in-depth evaluation of all the documents for regulatory compliances. The CPM shall coordinate with other departments and send the relevant manuals and documents for their evaluation as per the specific expertise areas such as obstacle, security, safety and environment etc. if so required and shall follow up for their timely evaluation report so as complete the process in the given time schedule.

B. The documents to be reviewed should include, but not limited, the following:

1. The completed application (Form F-137-211);
2. Water Aerodrome Operation Manual, Safety Management System Manual, Emergency and Security Plans and other documents;

3. Statement of regulations compliance (Form F-137-202 and Form 137-203, if applicable); duly signed;
4. Nomination form for all the management personnel (Form 137-204); and
5. Other relevant attachments mentioned in the application form.

C. The water aerodrome safety inspectors, as assigned team members, are responsible to record any discrepancies found in manuals or any document and/or determined in discussion with other team members and submit the reports to the CPM in specified time. If there are any discrepancies are reported by team members, then CPM should inform the applicant to rectify the deficiencies in a given time failing which certification process will not continue until all the discrepancies are corrected and are satisfactorily resolved by the applicant.

D. If the discrepancies are resolved or there are no discrepancies, then the CPM will proceed to next phase of certification.

(CPM/WASIs Guidance - If discrepancies cannot be resolved, the CPM should inform the applicant in writing about all discrepancies discovered or observed in manuals or documents or operation procedures. However, it is better to give sufficient opportunity to the applicant to resolve all discrepancies in respective documents at this stage so that time could be saved during technical inspection and onsite verification).

E. Competency Assessment of Water Aerodrome Management Personnel

1. The competency assessment is applicable for the management personnel positions described in Sub Part A of GACAR § 137.107 and § 137.109. Water aerodrome operator must be asked to nominate the management personnel for various positions as per requirements prescribed in GACAR Part 137 Sub Part A and Appendix WA of this E-Book and to submit details of management personnel in Form F-137-204.

2. The competency assessment process for management personnel for the certification and authorization are different and must be implemented accordingly as described in relevant sections of this e-book under certification which is based on conducting written test and interview for certification, and under authorization which is based on application assessment only.

3. The number of management personnel for a particular water aerodrome will depend

on the water aerodrome size, operation complexity and the volume of the seaplane operations. The applicant or water aerodrome operator, if assign more than one functions for any one management personnel, then it's necessary to ascertain that such nominated management personnel possess sufficient qualification and experience to handle such all allocated functions.

4. Water aerodrome Certification Project Manager will examine the nomination form and if management personnel found meeting basic prescribed qualification, experience, training and other requirements, and then in case of certification will coordinate for fixing date and time with applicant or water aerodrome operator to conduct the competency assessment test and interview for the nominated management personnel.

(CPM/WASIs Guidance – The CPM shall propose assessment committee and get it approved from General Manager before conduct of competency assessment. The question paper and scope of the interview must be pre-decided. CPM must ensure that competency assessment is conducted in a fair, transparent and quality manner. The competency test may be conducted online or in office of GACA. The applicant or water aerodrome operator should be informed well in time with preferably a five-day advance intimation for the date and time for competency test and interview. It is better to conduct both written test and interview on the same date in sequence.)

F. The competency assessment must be conducted:

1. Before issuance of the water aerodrome certificate; or
2. When there is an internal change of water aerodrome management personnel at a certified water aerodrome; or
3. When water aerodrome operator intends to employ some new water aerodrome management personnel from outside of the water aerodrome operator organization.

(CPM/WASIs Guidance – The competency assessment is mandatory for all prescribed management personnel positions before he/she can be assigned such position. In case of a change in management personnel or fresh recruitment of management personnel, the same criteria must be adopted for competency assessment as done in case of the water aerodrome certification process. In case, that the applicant or water aerodrome operator intend to recruit management personnel from outside organization or from foreign countries, then water aerodrome operator should be asked to finalize the prospective candidates in advance before they are nominated for acceptance of GACA. If appropriate infrastructure is available, the competency written test and interview should preferably be conducted online and on the same day. However, the competency assessment, in case

of authorization, is based on application evaluation (CV meeting the prescribed qualification, experience and training requirements) only as described under authorization section of this e-book and there is no requirement of test and interview.)

G. Method of Competency Assessment for Certification

1. The competency assessment for certification process/certified water aerodrome will have three parts; Basic Requirements (Qualification, Experience and Training); Written Examination and Interview as given in table below:

S. No.	Method	Competency Assessment Criteria	Possible Marks
1	Basic Requirements	Qualification (Mandatory - Reference Appendix WA-2)	Mandatory 00
		Experience (Relevant to Position - Reference Appendix WA-2)	10
		Trainings (Relevant to Position - Reference Appendix WA-3)	10
2	Written Examination	• Knowledge of Functional Areas; • Knowledge of related ICAO Annex, Manuals and Docs; and • Knowledge of related GACARs. (Reference Appendix WA-3 for all)	50
3	Interview	• Planning Skills; • Communication Skills; • Team Work Skills; • Decision Making; • Leadership Qualities; and • Situational Competence.	30

2. The requirements of minimum qualification, experience and training for management personnel are defined in Appendix WA 2 and 3. The minimum qualification is mandatory for eligibility and has no marks allocation.

3. The marks allocated for experience will be determined based on number of years of relevant experience and maximum marks can be allotted up to ten marks (i.e., five marks for the defined minimum experience (years) as mentioned in Appendix WA-2 and one mark for each additional year of experience).

4. The marks for training can be allotted up to ten marks based on the number of trainings

in relevant functional area. The marks for training will be allotted as two marks for each training up to maximum of five trainings obtained in last five years before the date of nomination and shall also include the refresh training courses. The list of training courses is broadly described in Appendix WA-4. However, beside the listed training courses, any training course conducted by ICAO or ACI or any GACA approved organization are also acceptable to meet training requirements.

5. The competency assessment for water aerodrome management personnel for certification process or certified water aerodromes shall be conducted thorough written test and interview for all the positions of management personnel, described in GACAR 137 Sub Part A. The competency assessment should be conducted through a process of pre-set questions papers and pre-approved interview assessment committee as per syllabi broadly prescribed in Appendix WA-3 of this E-Book.

6. The competency assessment outcomes of the water aerodrome management personnel are measured against qualification, experience, training, subject knowledge and managerial skills. The outcome result of competency assessment shall be categorized based on basic requirements, performance in written examination and interview as below:

(a) Accepted;
(b) Accepted with Conditions; and
(c) Not accepted.

S. No.	**Water Aerodrome Classification** (Reference GACAR §137.105)	**Competency Assessment Criteria (Based on Total Marks Obtained)**			**Remarks/ Conditions**
		Accepted	**Accepted with Condition(s)**	**Not Accepted**	
1	Certified Water Aerodromes	70 and above	Between 60 to 69	Less than 60	Conditional Acceptance will be valid for one year.

7. CPM must ensure that written test and interview are conducted in fair, transparent and quality manner. In case management personnel are accepted with conditions or rejected then CPM shall mention the conditions and reasons in the evaluation form F-

137-205.

8. CPM will prepare a confidential evaluation report including the final recommendations from the interview committee. CPM will submit evaluation in prescribed form (Form: F-137-205) along with the final report.

9. The competency assessment for water aerodrome management personnel for authorization process or authorized water aerodromes shall be conducted based on information provided by the applicant or operator in form F 137-204. The CV submitted by applicant/water aerodrome operator along with the application shall be evaluated by verifying the submitted credentials that nominated management personnel meet the prescribed requirements for qualification, experience and training as prescribed appendix WA-3 and WA-4 of this E-Book. If the nominated personnel meet all prescribed requirements, he/she is assessed as acceptable. There are no marks criteria, written test and interview required for authorization and meeting the minimum requirements of qualification, experience and training is considered as acceptance of management personnel.

7.13.2.5 PHASE 4 – TECHNICAL INSPECTION AND ONSITE VERIFICATION PHASE

(CPM/WASIs Guidance: The purpose of the technical inspection and onsite verification phase is to validate that an applicant and the water aerodrome complies with both the regulatory requirements, and the processes and procedures identified in the submitted compliance statement report and water aerodrome operation manual and other documents, and to examine the water aerodrome physical characteristics, facilities, markings and lighting etc. The CPM and team members will carry out technical inspection and onsite verification by conducting water aerodrome visit. CPM should ensure that all necessary internal approvals to conduct water aerodrome visit are taken for all team members and water aerodrome entry permissions are organized and water aerodrome operator is coordinated well in advance of the water aerodrome visit.)

A. Water Aerodrome Inspection:

1. **Planning of Inspection.** CPM must plan, organize and conduct water aerodrome visit with team of inspectors for technical inspection and on-site verification as per defined scope of water aerodrome inspection program. CPM shall inform the water aerodrome operator about conducting of water aerodrome site inspection well in advance, at least 5 working days before the schedule inspection and plan the conduct of inspection in

following manner:

i. **Pre-inspection Briefing.** The CPM shall conduct a pre-inspection briefing meeting with water aerodrome management personnel and other important functionaries before starting of the inspections. The meeting discussions should include the purpose, scope, schedule and modalities of the inspection.

ii. **Administrative Inspection.** The administrative inspection should include the verification of water aerodrome operation manual, operation procedures, safety management systems manual, emergency plan, security plan including such items as runway safety teams, runway condition reporting, movement area inspection procedures etc. (as applicable); obstacle control procedures; water aerodrome emergency response, and RFF training records; documentation of the annual review of the water aerodrome emergency exercises, including full-scale emergency exercise; and the water aerodrome operator's records of the audits of self-assessment and other service provider's such as deck handling, maintenance and fuel service providers.

iii. **Water Aerodrome Inspection.** The water aerodrome inspection including the inspection and checking of movement area, water runway, strips, clearway, taxi-lanes, mooring and anchoring areas etc. in order to ascertain the compliance and condition of water surfaces, depth, markers and markings, lighting, signs etc.; checking for potentially hazardous conditions if construction work is in progress such as stockpiled material, inadequate construction area markings, boats/equipment in the movement area; inadequate marking and lighting; equipment operations in the movement area to verify that only authorized boats/vessels have access to the area and that the required procedures are being followed, the boats/vessels/equipment are properly marked and the drivers know and use the proper communication terminology; checking that the public is protected against unauthorized entry to the movement area; checking for wildlife and aquatic hazards; checking wind direction indicators and obstacle lights.

iv. **Water Aerodrome Rescue and Fire Fighting Inspection.** The water aerodrome emergency response, rescue and fire-fighting vessels including the checking of training records; random testing of the knowledge of firefighters; checking that the vessels/equipment are in position, functional and meets the category of the water aerodrome, checking the extinguishing agents; checking of response time,

examining protective clothing and fire-fighting and rescue vessels, tools and supplies stocks in the inventory.

v. **Fuel Facility Inspection.** In case water aerodrome is provided with fuel facilities then examination of the records, checking that the water aerodrome fire-fighting standards are adequately covered in inspection checklist of fuel facilities including fuel sampling check for compliance with applicable quality requirements.

vi. **Night Inspection.** In case night operations are applicable, the night inspections and checking for compliance with the standards related to water aerodrome lighting such as water runway, strobe lights and flood lighting, signage, water aerodrome beacons, wind direction indicator lighting; obstacle lighting, power supply systems.

vii. **Post-inspection Briefing.** The post inspection briefing with the water aerodrome management personnel is important and must be conducted for formal briefing of significant outcomes of the technical inspection and on-site verification. CPM shall take feedback from all water aerodrome safety inspectors and should lead the briefing meeting including brief on the observations during inspection and the determination of appropriate further action. CPM should inform the water aerodrome operator that the detailed inspection finding report shall be communicated officially.

B. **Technical Inspection.** The technical inspection of the water aerodrome will be conducted as per provisions given in technical inspection checklist form: F-137-212.

1. The CPM will analyze the regulations compliance statement (Form: F-137-202 and F-137-203) submitted by the applicant or operator. If there are any non-compliances then risk assessment, mitigation measures and corrective action plan submitted by the water aerodrome operator along with application should share with team members. The respective team member (water aerodrome safety inspector) must conduct on-site checks for all the non-compliances, proposed mitigation measures and ascertain the safety residual risks of such non-compliances are in acceptable parameters according to the safety risk analysis before accepting the corrective action plan.

2. The water aerodrome safety inspectors will conduct the technical inspection of their assigned areas irrespective of operator's non-compliance report and submit the

findings in prescribed form F 137-212 to the CPM including observations on already submitted non-compliances.

3. On completion of the technical inspection, CPM is responsible to prepare the final technical inspection report in the prescribed form (F-137-212) based on water aerodrome safety inspector's reports. Water aerodrome safety inspectors should also use the same form while submitting their report to CPM for their respective inspection areas.

(CPM/WASIs Guidance – Generally technical inspection and on-site verification shall be conducted together in the same visit of water aerodrome. However, where technical inspection is conducted separately due some reasons, then the technical inspection report will be one of the reference documents for the on-site verification inspection beside verifications of water aerodrome operation manual, operation procedures and other documents. Further, in case technical inspections have previously been conducted, and depending on the changes that occurred at the water aerodrome since the last technical inspection, WASIs can undertake a follow-up technical inspection instead of a full technical inspection during on-site verification inspection.)

C. **On-site Verification.** The on-site verification inspection will be conducted as per provision given in the On-site Inspection Form: F-137-213. Water aerodrome safety inspectors should cover at least the following during on-site verification process:

1. The water aerodrome operation manual, safety management system manual, emergency plan, operating procedures, operator inspection reports, water aerodrome operator non-compliances, if any and the technical inspection outcomes if already conducted;

2. The on-site verification must confirm that the water aerodrome operations are carried out effectively in accordance with procedures described in the water aerodrome operation manual and the applicable GACA regulation;

3. The on-site verification of the SMS is normally included at this stage. However, a specific verification of the SMS can be conducted separately if so felt necessary. Water aerodrome safety inspectors should consult the provisions given in E-Book volume 2-Safety Management Systems while assessing the sufficiency of SMS Manual. In case of initial certification process, on-site verification of the SMS should focus explicitly on the components required for issuing the certificate and, when SMS is implemented, check and verify all other requirements;

4. The on-site verification takes into account the results of the previous technical inspections and the associated corrective actions, if relevant. If the on-site verification team notices any more discrepancies or deviations from the earlier technical inspection reports, they should be included in the team's report;

5. If the water aerodrome operator is not directly responsible for some of the activities within the scope of certification, the certification team must check that there exist an appropriate and verifiable arrangement between the water aerodrome operator and other such stakeholders or service providers;

6. CPM will conduct a post inspection meeting with water aerodrome operator along with teams to brief the noteworthy outcomes of inspection in general and inform operator that finding report will be sent separately. The findings which have significant safety concerns must be included in the post briefing meeting.

7. Post completion of the on-site verification, CPM will prepare final on-site verification report in the prescribed Form: F-137-213 after obtaining feedback and inspection reports from all team inspectors of the inspection team. Water aerodrome safety inspectors shall use the same form while submitting their report to CPM for their respective inspection area.

(CPM/WASIs Guidance: The phase four activity considers that technical inspection and on-site verifications should be carried out simultaneously by the certification team. The CPM will ensure that functions described under technical inspection and on-site verification are fully assessed and completed during water aerodrome visit. In case technical inspection and on-site verification are planned separately, then CPM shall take prior approval from General Manager for organizing technical inspections and on-site verification separately on case-to-case basis if so necessary.)

(CPM/WASIs Guidance – The purpose of technical inspection, on-site verification and surveillance audits are to validate that the applicable regulations are compiled by operators to ensure safety at water aerodromes. The quantum and scope of the inspections should be determined considering the size of infrastructure and facilities of water aerodrome, type of operations of seaplanes and competence of the management personnel of the water aerodrome. The technical inspection and on-site verification for certification should be combined and be conducted together. WASIs must educate and encourage the water aerodrome operators and other stake holders to adopt practices in compliance with the regulations and inculcate the importance of safety culture among employees during the inspection visits. The water aerodrome inspection for authorization is not mandatory and CPM must take a decision on requirements of such inspection, if necessary,

depending on complexity of the water aerodrome and its operations. The inspections and surveillance audits should not be used as tool for punishment instead practice for compliance of regulations by way of encouragement and enforcement. Water aerodrome safety inspector should try to avoid hasty and emotional reporting. The water aerodrome safety inspector should always read what he wrote in aggravation after a "cooling off" period, and see if it still reflects a true and accurate picture of the event. Consultation with other inspectors and the manager can sometimes be very effective, and therefore should be practiced. Water aerodrome safety inspectors while writing finding report must classify the findings and be sure of the regulation requirements and the observations which are general in nature should not be included in the final finding reports).

D. Analysis of the Findings and Preparation of Findings Report

CPM will obtain written findings reports from all team inspectors and classify the findings as per provisions given in GACAR Part 137 Subpart A § 137.121. All well-judged findings must be recorded on prescribed finding form (Form: F-137-214), with reference made to the relevant regulation requirements. The findings will contain a factual description of the issue revealed during the inspections or audits and they will not include recommendations or proposed mitigations/corrective actions. The findings will be categorized by level of its nature and significant risk as level 1, 2 or 3 as prescribed in GACAR § 137.121and elaborated below:

1. Level-1 Finding:

i. A level 1 finding is any significant non-compliance with the GACAR Part 137 requirements which lowers the safety standard and hazards seriously the flight safety. This non-compliance might be with the applicable provisions of one or more of the following:

a) Civil Aviation Law of KSA;
b) GACA Regulations;
c) Certification Requirements of Water Aerodrome Operator;
d) Conditions of an Existing Water Aerodrome Certificate; or
e) Water Aerodrome Operator's Water Aerodrome Operation Manual, SMS, Operation Procedures, Emergency Plan or any other such systems.

ii. In determining whether Level 1 will be assigned to a particular finding, the water aerodrome safety inspector or water aerodrome certification project manager

exercise sound judgement. The CPM will seek General Manager concurrence, prior to formally reporting the findings to water aerodrome operator.

iii. Timeframe for Corrective Actions for L1 Finding - Depending on the seriousness of the finding, its impact on the safety and if necessary a risk assessment by the operator, the water aerodrome certification project manager may give the water aerodrome operator, up to seven days to close the findings.

iv. Where a particular Level 1 finding requires an action on the spot because of its seriousness and impact on safety of seaplane operation (such as closing a part of the water aerodrome or suspension of seaplane operation at the water aerodrome or issue of NOTAM etc.), the water aerodrome certification project manager will take immediate concurrence from manager or general manager and notify the water aerodrome operator about the decision by email pending formal notification.

v. Some of the corrective actions for Level 1 findings may require a longer time than the time set by the water aerodrome certification project manager or safety inspector. In such extreme circumstances, the water aerodrome certification project manager may extend the timeline up to maximum of 15 days based on the risk assessment outcomes, mitigation measures and corrective action plan provided by the water aerodrome operator and seriousness of the finding.

vi. In case, where water aerodrome safety inspector observes and conclude that water aerodrome operator is not taking timely action for L-1 findings, may decide to potentially place a restriction/condition on the operations of the water aerodrome or initiate an enforcement action.

2. Level-2 Finding:

i. A level 2 finding is any non-compliance with the GACAR Part 137 requirements which could lower the safety standard and possibly hazard the flight safety. Level 2 finding are those which cannot be levelled as L1 findings but are a non-compliance with the law or regulations or a finding against the water aerodrome operator's water aerodrome operation manual or operating procedures or safety management system, which could possibly pose hazard to the seaplane operational safety or which could lower the safety standards at water aerodrome if not corrected in a definite time.

ii. Timeframe for Corrective Action for L-2 findings - The water aerodrome safety inspector/water aerodrome certification project manager, based on his/her judgment, may grant up to 30 days for the corrective actions for closing of level 2 findings. However, it is up to the water aerodrome certification project manager to consider any required extended timeline based on the risk assessment and corrective action plan provided by the water aerodrome operator and possible impact of the findings on safety or suggested mitigation measures at water aerodrome. Additional time up to 90 days may be considered by the CPM based on risk assessment outcomes, mitigation measures and proposed corrective action plan of the water aerodrome operator.

iii. Repeated or multiple Level 2 findings in a particular area or not taking action on accepted corrective action plan for rectification of the finding in spite of repeated reminders, such finding could be considered an indication of deterioration of the water aerodrome operator's standards and controls. In this case, the water aerodrome safety inspector may decide to raise it to Level 1 and potentially place a restriction/condition on the operations of the water aerodrome or initiate an enforcement action.

3. Level-3 Finding:

i. Level 3 finding is an observation or recommendation to improve safety standards and/or achieve a better practice by addressing deficiencies that may lead to potential findings of Level 2 if not corrected. Level-3 finding is considered an opportunity to improve safety standards and/or achieve a better practice by addressing:

a) Opportunities for improvements; or

b) Identified deficiencies that may lead to potential findings of Level -2 if not corrected.

ii. Timeframe for Corrective Actions for L3 findings – Generally L3 findings are not assigned any timeline by water aerodrome safety inspector/water aerodrome certification project manager and are left to water aerodrome operator to suggest a corrective action plan to remove/address such observations. The water aerodrome operators are accepted to complete and close such findings at the earliest and provide for the corrective action plan to be implemented with specified

time period. However, not all Level 3 finding will necessarily warrant time line and therefore may be closed based on the water aerodrome operator's acknowledgement and suggested/accepted action plan. The time line for L3 findings generally assessed based on consultation and its safety impacts and be accepted more than 90 days, if reasonably justified.

(CPM/WASIs Guidance - The evaluation and categorization of the findings is important. The water aerodrome safety inspector will evaluate the inspection or audit results to establish which findings are reportable and provide its category as Level 1, Level 2 or Level 3 in his finding report to CPM in a manner explained below. CPM must review all findings received from water aerodrome safety inspectors and prepare the final finding report providing each finding its justifiable level of category.

How to decide finding level 1, 2 or 3? - Simply to start at the top and consider whether what you have found in your inspection or audit is a significant safety hazard and MUST be fixed immediately to prevent the hazard either because of law, regulation, operation procedures or safety requirements – if yes, it is a Level 1 Finding. And where you found that finding if not rectified in a specific time schedule may be a cause of safety concern either because of law, regulation, procedure or safety requirement – if yes, it's a Level 2 finding. Everything else observed, which likely to become level 2 finding if not attended in given time is categorized as Level 3. Further, any finding for which WASIs do not have any standard for the raised "observation", it should be typically marked as category Level 3.

Level 1 finding is a serious category of finding and has its consequences on safety of operations at water aerodrome. The water aerodrome safety inspector must assess the finding thoughtfully and justifiably and then should classify accordingly. This category of finding, if not rectified by the water aerodrome operator immediately or in the specified time, will result in restrictive conditions on the proposed water aerodrome or result in the refusal of the issuance of a water aerodrome certificate in case of the water aerodrome certification. However, in case of verification audit for operating water aerodromes or in a periodic surveillance audit, this category of finding requires immediate corrective or containment action by the water aerodrome operator, failure of which will result in limitation or suspension of operations, or suspension or cancellation of the existing water aerodrome certificate. The time line for such findings must be decided based on safety risk assessment and seriousness of safety concern of the finding.)

The water aerodrome certification project manager should always analyze the water aerodrome safety inspector finding report and establish the following before finalizing the final finding report:

a) Is the deficiency an isolated error or a system breakdown?

b) Is the water aerodrome operator already aware of the problem?

c) Has the deficiency been reported during previous audits?

d) Can corrective action rectify the problem before the report is prepared? However, in such cases, the finding should still be raised as a finding.

L-2 findings are those which can possibly pose the safety hazard if not attended in a specific time period. L-2 findings are caused by any non-compliance of law, regulations, operation procedures of water aerodrome manuals, safety management manuals etc. L-3 findings are considered as the observations.).

E. Final Finding Report

CPM will prepare a final finding report in prescribed form (Form: F-137-214) giving final finding levels as described above and then get it internally accepted from general manager. This final finding report must consider the earlier submitted non-compliances submitted by operator along with application and include them in this finding report appropriately. Once accepted by general manger, CPM will convey the finding report to the water aerodrome operator requesting submission of the water aerodrome operator response to provide initial risk, mitigation measures, corrective action and residual risk and start and completion dates correction action plan etc. The water aerodrome operator shall use and provide submissions in the same prescribed form (Form: F-137-214). Once water aerodrome operator submits this form and submissions are acceptable to the CPM, the form F-137-214 is now considered as accepted corrective action plan of the operator and is monitored by CPM.

(CPM/WASIs Guidance – The form F-137-214 is a common form for final findings from GACA-Water Aerodrome Safety Inspectors/ Water Aerodrome Certification Project Manager and submitting of Corrective Action Plan by the applicant or water aerodrome operator. Once findings are communicated to the applicant or operator, the corrective action plan should be submitted by the applicant/ operator in the same form providing all information as per defined column.)

F. Acceptance of Corrective Action Plan

1. The water aerodrome operator must submit the Corrective Action Plan in Form F-137-214 giving details of the proposed action for rectification of each finding with specified timeframe as per the category of the finding's level. CPM should satisfy

himself of the corrective action plan submitted by the water aerodrome operator and accept the same before recommending the application for issue of certification of water aerodrome. CPM may discuss, if not satisfied with corrective action plan, with applicant or operator to modify the corrective action plan to its satisfaction.

2. Once the corrective action plan has been accepted, the CPM will convey the same to the water aerodrome operator and continue monitoring the progress and compliance of findings by means of feedback or periodical progress reports from water aerodrome operator. The findings of level 1 and level 2 must be completed and complied by the water aerodrome operator within the specified timeframe. Level 3 findings (observations) should be monitored through monthly or quarterly reports from water aerodrome operator or by periodical inspections and/or by surveillance inspection and audits, depending upon the complexity of the water aerodrome.

(CPM/WASIs Guidance – Corrective Action Plan is an important commitment of the water aerodrome operator. Water aerodrome certification project manager must ensure that the corrective action plan addresses all findings and provide appropriate measures with the specified timeframe as per marked finding levels. If there are some gaps, CPM should ask the operator to modify or complete the same before accepting the corrective action plan.)

G. Acceptance of Water Aerodrome Operation Manual

The water aerodrome operation manual is one of the vital documents of the certification process and has to be accepted prior to the issuance of the water aerodrome certificate. Considering the capacity and complexity of the water aerodrome, all the assigned water aerodrome safety inspectors should review the provisions of the water aerodrome operation manual and operating procedures for its sufficiency before conduct of the water aerodrome inspection and on-site verification. CPM should check the manual thoroughly to include the following:

1. The contents and provisions of the water aerodrome operation manual must be checked using the checklist given in appendix WB-2 of this E-Book. If required, necessary clarification from operator may be obtained;

2. Prior to the acceptance of the water aerodrome operation manual, the CPM should also verify that:

   a) The water aerodrome operation manual contains all the information as required by GACAR 137 Appendix-A-2; and

b) All the data, information and procedures related to water aerodrome are provided in the water aerodrome operation manual and have been assessed, verified and validated during the on-site verification.

3. The CPM, once fully satisfied that water aerodrome operation manual is in order and can be accepted, will initiate action for internal process of manual acceptance.

4. The CPM will formally inform to the water aerodrome operator when the water aerodrome operation manual is accepted. The acceptance of water aerodrome operation manual can be combined with the issuance of the certificate. A copy of accepted manual shall be sent to the water aerodrome operator by CPM along with the water aerodrome certificate.

7.13.2.6 PHASE 5 - CERTIFICATE ISSUANCE PHASE

A. When the applicant has met applicable regulatory requirements and water aerodrome inspection has been completed, and there are no findings or deviations are reported or once the corrective action plans are accepted and mitigation measures are agreed upon, the CPM will initiate the proposal for issuance of the certificate for approval and signature of the President. The CPM will complete the following actions and ensure that the certificate recommendation file contains the following (as applicable):

1. The application for water aerodrome certification (Form: F-137-211);

2. Water Aerodrome Operator's Statement of Regulations compliance (Form: F-137-202 and 137-203);

3. Water Aerodrome Management Personnel Competency Assessment Evaluation Report (Form: F-137-205);

4. CPM Technical Inspection Report (Form: F-137-212) and On-site Verification Report (Form: F-137-213);

5. CPM Findings and CPM accepted Corrective Action Plan (Form: F-137-214);

6. Accepted Water Aerodrome Operation Manual;

7. Certification recommendations, signed by CPM;

8. Water Aerodrome Certificate form duly filled for signature of President; and

9. Any other document necessary for the President consideration.

B. CPM will submit the certification proposal on a file to the President through Manager and General Manager, ASD. When no findings are reported or once the corrective action plans are accepted and mitigation measures are agreed upon, the President of GACA may accept the issuance of the water aerodrome certificate to the applicant or water aerodrome operator considering the recommendation of CPM, Manager and General Manager.

C. The issuance of a conditional certificate may be considered by the President in special circumstances. In such cases the conditional certificate will contain the specific condition under which the certificate is issued, and the time by which that condition needs to be rectified.

D. Status of certification of water aerodromes must be promulgated in the aeronautical information publication. Once certificate is signed/issued by the President, CPM will ask the operator to inform to AIS Department along with duly filled form F-137-207 through Manager and GM- ASD about the status of certification and AIP promulgation.

E. In case, the certification process is unsuccessful, due to either termination of certification process or non-compliances of the regulation requirements or denial by the President or non-responsiveness of the applicant/operator, CPM shall brief the General Manager, ASD and letters will be written to the applicant/water aerodrome operator describing the reasons for termination or denial of the certification, as the case may be.

(CPM/WASIs Guidance: There may be situations where findings are reported or there are deviations from regulations, in such cases, water aerodrome certificate will only be recommended once mitigation measures to ensure safety are agreed upon, residual risk assessment are in acceptable limits and corrective action plan for the findings is accepted. If an applicant is unable to meet certain requirements for the issue of a certificate, applicant has to demonstrate through safety risk mitigation/aeronautical study that they can conduct water aerodrome operation safely whilst they achieve compliance with the requirements. In such cases, the President may consider to issue an 'exemption' from the regulatory requirement for a specific period. An exemption issued generally will be time limited – that means, it will not apply indefinitely, and the applicant has to provide evidence that they will achieve full compliance within a reasonable period of time and safety of operation is not compromised.)

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 13. WATER AERODROME CERTIFICATION PROCESS

Section 3. Water Aerodrome Certification Activity Schedule

(CPM/WASIs Guidance: The water aerodrome certification activity schedule has been described for better understanding of the water aerodrome safety inspectors and water aerodrome certification project manager for the five-phase certification process and its timelines explaining phase wise work activity schedule. The certification schedule should not exceed more than 120 working days for the entire process. However, if there are delays from the applicant or water aerodrome operator in replaying to findings or clarifications then such delayed period shall not be counted as process activity period. The stage activity table below describe who, what and when for ease of understanding.)

7.13.3.1 PHASE 1: PRE–APPLICATION PHASE (5 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
Stage I	Applicant/ Water Aerodrome Operator	Applicant/Water Aerodrome Operators, willing to obtain the water aerodrome certificate from GACA, should: (a) Designate a water aerodrome focal point officer (WFPO). Inform GACA. (b) Submit Expression of Interest to GACA- Aviation Safety & Environmental Sustainability Sector. (c) If required, request a meeting with Manager or General Manager of ASD-GACA and understand the regulation requirements for certification.	(a) Water Aerodrome Focal Point Officer (WFPO) will be the coordinating officer with GACA and he/she should be familiar with all procedures and requirements of the process for obtaining the water aerodrome certificate.

Stage II	Manager/ GM, ASD-GACA	(d) Select the certification team of WASIs and assigned the Certification Project Manager (CPM) as team leader for certification process of the proposed water aerodrome. (e) Inform the water aerodrome operator with contact details of CPM as Certification Team Leader of GACA. (f) Manager/CPM encourage and conduct pre-application discussion with applicant/water aerodrome operator. Brief him/her about requirements of the certification process.	(b) Within 5 working days on receipt of expression of interest for the certification of water aerodrome.

7.13.3.2 PHASE 2: FORMAL APPLICATION PHASE (20 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
Stage I	Applicant/ Water Aerodrome Operator	Applicant/Operator when submitting formal application, must check that: (a) Formal application (Form-F-137-211) is correctly filled & submitted; (b) Ensure Statement of Regulations Compliance (Form-F-137-202) is enclosed; (c) Ensure list of non-compliance, if applicable, with mitigations measures and risk assessment is submitted in the prescribed form F-137-203; (d) Ensure Water Aerodrome Operation Manual (WAOM) is enclosed; (e) Ensure Safety Management System Manual (SMS) is enclosed; (f) Ensure Water Aerodrome Emergency Plan (WAEP) is enclosed; (g) Ensure Water Aerodrome Security Plan (WASP) is enclosed; (h) Ensure nomination form F-137-204 for all management personnel are enclosed (Submit separate form for each management personnel). (i) Any other documents-Enclosed copy.	(a) After pre-application phase and readiness of the applicant/water aerodrome operator. Applicant/operator should submit application as soon as possible after the pre-application meeting. (b) The time period for this activity will start from the date of receipt of formal application in the office of GM-ASD.

Stage II	GACA Certification Project Manager (CPM)	(a) GACA-ASD receive the formal application from water aerodrome operator and GM assigns the task to CPM. (b) CPM examine the sufficiency of the application as per requirement of information/data in form F-137-211 and ensure all the required documents are submitted by the applicant/water aerodrome operator as stated in the form. (c) If CPM observe some deficiency in application, he/she must request the applicant/water aerodrome operator to submit the same within a given time schedule. (d) In case applicant/water aerodrome operator fails to comply application requirements even after reminders, then CPM recommend to Manager and GM-ASD to return the application giving reasons. Once agreed by GM, CPM returns the application to the applicant/operator. (j) In case application is complete and in order, then CPM must initiate the evaluation process and assign the task to the pre-assigned team of WASIs.	(a) On receipt of formal application from the applicant/water aerodrome operator. (b) This stage should be completed by CPM within 15 working days i/c the time for clarifications, if any, from the applicant/ operator.

7.13.3.3 PHASE 3: DOCUMENT EVALUATION & COMPETENCY ASSESSMENT PHASE (40 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
Stage I	WASIs and Certification Project Manager (CPM)	(a) CPM coordinate and identify the WASIs from team for particular type of task including WASIs from other departments such as AIS, RFF, SMS and Environment etc. (b) Send relevant part of the water aerodrome operation manual or any other documents to the identified WASI i/c of other departments for their review and feedback reports. CPM to keep monitoring for timely feedback from all assigned WASIs. (c) All WASIs evaluate application, WAOM and other documents. Submit their report to the CPM. (d) CPM compile all the findings/ observations received from WASIs and interact with Water Aerodrome Operator Focal Point for clarification on observations. (e) CPM ensure sufficiency of Water Aerodrome Operation Manual for any deficiencies or modifications required. Water Aerodrome Operation Manual should be finalized before conduct of the water aerodrome visit. (f) Once all internal evaluation is concluded and clarifications are obtained, CPM shall prepare schedule for conduct of water aerodrome technical inspection and on-site verification. Take internal approvals from Manager and GM-ASD and inform the applicant/	(a) On the date of decision to continue with certification process. Activity a, b, c, d, e and f should be so arranged that all actions are completed in 40 working days. (b) CPM will define time line for applicant giving not more than 15 days to reply to GACA clarifications or/and findings. (c) CPM will inform water aerodrome operator at least 5 working days in advance before the conduct of water aerodrome visit for Technical Inspection and On-site Verification.

		water aerodrome operator well in time.	
Stage II	Water Aerodrome Certification Project Manager (CPM)	(a) CPM coordinate with water aerodrome operator for conduct of the competency assessment of all management personnel and fix the dates and time for conduct of online test and interview; (b) CPM proposes and take approval for interview committee from Manager and GM-ASD. (c) Competency test should be conducted before water aerodrome visit so as to involve the relevant management personnel in technical inspection and onsite verification. (d) CPM arrange and conduct the competency test and interview as per prescribed procedures in this E-Book. (e) CPM carryout evaluation in prescribed form F 138-105 and process competency assessment results for acceptance of the management personnel. Inform the water aerodrome operator once accepted or rejected.	(a) CPM will inform water aerodrome operator at least 5 days in advance before scheduling the dates of conduct of competency test and interview. (b) This phase should be completed by CPM before visit of water aerodrome for technical/on-site inspection within given time schedule of 40 Working Days for this phase.

7.13.3.4 PHASE 4: TECHNICAL INSPECTION AND ONSITE VERIFICATION PHASE (45 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
Stage I	WASIs and Water Aerodrome Certification Project Manager (CPM)/ Manager	(a) Water Aerodrome Manager conduct meeting with CPM and water aerodrome certification team members and brief Water Aerodrome inspection agenda and protocol. (b) CPM and Team members conduct water aerodrome visit for technical inspection and on-site verification of the water aerodrome facilities, equipment and onsite verification of manuals and operating procedures. CPM manage the inspection as per defined procedures given below: (i) Pre-inspection briefing; (ii) Administrative Inspection; (iii) Movement area inspection; (iv) Water Aerodrome Emergency Response & RFF inspection; (v) Night Inspection; if applicable; (vi) Post-inspection briefing. (c) CMP inform the water aerodrome operator briefly about observations, any significance safety concerns and major outcomes of inspection during post inspection briefing. Inform that finding report will be sent separately. (d) Water aerodrome certification team members return back to their duty place.	(a) Water aerodrome technical inspection and onsite verification will be planned for 1, 2 or 3 days depending upon the size, operations and complexity of water aerodrome to cover all parts of the inspection. This stage should be considered maximum of 5 working days including travel time.

Stage II	WASIs/ Water Aerodrome Certification Project Manager (CPM)/Manager	(a) Each WASIs compiles all his/her findings in the prescribed form F-137-214 and evaluate them in line with GACARs requirements and classify each finding as L1, or L2 or L3. All WASIs submit their finding report to CPM. (b) CPM evaluates all finding reports of WASIs and compiles as one amalgamated report in Form F-137-214. CPM will also review the correctness & classification of findings as L1, L2 or L3. (c) CPM take internal approvals on final finding report from Manager and GM-ASD. (d) CPM conveys the findings to the applicant/water aerodrome operator asking to submit clarification and corrective action plan with mitigation measures in the same form F-137-214 in a given time schedule. CPM mention time in finding report forwarding letter.	(a) Inspection report should be completed by the WASIs and submitted to CPM within 5 working days from the date of completion of water aerodrome inspection. (b) Final finding report should be prepared by CPM within 5 days on receipt of reports from WASIs. (c) CPM will get internal approval of final finding report and will convey to water aerodrome operator. This activity must be completed in 10 working days.

Stage III	Water Aerodrome Operator and Water Aerodrome Certification Project Manager (CPM)	(a) Water aerodrome operator must analyze each finding and should prepare reply, corrective action plan with mitigation measures for each finding and submit the same in prescribed form F-137-214. Timeframe for corrective action for each finding should be as per the finding category. (b) CPM should analyze the corrective action plan in consultation with team members. (c) CPM should interact and seek further clarifications/comments from water aerodrome operator, if replies are not satisfactory. (d) Once satisfied, CPM should accept the corrective action plan following internal approval process.	(a) CPM must inform water aerodrome operator to submit corrective action plan in prescribed form within 10 working days including all clarifications, if any. (b) CPM should accept the corrective action plan following internal approval procedures within 10 working days of receipt of the CAP including team member's consultations.

Stage IV	Water Aerodrome Certification Project Manager (CPM)	(a) CPM initiate process of internal acceptance of water aerodrome operation manual following sufficiency check as per format given in appendix WAB-2. (b) Water Aerodrome Operation Manual can be accepted independently after on-site verification. CPM must ensure that all amendments issued in previous years, if any, incorporated by the operator in water aerodrome operation manual. If there are any observation during on-site visit, same be got clarified and incorporated in the manual before process of acceptance. (c) Once WAOM is accepted, CPM should convey the acceptance of WAOM to the operator and send one copy of accepted water aerodrome operation manual to water aerodrome operator. Alternatively, accepted water aerodrome operation manual can also be sent along with water aerodrome certificate, if case not sent earlier.	(a) Water aerodrome operation manual should be accepted within 20 working days from the date of completion of water aerodrome inspection including any clarifications and modifications from operator and internal approval. WAOM acceptance is a parallel activity between the period of submission of WAOM and acceptance of corrective action plan or acceptance of final finding report whichever is later.

7.13.3.5 PHASE 5: CERTIFICATION ISSUANCE PHASE (10 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
Stage I	Water Aerodrome Certification Project Manager (CPM)/ Manager	(a) When no findings are reported or once the corrective action plans are accepted, mitigation measures are agreed upon and water aerodrome operation manual is accepted, Manager advise CPM to prepare proposal for issuance of certificate. (b) CPM prepare and recommend the proposal to issue the water aerodrome Certificate through Manager and GM for acceptance of President. CPM proposal should include original application, accepted WAOM, accepted Corrective Action Plan, Competency Assessment results and duly filled water aerodrome Certificate in prescribed form as given in appendix WAB-3 of this E-Book. (c) Once issuance of the water aerodrome certificate is accepted or refused by President, then CPM will communicate the same to the water aerodrome operator. If approved, attached the certificate and accepted WAOM, if WAOM not sent earlier. (d) CPM should also inform the water aerodrome operator to fill up AIP form F-137-207 and inform the status of certificate to AIS Department for promulgation. CPM must carry out data accuracy check by verifying the correctness and quality of the data before forwarding the form F-137-207 to AIS department.	(a)This stage must be completed within 10 workings days.

Stage II	Certification Project Manager (CPM)	(a) Each water aerodrome certificate is given a unique file number with nine characters as mentioned in space on LHS of the water aerodrome certificate i.e. WAC-137- Water aerodrome identifier code – certificate number).	(a) Water aerodrome certificate should be given a file number before submitting the certificate file for acceptance and signature on the certificate by President.
Stage III	Certification Project Manager (CPM)	(a) During the period of validity of certificate, the CPM monitors the timely implementation of corrective action plans. (b) CPM will plan and conduct surveillance and audit inspections, as and when required in relation to any changes, scrutiny of occurrences, safety of water aerodrome operations, and monitoring of corrective action plan.	(a) As and when necessitated during the validity period of water aerodrome certificate.
Stage IV	Water Aerodrome Operator	(a) Water aerodrome operator must maintain certified water aerodrome and all its facilities as per accepted water aerodrome operation manual, provisions of water aerodrome certificate and as per provisions of the GACAR Part 137. (b) Water aerodrome operator should apply for reissuance/ amendment of certificate, as the case may be to the President of GACA in the prescribed form (F-137-211) and following procedures given under Phase 2.	(a) As and when necessitated during the validity period of water aerodrome certificate. (b) Water Aerodrome Operator must apply Renewal/Reissuance of certificate in prescribed application at least 90 days before certificate validity expiry date.

(CPM/WASIs Guidance: It is expected that water aerodrome operator will take timely (90 days before expiry date) action for reissuance of the water aerodrome certificate but it is observed that sometimes operator does not initiate timely action. In such cases, CPM should initiate self-motivated action and remind the operator for timely action to initiate reissuance process. The process of reissuance should generally follow the same sequence of activity but CPM can decide to carryout

sample technical inspection or on-site verification, if so required depending upon the results of outcomes of the continued oversight surveillance audits during the certificate validity period and the complexity of water aerodromes. The water aerodrome operation manual need to be reviewed and accepted during the certificate reissuance process to ascertain that its current, complete, updated and incorporated with all applicable amendments.)

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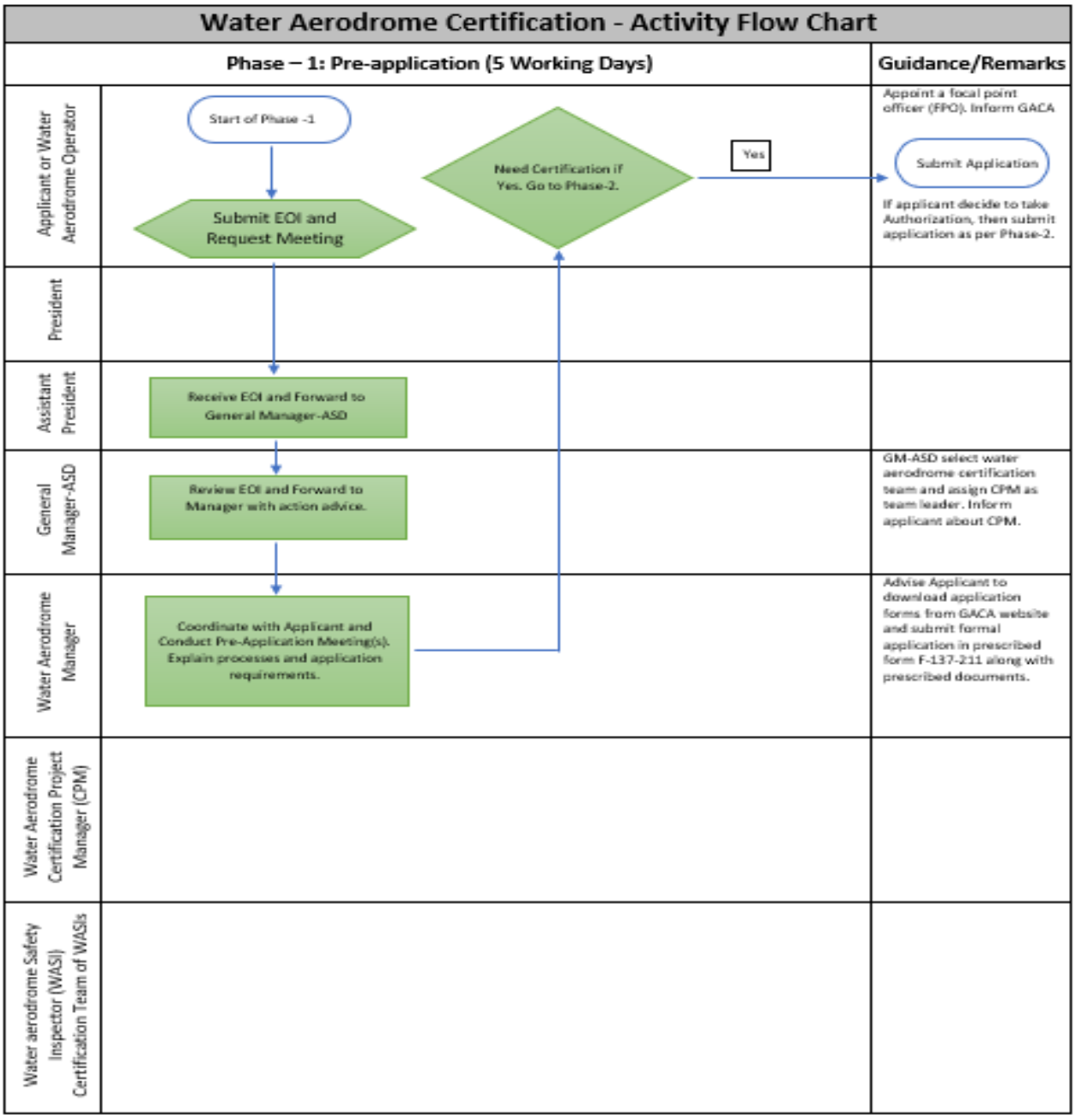
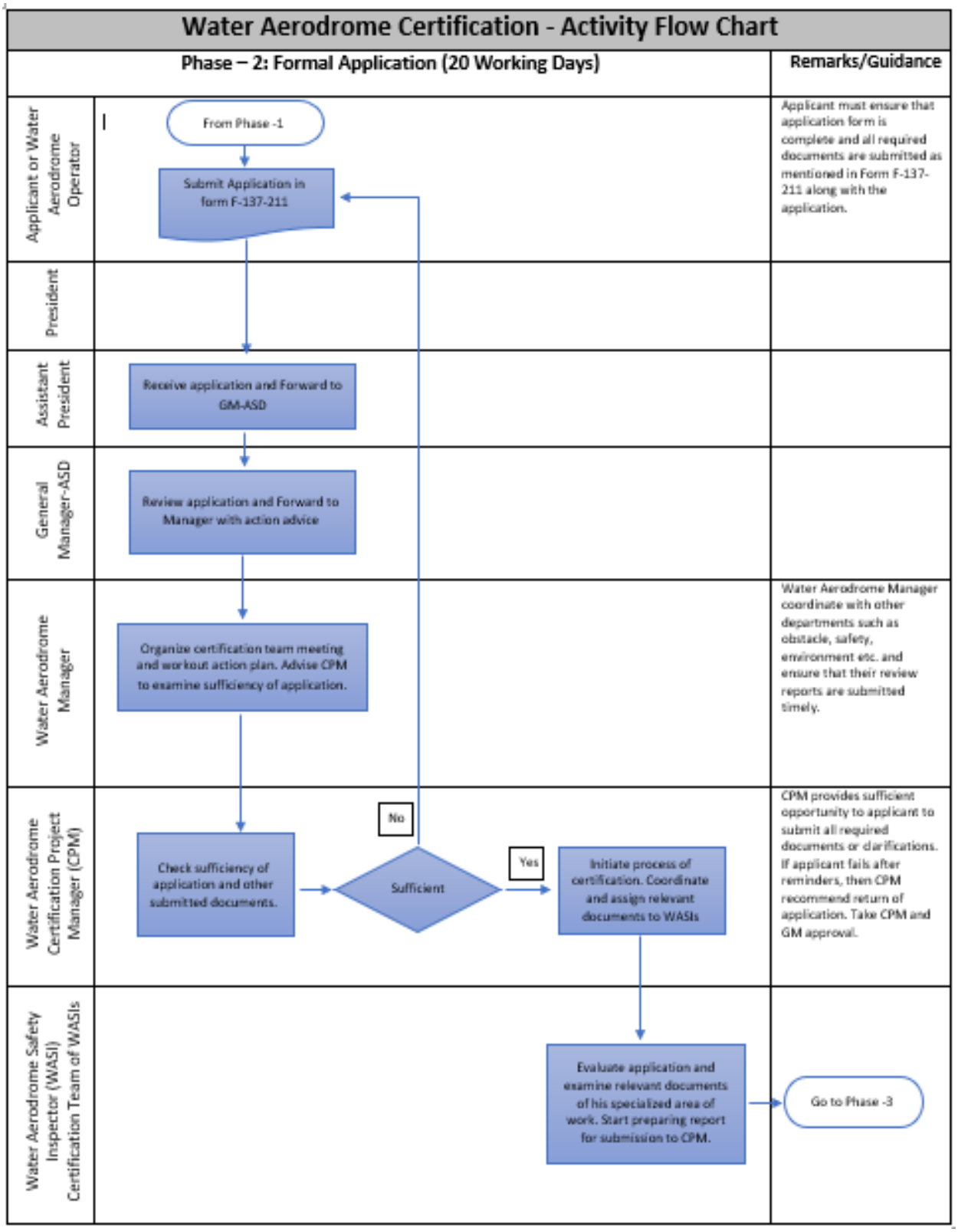
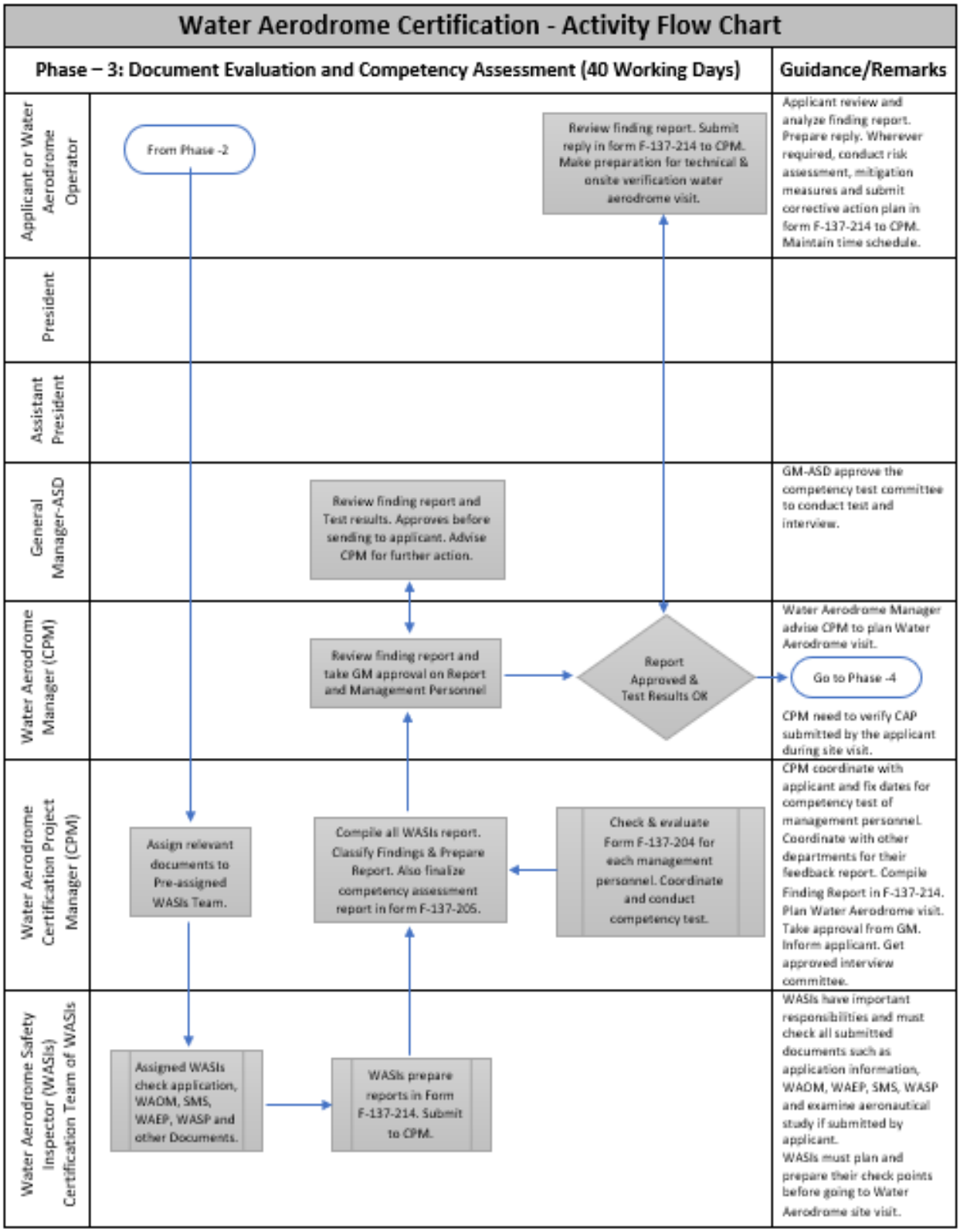
VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

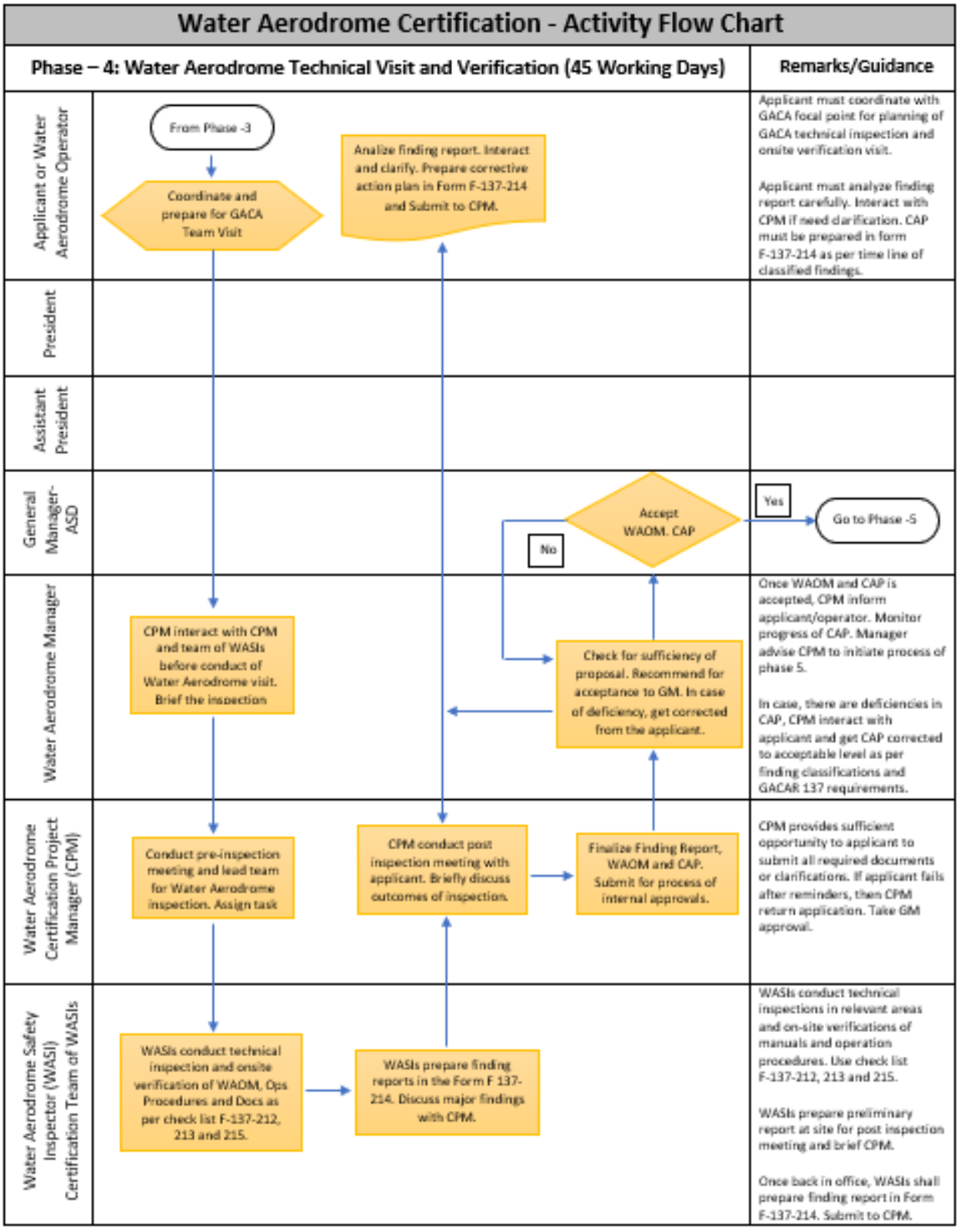
CHAPTER 13. WATER AERODROME CERTIFICATION PROCESS

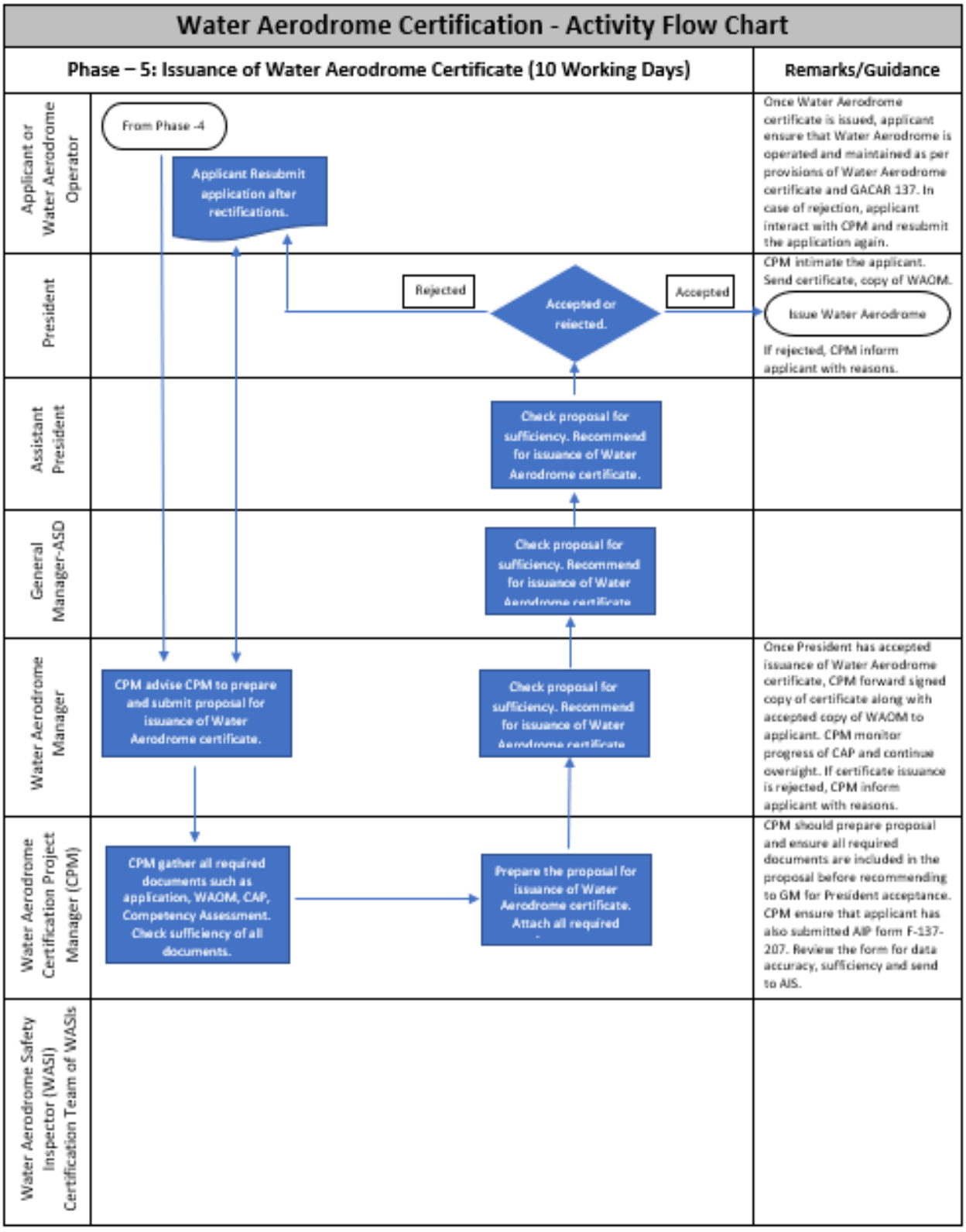
Section 4. Water Aerodrome Certification Activity Flow Chart




Water Aerodrome Certification - Activity Flow Chart
Phase – 2: Formal Application (20 Working Days)
Remarks/Guidance
Applicant or Water Aerodrome Operator
President
Assistant President
General Manager-ASD
Water Aerodrome Manager
Water Aerodrome Certification Project Manager (CPM)
Water Aerodrome Safety Inspector (WASI) Certification Team of WASIs
From Phase -1
Submit Application in form F-137-211
Receive application and Forward to GM-ASD
Review application and Forward to Manager with action advice
Organize certification team meeting and workout action plan. Advise CPM to examine sufficiency of application.
Check sufficiency of application and other submitted documents.
No
Sufficient
Yes
Initiate process of certification. Coordinate and assign relevant documents to WASIs
Evaluate application and examine relevant documents of his specialized area of work. Start preparing report for submission to CPM.
Go to Phase -3
Applicant must ensure that application form is complete and all required documents are submitted as mentioned in Form F-137-211 along with the application.
Water Aerodrome Manager coordinate with other departments such as obstacle, safety, environment etc. and ensure that their review reports are submitted timely.
CPM provides sufficient opportunity to applicant to submit all required documents or clarifications. If applicant fails after reminders, then CPM recommend return of application. Take CPM and GM approval.


Water Aerodrome Certification - Activity Flow Chart
Phase – 3: Document Evaluation and Competency Assessment (40 Working Days)
Guidance/Remarks
Applicant or Water Aerodrome Operator
President
Assistant President
General Manager-ASD
Water Aerodrome Manager (CPM)
Water Aerodrome Certification Project Manager (CPM)
Water Aerodrome Safety Inspector (WASIs) Certification Team of WASIs
From Phase -2
Review finding report. Submit reply in form F-137-214 to CPM. Make preparation for technical & onsite verification water aerodrome visit.
Applicant review and analyze finding report. Prepare reply. Wherever required, conduct risk assessment, mitigation measures and submit corrective action plan in form F-137-214 to CPM. Maintain time schedule.
Review finding report and Test results. Approves before sending to applicant. Advise CPM for further action.
GM-ASD approve the competency test committee to conduct test and interview.
Review finding report and take GM approval on Report and Management Personnel
Report Approved & Test Results OK
Go to Phase -4
Water Aerodrome Manager advise CPM to plan Water Aerodrome visit.
CPM need to verify CAP submitted by the applicant during site visit.
Assign relevant documents to Pre-assigned WASIs Team.
Compile all WASIs report. Classify Findings & Prepare Report. Also finalize competency assessment report in form F-137-205.
Check & evaluate Form F-137-204 for each management personnel. Coordinate and conduct competency test.
CPM coordinate with applicant and fix dates for competency test of management personnel. Coordinate with other departments for their feedback report. Compile Finding Report in F-137-214. Plan Water Aerodrome visit. Take approval from GM. Inform applicant. Get approved interview committee.
Assigned WASIs check application, WADM, SMS, WAEP, WASP and other Documents.
WASIs prepare reports in Form F-137-214. Submit to CPM.
WASIs have important responsibilities and must check all submitted documents such as application information, WADM, WAEP, SMS, WASP and examine aeronautical study if submitted by applicant.
WASIs must plan and prepare their check points before going to Water Aerodrome site visit.


Water Aerodrome Certification - Activity Flow Chart
Phase – 4: Water Aerodrome Technical Visit and Verification (45 Working Days)
Remarks/Guidance
Applicant or Water Aerodrome Operator
President
Assistant President
General Manager-ASD
Water Aerodrome Manager
Water Aerodrome Certification Project Manager (CPM)
Water Aerodrome Safety Inspector (WASI) Certification Team of WASIs
From Phase -3
Coordinate and prepare for GACA Team Visit
Analize finding report. Interact and clarify. Prepare corrective action plan in Form F-137-214 and Submit to CPM.
Accept WAOM. CAP
Yes
Go to Phase -5
No
CPM interact with CPM and team of WASIs before conduct of Water Aerodrome visit. Brief the inspection
Check for sufficiency of proposal. Recommend for acceptance to GM. In case of deficiency, get corrected from the applicant.
Conduct pre-inspection meeting and lead team for Water Aerodrome inspection. Assign task
CPM conduct post inspection meeting with applicant. Briefly discuss outcomes of inspection.
Finalize Finding Report, WAOM and CAP. Submit for process of internal approvals.
WASIs conduct technical inspection and onsite verification of WAOM, Ops Procedures and Docs as per check list F-137-212, 213 and 215.
WASIs prepare finding reports in the Form F 137-214. Discuss major findings with CPM.
Applicant must coordinate with GACA focal point for planning of GACA technical inspection and onsite verification visit.
Applicant must analyze finding report carefully. Interact with CPM if need clarification. CAP must be prepared in form F-137-214 as per time line of classified findings.
Once WAOM and CAP is accepted, CPM inform applicant/operator. Monitor progress of CAP. Manager advise CPM to initiate process of phase 5.
In case, there are deficiencies in CAP, CPM interact with applicant and get CAP corrected to acceptable level as per finding classifications and GACAR 137 requirements.
CPM provides sufficient opportunity to applicant to submit all required documents or clarifications. If applicant fails after reminders, then CPM return application. Take GM approval.
WASIs conduct technical inspections in relevant areas and on-site verifications of manuals and operation procedures. Use check list F-137-212, 213 and 215.
WASIs prepare preliminary report at site for post inspection meeting and brief CPM.
Once back in office, WASIs shall prepare finding report in Form F-137-214. Submit to CPM.


Water Aerodrome Certification - Activity Flow Chart
Phase – 5: Issuance of Water Aerodrome Certificate (10 Working Days)
Remarks/Guidance
Applicant or Water Aerodrome Operator
President
Assistant President
General Manager-ASD
Water Aerodrome Manager
Water Aerodrome Certification Project Manager (CPM)
Water Aerodrome Safety Inspector (WASI) Certification Team of WASIs
From Phase -4
Applicant Resubmit application after rectifications.
Rejected
Accepted or reiected.
Accepted
Issue Water Aerodrome
Check proposal for sufficiency. Recommend for issuance of Water Aerodrome certificate.
Check proposal for sufficiency. Recommend for issuance of Water
CPM advise CPM to prepare and submit proposal for issuance of Water Aerodrome certificate.
Check proposal for sufficiency. Recommend for issuance of Water
CPM gather all required documents such as application, WAOM, CAP, Competency Assessment. Check sufficiency of all documents.
Prepare the proposal for issuance of Water Aerodrome certificate. Attach all required
Once Water Aerodrome certificate is issued, applicant ensure that Water Aerodrome is operated and maintained as per provisions of Water Aerodrome certificate and GACAR 137. In case of rejection, applicant interact with CPM and resubmit the application again.
CPM intimate the applicant. Send certificate, copy of WAOM.
If rejected, CPM inform applicant with reasons.
Once President has accepted issuance of Water Aerodrome certificate, CPM forward signed copy of certificate along with accepted copy of WAOM to applicant. CPM monitor progress of CAP and continue oversight. If certificate issuance is rejected, CPM inform applicant with reasons.
CPM should prepare proposal and ensure all required documents are included in the proposal before recommending to GM for President acceptance. CPM ensure that applicant has also submitted AIP form F-137-207. Review the form for data accuracy, sufficiency and send to AIS.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 13. WATER AERODROME CERTIFICATION PROCESS

Section 5. Contents of Water Aerodrome Operation Manual

7.13.5.1 Water Aerodrome Operation Manual (WAOM)

A. The Water Aerodrome Operation Manual is applicable for certified water aerodromes. The certificate holder of a water aerodrome must develop the water aerodrome operation manual for the certified water aerodrome as per provisions prescribed in GACAR Part 137.

(CPM/WASIs Guidance - The Water Aerodrome Operation Manual must be submitted by the applicant or water aerodrome operator along with application for certification as defined in GACA Part 137. WASIs must evaluate the water aerodrome operation manual for its acceptance as per provisions given in check list form F-137-215 and verify its operation procedures during onsite verification of water aerodrome. Water aerodrome operation manual is an important document for certification process and must be accepted before issue of water aerodrome certificate.)

B. The water aerodrome operation manual, once accepted by the President, must be maintained including the up-to-date amendments by the water aerodrome operator.

C. The water aerodrome operation manual must contain five parts as following:

Part 1.0: Introduction

A. This section must contain a short explanation of the general terms and abbreviations used in the water aerodrome operation manual including the following:

1. Purpose of the water aerodrome operation manual.

2. Legal position regarding water aerodrome certification as contained in the applicable regulation.

3. Distribution details of the water aerodrome operation manual.

4. Procedures for amending the water aerodrome operation manual.

5. Checklist of pages.

6. Preface by water aerodrome operator i.e. certificate holder.
7. Table of contents.
8. Glossary of terms.

Part 2.0: Technical Administration

1. Name and address of the water aerodrome.
2. Name and address of the water aerodrome operator.
3. Details of the accountable executive and water aerodrome management personnel.
4. Organization chart of the water aerodrome operator.

Part 3.0: Description of the Water Aerodrome

A. Details of the following:

1. Latitude and longitude of the water aerodrome reference point in World Geodetic System—1984 (WGS-84) format.
2. Elevations of the water aerodrome, as applicable.
3. Elevations of Water Runway, Docking Stands where applicable

B. Layout Plans showing the position of the water aerodrome reference point, dimensions of the water aerodrome, water runway, taxi-lanes and docking platforms etc.; including the markings and lightings.

C. Description of approach surfaces, height and location of obstacles that infringe upon the standard protection surfaces, whether they are lighted and if they are promulgated in the aeronautical publications.

D. Procedures for ensuring that the water aerodrome layout plans are up to date and accurate.

E. Data for and the method used to calculate, declared distances and elevations at the beginning and end of each declared distance.

F. Details of the surfaces, dimensions and classification of water runways, taxi-lanes and docking areas, anchoring areas and mooring areas.

Part 4.0: List of Authorized Deviations or/and Exemptions, If any

Part 5.0: Water Aerodrome Operation Procedures

A. The applicant or water aerodrome operator must develop operation procedures and include as part of water aerodrome operation manual. This section must contain a policy explanation, management personnel responsibilities and operation procedures for the following as applicable:

1. Promulgation of aeronautical information
2. Control of access
3. Emergency planning
4. Rescue and firefighting (RFF) services
5. Inspections of the movement area
6. Maintenance of the movement area
7. Hazardous meteorological conditions
8. Visual aids
9. Seaplane docking area management
10. Docking and Anchoring area safety management
11. Boats and Vessels on the movement area
12. Wildlife and Aquatic hazard management
13. Obstacle surface and Obstacles
14. Removal of disabled seaplanes
15. Dangerous goods
16. Low visibility operations
17. Protection of sites for navigation aids and meteorological equipment, if any.

Part 6.0: Safety Management Systems

A. Safety Management System (SMS) must be developed as per provision in GACAR Part 5 as a separate document or as part of water aerodrome operation manual and should include the followings:

1. Safety Policy.
2. Safety Risk Management.
3. Safety Assurance.
4. Safety Promotion.

B. Operator's structure and responsibility. This must include:

a. The name, status, and responsibilities of the accountable executive;

b. The name, status, and responsibilities of the safety manager;

c. The name, status, and responsibilities of other senior operating staff;

d. The name, status, and responsibilities of the official in charge of day-to-day operations;

e. Instructions as to the order and circumstances in which the above-named staff may act as the official in charge or accountable executive;

f. An organizational chart supporting the commitment to the safe operation of the aerodrome as well as one simply showing the hierarchy of responsibility for safety management.

C. Training.

D. Complying with regulatory requirements relating to accidents, incidents, and mandatory occurrence reporting.

E. Hazard analysis and risk assessment.

F. Management of change.

G. Safety criteria and indicators.

H. Safety audits.

I. Documentation.

J. Safety-related committees.

K. Safety promotion.

L. Responsibility for monitoring the contractors and third parties operating on the Aerodrome.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 13. WATER AERODROME CERTIFICATION PROCESS

Section 6. Renewal or Re-Issuance of Water Aerodrome Certificate

7.13.6.1 GENERAL

A. GACAR Part 137 Sub Part B provides provision for renewal or re-issuance of the water aerodrome certificate. Water aerodrome operators must obtain timely renewal of the certificate before its expiry of validity for continued water aerodrome operations.

B. The water aerodrome operators are responsible to apply for renewal of water aerodrome certificate to the President at least 90 days before the expiry of certificate validity as per requirements prescribed in Subpart B of GACAR Part 137.

C. The application for renewal must also be submitted in the prescribed form F-137-211 as acceptable to the President.

(CPM/WASIs Guidance - Once the water aerodrome certificate is issued, water aerodrome operator must maintain the water aerodrome as per provision of GACAR Part 137, provisions prescribed in water aerodrome certificate and the responsibilities prescribed in Sub Part B of GACAR Part 137. CPM should conduct periodical audits and continue safety oversite on certified water aerodromes. Though it is the responsibility of the water aerodrome operator to initiate renewal action at least 90 days prior to expiry of certificate validity, but in case, water aerodrome operator does not initiate renewal action in time, CPM must take self-initiate and should advise the water aerodrome operator for timely renewal. Expiry of the validity of the certificate will require a completely fresh process of certification.

The forms are available on GACA website and applicant or water aerodrome operators should be advised to use or down load the required forms from GACA website and submit renewal application in the prescribed form F137-211. Non-submission of application in the prescribed forms may be liable for rejection. CPM must educate and guide the water aerodrome operator when, how and what need to be submitted for the renewal of certification.)

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VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 13. WATER AERODROME CERTIFICATION PROCESS

Section 7. Phases of Water Aerodrome Certificate Renewal Process

7.13.7.1 PHASES OF WATER AERODROME CERTIFICATE RENEWAL PROCESS

A. The purpose of this section is to provide guidance to the Water Aerodrome Safety Inspectors and Water Aerodrome Certification Project Manager on the process of the phases to be followed for the renewal of the water aerodromes certificate under the provisions of GACA Regulations Part 137 Sub Part B. The period of the renewal process is approximately of 60 Working Days.

B. The water aerodrome certificate renewal is of three phase process and are briefly described as below:

Phase 1: Pre-application (Interest for Renewal) (5 Working Days)

Phase 2: Formal Process of Water Aerodrome Certificate Renewal (45 Working Days)

Phase 3: Issuance of Renewal Water Aerodrome Certificate (10 Working Days)

(CPM/WASIs Guidance - The phases of certificate renewal process, described in this section of E-Book, provide means of continuous interaction between the CPM and the certified water aerodrome operator from the time when certificate is issued. The CPM should encourage the water aerodrome operators to get familiar with the requirements of the regulations and the processes of certificate renewal and try to educate them through interactions or informal meetings before applying for renewal. The outcomes of the inspections, audits and safety oversight activities during the period of certificate validity should be taken in consideration for decisions during the process of renewal.)

7.13.7.2 PHASE I: PRE-APPLICATION INTEREST FOR RENEWAL

A. Water aerodrome certificate renewal process have three phases where in phase 1, water aerodrome operators and CPM interacts and ensure that water aerodrome operator interest for renewal are confirmed and the process in well understood. The application in the prescribed form F-137-211 for renewal must be submitted by the water aerodrome operator at least 90 days prior to expiry of validity of the certificate.

7.13.7.3 PHASE II: FORMAL PROCESS OF WATER AERODROME CERTIFICATE RENEWAL

A. This phase II of water aerodrome certificate renewal includes all the activities of phase II, and III of the water aerodrome certification process except competency assessment. The water aerodrome operation manual must be re-evaluated for its sufficiency of provisions and updating of amendments or any other changes which has taken place during the validity period of existing certificate and re-accepted. As regards to technical inspection and onsite verification, CPM should take a decision depending on outcomes of last inspections, audits and surveillance status and the technical inspection and on-site verification could be done on selected bases.

7.13.7.4 PHASE III: ISSUANCE OF RENEWAL WATER AERODROME CERTIFICATE

A. The process of this phase is similar to the phase 5 of the certification process to issue the recertification mentioning the renewal number as RC-1 or RC-2 etc. on the water aerodrome certificate. CPM shall process the re-issuance of the certificate accordingly.

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VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 14. WATER AERODROME AUTHORIZATION PROCESS

Section 1. Requirements Of Authorization

7.14.1.1 GENERAL

A. GACAR Part 137 requires all water aerodromes to be either certified or authorized as per their classification of water aerodrome before start of any seaplane operations.

B. The water aerodrome operators are responsible to apply for authorization of the water aerodrome to the President as per water aerodrome classification and type of use given in GACAR Part § 137.205 and as prescribed in Subpart C of GACAR Part 137.

C. The application for authorization must be submitted in the prescribed form F 137-211 as acceptable to the president

(CPM/WASIs Guidance - The forms are available on GACA website and applicant or water aerodrome operators should be advised to use or down load the required forms from GACA website. All the submissions must be made in the prescribed forms only. Non-submission of application in the prescribed forms or incomplete forms may be liable for rejection. The applicants or water aerodrome operators who have obtained the prior permission of establishment for water aerodrome from the President of GACA, they are required to submit requisite information sought in the application form F-137-211 from paragraph 1.0 to 9.0 and the documents prescribed in paragraph 10.0 only. The water aerodrome safety inspectors should consider available data and information within the department for authorization process of those water aerodromes which have been established with prior permission from President. In case, applicant is applying for the authorization of an existing water aerodrome and had not obtained prior permission for establishment of water aerodrome from the President, then the applicant needs to provide all requisite information sought in the application form from paragraph 1.0 to 9.0 and documents prescribed under paragraph 10.0 and 11.0.)

D. Once the water aerodrome authorization is issued to the water aerodrome; it is the responsibility of the water aerodrome operator to operate and maintain the water aerodrome as per the provisions specified in GACAR §137.155 and the conditions prescribed, if any, in the water aerodrome authorization. The phases and process of the water aerodrome authorization is prescribed in Chapter 14 - Section 2 of this E-Book and

must be followed by WASIs and WAPM.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 14. WATER AERODROME AUTHORIZATION PROCESS

Section 2. Phases of Water Aerodrome Authorization Process

7.14.2.1 FIVE PHASES OF AUTHORIZATION PROCESS

A. The purpose of this section is to provide guidance to water aerodrome safety inspectors and water aerodrome authorization project manager on the process of the phases to be followed for the authorization process of water aerodromes under the provisions of GACA Regulations Part 137 Sub Part C.

B. The five phases of water aerodrome authorization process are briefly described below for guidance of the Water Aerodrome Safety Inspectors (WASIs) and Water Aerodrome Authorization Project Manager (WAPM). The Phase 4 is not mandatory in the case of authorization and to be decided whether to conduct or not by the WAPM and should be conducted with prior approval from General Manager, ASD:

Phase 1: Authorization Pre-application (Expression of Interest)

Phase 2: Authorization Formal Application

Phase 3: Authorization Document Evaluation

Phase 4: Technical Inspection and On-site Verification (Optional, only if necessary)

Phase 5: Issuance or Denial of Water Aerodrome Authorization

(WAPM/WASIs Guidance - The provisions in this section may be adjusted or customized for the specific circumstances of each water aerodrome being authorized depending upon its type of use, capacity and complexity of the water aerodrome, though the basic process will remain the same as of certification. The water aerodrome authorization project manager should assess the requirement of the authorization work scope related to other departments of GACA and will coordinate wherever authorization process requires collaboration from other departments in areas of their expertise.

The phases of authorization process, described in this chapter of E-Book, provide means of continuous interaction between the GACA and the applicant or operator, from the time when applicant has expressed initial interest for the issue of the water aerodrome authorization.

The water aerodrome safety inspectors should encourage the applicants or water aerodrome operators to get familiar with the requirements of the regulations and the processes of authorization and try to educate them through interactions or informal meetings before applying for authorization.

The phase 4 of technical inspection and on-site verification is not mandatory in case of authorization process. Only in special circumstances, when WAPM found it necessary to visit water aerodrome to inspect or verify any physical characteristics or facility or equipment or operation procedure document, visit of water aerodrome may be conducted with prior approval of GM-ASD.)

7.14.2.2 Phase 1 – Authorization Pre-Application Phase.

A. The purpose of the pre-application phase is to interact with the applicant or operator to discuss and answer quarries about the authorization process, regulatory requirements, formal application, preparation of water aerodrome operation manual (customized), operation procedures, filling of statement of regulations compliance and list of non-compliances, if applicable, requirements of water aerodrome management personnel and any other clarifications.

(WAPM/WASIs Guidance - The process of authorization of water aerodrome starts from pre-application phase. This phase provides an opportunity for a prospective applicant or water aerodrome operator to understand and determine the requirements for application to obtain a water aerodrome authorization and how they should go about the process. Whilst this is a formal phase of the authorization process, it is important that water aerodrome safety inspectors recognize that some potential applicants will have little or no knowledge of either the authorization process(s) or the document requirements. Providing the right guidance and clarity at this stage to the applicant or water aerodrome operator can actually simplify and augment both the authorization process and the likelihood of ongoing compliance in the future.

The Pre-Application Phase can start in a number of ways. A potential applicant can approach GACA for preliminary information on authorization process or operator may already be aware of a requirement for authorization and may then approach GACA for further information. That applicant may do this in person, or in writing. It is also possible for WAPM to initiate the pre-application phase himself (such as the case of the implementation of new GACARs or changes in regulations or processes etc.) by directly contacting operators to advise them of the need to comply with regulation requirements. Wherever required, WAPM should set up an informal meeting to discuss the potential applicant's needs – in some cases a potential applicant may decide at this point not to proceed, or to consider the matter further before starting a formal process. If the potential applicant decides to proceed, WAPM may

set up a formal meeting to begin formal authorization process. Once formal process has begun all communications, meetings and correspondence need to be recorded and filed.)

B. The pre application meeting(s) should discuss but not limited to the following:

1. Discuss the classification, requirements and regulations applicable to the proposed water aerodrome;

2. Provide the applicant with a copy of the application form or advise the applicant on methods to download the application and other forms from the GACA website;

3. Inform the applicant that a formal application is required as per GACAR Part 137.

4. Educate the applicant about the documents and information, the applicant need to submit along with the formal application form F-137-211.

5. Any other clarification(s) sought by the applicant or water aerodrome operator.

C. After the pre-application meeting, and having assessed the complexity of the proposed water aerodrome, the Manager in consultation with the General Manager will assign a heliport authorization team. Manager may also consider using resources from other departments to assist the authorization process in their areas of expertise, if so required.

D. Manager then designate team leader i.e. water aerodrome authorization project manager (WAPM) from the authorization team. The designated WAPM will be the principal spokesperson or focal point for GACA during the whole process of the particular water aerodrome authorization.

E. Once the WAPM has been designated, the Manager shall notify the applicant or water aerodrome operator about the details of the WAPM who will the responsible focal person from GACA during the whole authorization process of the water aerodrome.

F. The water aerodrome authorization project manager and authorization team should conduct preliminary actions as follows:

1. Create a working authorization file for the potential applicant/water aerodrome;

2. Conduct a review of the initially supplied or available information about the potential applicant/water aerodrome;

3. The WAPM, if necessary, will inform the applicant to attend a formal pre-application meeting.

(WAPM/WASIs Guidance - Generally, the authorization process discusses the pre-application phase being one meeting. Experience has shown that for a small water aerodrome operator, it may be possible to provide all of the required information and/or to answer all of their questions, at a single meeting or through an email/discussion. In the case of large water aerodromes with little or no experience of authorization processes, the pre-application phase may involve a number of meetings, and the exchange of several letters, requests for information, and so on. It is important for the water aerodrome authorization project manager to provide as much information as possible, and to assist the potential applicant as far as possible - without compromising the integrity of GACARs.)

7.14.2.3 Phase 2 – Authorization Formal Application Phase

A. The formal application for authorization must include the following:

1. Application for Water Aerodrome Certificate (Form: F-137-211);
2. Statement of Regulations Compliance (Form: F-137-202 and 203);
3. Nomination forms of Water Aerodrome Management Personnel (Form: F-137-204);
4. Water Aerodrome Operation Manual (Customized); and
5. Other documents as prescribed in the application form.

B. The following are key steps in the formal application phase:

1. To Receive the Formal Application - Ensure that all documents have been submitted by the applicant and are complete. WAPM should check the sufficiency of the application.

2. To Evaluate the Application Package - Based on the initial evaluation of the application package, a decision should be made on whether or not to ask any further information or conduct discussion meeting or reject the application or initiate authorization process. If the application and documents are complete then phase 3 process should be initiated.

(WAPM/WASIs Guidance - The water aerodrome authorization project manager needs to consider the likelihood that the applicant may not submit the complete application package at first time, in such cases he should be given more time/chances. This will be primarily relevant for first time applicant where there is no previous experience. In such cases, water aerodrome authorization project manager may inform or conduct an application meeting with

applicant to resolve deficiency issues concerning the application package. If applicant fails to comply the application requirement in the given time even after repeated chances, then water aerodrome authorization project manager must return the application with reasons in writing and terminate the authorization process with consent of General Manager, ASD.)

7.14.2.4 Phase 3 – Authorization Document Evaluation and Competency Check Phase

A. Water Aerodrome Authorization Project Manager shall coordinate and forward the application, relevant documents and operation procedures to respective team members, if applicable to other departments, for their evaluation and feedback report.

B. The assigned water aerodrome safety inspector will review the related portion of the application package by carrying out an in-depth evaluation of the contents of each submitted document for sufficiency and for regulatory compliance. The documents to be reviewed should include, but not limited, the following:

1. Application form received from applicant (Form F-137-211);
2. Water aerodrome operator statement of regulations compliance (Form F-137-202) and non-compliance (Form F-137-203), if applicable;
3. Nomination application form for management personnel (Form F-137-204);
4. Water Aerodrome Operation Manual (Customized); and
5. Other relevant documents and attachments mentioned in the application form.

C. The assigned water aerodrome safety inspectors shall submit their findings/observations report to the WAPM after classifying finding category as L1 or L2 or L3. Once all reports are received, WAPM prepare the final finding report in form F 137-214 by evaluating safety inspector's findings and its categories. If there found any discrepancies or deviations in any document and/or determined during discussion with the applicant, the same must be included in the finding report. Further, non-compliance check list, if any, must be carefully evaluated by WAPM including risk assessment, mitigation measures and correction action plan submitted by the applicant/water aerodrome operator. In case, corrective action plan has some observations, the same must also be included in the finding report.

D. The WAPM will take internal approval and forward the final finding report to the applicant/ water aerodrome operator for their clarification and corrective action for all findings in a specific given time. The authorization process will not continue further until all discrepancies

are resolved. The corrective action plan received from the applicant/ water aerodrome operator must be evaluated based on risk assessment, mitigation measures and corrective action submitted by the applicant/water aerodrome operator. WAPM will satisfy himself considering requirements meeting the provisions of GACAR Part 137 and/or on merit of outcomes of the risk's assessment, proposed mitigation measures and corrective action plan.

E. The WAPM will scrutinize the resume of the nominated management personnel and ascertain that the nominated management personnel meet the specified requirements of qualification, experience and training as prescribed in Appendix WA-2 and 3 of this E-book. The competency check report must be prepared for the record and if unsatisfactory, the observations must be included in the finding report as remarks. There is no competency written test or interview in authorization process of the water aerodromes and its by assessment of meeting prescribed requirements submitted by the applicant/operator in form F-137-204. Where applicant or water aerodrome operator has assigned more than one function to any management personnel, in that case WAPM must ascertain that the nominated management personnel possess sufficient qualification and experience for the additional assigned function.

F. If the findings/discrepancies are resolved by the applicant/water aerodrome operator and there are no findings or corrective action plan and mitigation measures are agreed upon by the WAPM, then WAPM will proceed to next phase of issuance of authorization. If discrepancies are not resolved and the risk assessment analysis determine safety concerns due one or more findings, the applicant will be informed in writing about such discrepancies. However, sufficient opportunity may be given to the operator to resolve all such discrepancies in respective documents or at water aerodrome at this stage. WAPM may decide to ask the applicant or water aerodrome operator for an aeronautical study if so required to ensure safety of water aerodrome operations.

(WAPM/WASIs Guidance - The water aerodrome authorization process requirements are defined in GACAR Part 137 Subpart C. The phase three of authorization process and activity are limited to document evaluation and compliance checks with requirement of GACAR Part 137. Considering, that such water aerodromes are used for private or specific use under operators-controlled environment and are not open for public use, technical inspections and/or on-sight verifications are not considered mandatory. However, if WAPM feel necessary to verify any technical submission of the water aerodrome operator by visiting the water aerodrome site, in that case WAPM must discuss such requirements with Manager or General Manager and take appropriate decision.)

7.14.2.5 Phase 4 – Technical Inspection and On-site Verification

A. The Phase 4 of technical inspections and/or on-site verifications is not mandatory in case of authorization of water aerodrome. Only in special circumstances, if WAPM found it necessary to verify any technical aspect of physical characteristics/operation procedures submitted by the water aerodrome operator by visiting the water aerodrome site, in that case WAPM must discuss such requirements with the Manager or General Manager and take appropriate decision. In case, technical inspection and on-site verification is conducted, then the finding found during site visit should also be included in the finding report.

7.14.2.6 Phase 5 – Authorization Issuance Phase

A. Consequent to the outcome of phase 3 and 4 and when WAPM is satisfied that applicant/ water aerodrome operator has met applicable regulatory requirements and water aerodrome documents evaluation is complete and there are no findings or risk assessment, mitigations measures and corrective action plan are agreed upon, the WAPM will initiate the proposal for issuance of authorization of water aerodrome for acceptance of the President. The WAPM will complete the following actions and ensure that the authorization recommendation file contains at least the following:

1. The application for water aerodrome authorization (Form: F-137-211);
2. Water Aerodrome Operator's Statement of Regulations compliance (Form: F-137-202 and F-137-203, if applicable);
3. WAPM Findings Report and agreed Corrective Action Plan (Form: F-137-214);
4. WAPM scrutiny outcome report on competency check of management personnel;
5. Authorization recommendations of the WAPM;
6. Water Aerodrome Authorization Certificate, duly filled, for signature of President; and
7. Any other document necessary for consideration of the President.

B. WAPM will submit the authorization proposal on a file to the President through Manager and General Manager, ASD. When no findings are reported or once the risk assessment, mitigation measures and corrective action plan are agreed upon, the President may accept the issuance of the water aerodrome authorization and sign the authorization certificate.

C. WAPM will give the authorization certificate number in space mentioned on authorization format before submission of the file for acceptance of the President. The authorization

certificate number will be WA-137- (Water aerodrome identifier code).

D. The issuance of a conditional authorization may be considered by the President in special circumstances. In such cases the conditional authorization will contain the specific condition under which the authorization is issued, and the time by which that deficiency or condition needs to be rectified.

E. The aeronautical information publication promulgation of authorized water aerodrome is not mandatory. However, the status of authorization of water aerodromes may be considered for promulgation in the aeronautical information publication, if considered necessary due its tactical location and/or if water aerodrome operator is desirous. In such cases, once authorization certificate is signed by the President, WAPM will inform the operator to submit the required data of water aerodrome in prescribed form to the AIS department of GACA through General Manager, ASD for its data accuracy and data quality check by the WAPM before promulgation in AIP.

F. In case, the authorization process is unsuccessful, due to either application termination or the incomplete documentation or noncompliance of regulations or unacceptable outcome of evaluation, the GM, ASD will be briefed by the WAPM and letter will be written to the applicant or water aerodrome operator describing the reasons for non-issuance or rejection of the authorization. In such cases, if applicant or water aerodrome operator desires, he or she can re-submit the application after attending to reasons or deficiencies.

(WAPM/WASIs Guidance: If an applicant or water aerodrome operator is unable to meet certain regulation requirements for the issuance of an authorization, applicant has to demonstrate through safety risk assessment and mitigation measures that applicant or water aerodrome operator can operate the water aerodrome safely whilst they achieve compliance with the requirements. In such cases, the President may consider to issue an 'exemption' from the regulatory requirement. Any exemption issued generally will be time limited – that means, it will not apply indefinitely, and the applicant has to provide evidence that they will achieve full compliance within a reasonable period of time and safety of operation is not compromised. Such exemptions, in case agreed by the president, must be mentioned in the authorization certificate by the WAPM.)

7.14.2.7 SURRENDER OF AUTHORIZATION CERTIFICATE BY OPERATOR

A. Water aerodrome operator once issued with the authorization certificate, must maintain and operate water aerodrome as per provision of authorization and GACAR Part 137. In case due

any circumstances, if water aerodrome operator decides to surrender the certificate can do so with prior permission of the President.

B. Water aerodrome operator will apply to the President for surrender of authorization with reasons at least 90 days prior to the surrender.

C. Water aerodrome operator shall be responsible to continue to maintain the water aerodrome as per the authorization without any degradation to physical characteristics, facilities, operation procedures and safety management systems until the surrender is accepted by the President.

D. WAPM will process the application of water aerodrome operator for authorization certificate surrender on file for President acceptance through General Manager, ASD. Once the surrender of authorization is accepted by the President, WAPM will inform the operator and AIS department. The WAPM will ensure that the original authorization certificate has been returned by the water aerodrome operator to GACA before conveying the acceptance of President for surrender of the authorization.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 14. WATER AERODROME AUTHORIZATION PROCESS

Section 3. Water Aerodrome Authorization Activity Schedule

(WAPM/WASIs Guidance - The water aerodrome authorization activity schedule has been described for better understanding of the water aerodrome safety inspectors and water aerodrome authorization project manager for the authorization process and its phase wise activity timelines. The authorization activity schedule should not exceed more than 120 working days for the entire process. In case, technical inspection and on-site verification are not required, the period of phase 4 activity shall reduce proportionately from overall authorization activity schedule period. The stage activity table describe who, what and when for ease of understanding.)

7.14.3.1 Phase 1: Pre –Application (5 Working Days)

ACTIVITY	WHO	WHAT	WHEN
Stage I	Applicant/ Water Aerodrome Operator	Water aerodrome operators, willing to obtain the water aerodrome authorization from GACA, should: (a) Designate a water aerodrome focal point officer (FPO). (b) Submit Expression of Interest to GACA. (c) If required, request a meeting with Manager of GACA and understand the regulation requirements and process for authorization of water aerodrome.	(a) Water Aerodrome Focal Point Officer (FPO) will be the coordination officer with GACA and he/she should be familiar with all procedures and requirements for obtaining the water aerodrome authorization.

Stage II	Manager/ GM-GACA	(a) Select the authorization team and designate the WAPM for taking up the task of authorization for proposed water aerodrome. (b) Inform the water aerodrome operator with details of WAPM as focal point from GACA. (c) Conduct pre-application discussion with applicant/ water aerodrome operator and brief about the requirements of the authorization process and advise to submit formal application (Form F-137-211).	(a) Within 5 working days after receipt of expression of interest for the authorization of water aerodrome.

7.14.3.2 Phase 2: Formal Application (20 Working Days)

ACTIVITY	WHO	WHAT	WHEN
Stage I	Applicant/ Water Aerodrome Operator	Applicant/Water Aerodrome Operator must ensure that: (a) Formal application (F-137-211) is filled up with all data/information; (b) Statement of Regulations Compliance F-137-202 is enclosed; (c) Nomination application for all management personnel F-137-204 is enclosed; (d) Check risk assessment, mitigation measures and corrective action plan F-137-214, if there are any non-compliances, is enclosed. (e) Ensure Water Aerodrome Operation Manual (Customized), WAEP, SMS and WASP are enclosed; (f) Any other documents-Enclose copy.	(a) After pre-application phase and readiness, applicant/water aerodrome operator can submit the formal application to GACA for water aerodrome authorization.

Stage II	Water Aerodrome Authorization Project Manager (WAPM)	(a) GM-ASD receive the formal application from applicant/water aerodrome operator and advise Manager and WAPM for action. (b) WAPM examine the sufficiency of the application and ensure all required documents are submitted by applicant/water aerodrome operator. (c) If WAPM observe some any deficiency in application, request the applicant/ water aerodrome operator to submit the same in a given time schedule. (d) In case applicant/water aerodrome operator fails to comply application requirements even after reminders, WAPM should return the application giving reasons after taking consent from GM. (f) If application is complete and all documents available, then WAPM initiate evaluation process phase 3.	(a) On receipt of formal application from the applicant/water aerodrome operator. (b) Period of 10 working days is considered sufficient to allow operator to resolve any application deficiency or missing documents etc. If applicant/operator take more time, then that shall not be counted in phase 2 process time. (c) The phase 2 should be completed by WAPM within 20 working days.

7.14.3.3 Phase 3: Document Evaluation and Competency Check Phase (40 Working Days)

ACTIVITY	WHO	WHAT	WHEN
Stage I	Water Aerodrome Authorization Project Manager (WAPM)/ Assigned WASIs	(a) WAPM conduct detail evaluation of submitted application, Regulation compliance check-list, and Water Aerodrome Operation Manual and Operating Procedures etc. (b) WAPM send relevant portion of Water Aerodrome Operation Manual or any other documents to the assigned WASIs and to other departments, if so required. WAPM keep monitoring for their timely feedback report. (c) WASIs submit their observations/ findings report to WAPM in Form F-137-214 with classification of each finding. (d) WAPM compile all observations/ findings report in Form F-137-214 and interact with team members for ensuring sufficiency and correctness of the finding report. WAPM may communicate with applicant for any clarifications or revisions in documents or operation procedures, if so required. (e) WAPM scrutinizes the resume of management personnel and coordinate with applicant/operator for any deficiency. If satisfied of meeting all the requirements of qualification, experience and training, then record competency scrutiny outcome of management personnel as accepted or accepted with conditions or rejected.	(a) Activity start on the date of decision to continue with authorization process. Activity a, b, c, d and e of stage I should be so arranged that all actions are completed in 15 working days.

Stage II	Water Aerodrome Authorization Project Manager (WAPM)/ Assigned WASIs	(a) On receipt of reply or clarifications from applicant/ operator, WAPM examine the submission of operator in consultation with assigned WASIs. (b) WAPM evaluates all finding and prepares the final finding report in prescribed form F-137-214. Classify the findings as L1 or L2 or L3 as per evaluation outcome. (c) Manager take internal approvals on final finding report from GM-ASD. (d) WAPM conveys the findings to the applicant/water aerodrome operator asking to file corrective action plan in the same form F-137-214 and in a specific given time schedule.	(a) Final finding report should be prepared by WAPM within 5 days on receipt of reply from applicant. Final findings report be got approved following internal procedures before conveying to the applicant/water aerodrome operator.

Stage III	Water Aerodrome Operator and Water Aerodrome Authorization Project Manager (WAPM)/ Manager	(a) Water aerodrome operator must carry out risk assessment and mitigation measures and prepare corrective action plan in same prescribed form F-137-214 within the given time. (b) WAPM shall analyze the corrective action plan in consultation with team members. If required, shall interact with applicant/operator for any additional information or modifications to finalize the corrective action plan before its acceptance. (c) WAPM will discuss the findings and corrective action plan with Manager. If necessity and essentially required to conduct technical inspection or on-site verification of water aerodrome, then Manager take approval from GM for water aerodrome inspection. WAPM and relevant team members inspect water aerodrome for limited scope. Follow same inspection process as in case of certification. (d) WAPM, in case of water aerodrome technical inspection and on-site verification, shall include the inspection outcomes in the findings report and in required ask fresh corrective action plan from the applicant/operator. (e) Manager accept the corrective action plan and mitigation measures following internal approval process. (Note: In the authorization process technical inspection or on-site verification are not mandatory. However, as an exception, water aerodrome visit may be conducted, if essential after approval of GM).	(a) Water aerodrome operator must submit corrective action plan in prescribed form within 10 working days including clarifications, if any. (b) WAPM should accept the corrective action plan within 10 working days including the period for water aerodrome inspection, if applicable. (c) The maximum period for stage III is considered as 20 working days and period of activity a, b, c, d and e should be adjusted accordingly.

7.14.3.4 Phase 4: Technical Inspection and On-site Verification (45 Working Days, *Optional*)

ACTIVITY	WHO	WHAT	WHEN
Stage I	Water Aerodrome Authorization Project Manager/ Manager	(a) Technical Inspection and On-site Verification is not mandatory for authorization; (b) WAPM must assess the requirement of site visit and discuss with Manager. If considered necessary then inspection can be conducted with approval from GM-ASD;	(a) Activity is of 45 working days. If need to be conducted. If activity not required, period of this phase will be reduced from the overall process period.)

7.14.3.5 Phase 5: Authorization Issuance Phase (10 Working Days)

ACTIVITY	WHO	WHAT	WHEN
Stage I	Water Aerodrome Authorization Project Manager/ Manager	(a) When no findings are reported or once the corrective action plans are accepted and mitigation measures agreed, WAPM prepares the proposal to issue the water aerodrome authorization for submission to GM for acceptance of the President. (b) WAPM proposal should include original application, accepted corrective action plan, Competency Check outcome status and the duly filled water aerodrome authorization certificate with file number WAA-137- Water aerodrome identifier code- Authorization number. (c) Once issuance of the water aerodrome authorization is accepted or rejected by the President, then Manager will communicate the same to the water aerodrome operator accordingly. (d) WAPM should also inform the status of authorization to AIS Department, if applicable.	(a) Within 10 workings days including approval of the President.

Stage II	Water Aerodrome Authorization Project Manager (WAPM)	(a) During the period of validity of authorization, the WAPM monitors the timely implementation of corrective action plans, if it was accepted during authorization process. (b) During the validity of authorization, if WAPM feel necessary to inspect water aerodrome, as and when required in relation to any changes, analysis of occurrences, safety of water aerodrome operations, then WAPM will plan and conduct oversight and surveillance audit inspections. If such inspection are required, same need to be coordinated with water aerodrome operator and must have approval of General Manager.	(a) As and when necessitated during the period of valid authorization.
Stage III	Water Aerodrome Operator	(a) Water aerodrome operator must maintain the authorized water aerodrome and all its facilities as per provisions of GACAR Part 137 and water aerodrome authorization certificate. (b) The authorization has no validly but in case cancel or surrender water aerodrome operator need to apply a fresh for re-issuance of authorization, if so required, to the President of GACA in the prescribed form (F-137-211) and following procedures given under Phase 2.	(c) As and when necessitated during the period of authorization.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 14. WATER AERODROME AUTHORIZATION PROCESS

Section 4. Contents of the Water Aerodrome Operation Manual (Customized)

7.14.4.1 Water Aerodrome Operation Manual (Customized)

Water aerodrome authorization require applicant/operator to develop customized water aerodrome operation manual as a combined document for all requirements depending upon size, complexity and operation requirements of water aerodrome. The customized water aerodrome operation manual must contain, as a minimum as given in the guidance template but not limited, the following as described in GACAR Part 137-Appendix A-2:

A. A table of contents;

B. The list of the corrigendum/amendment - this part should log the updates and/or corrections made to the customized water aerodrome operation manual;

C. Name and contact details of management personnel and responsibilities; and

D. Contents of customized water aerodrome operation manual as described in Appendix A-2 of GACAR Part 137 and which must include the following but not limited:

1. Promulgation of aeronautical information, if applicable

2. Control of access in water aerodrome movement area

3. Water aerodrome emergency planning

4. Rescue and RFF services

5. Inspections of the movement area

6. Maintenance of the movement area

7. Hazardous meteorological conditions

8. Visual aids and Power supply systems

9. Docking, Mooring and Anchoring area safety management

10. Wildlife and Aquatic hazard management

11. Obstacle limitation and obstacles

12. Safety policy and safety risk management procedures

13. Security Procedures

7.14.4.2 Sufficiency Check of Customized Water Aerodrome Operation Manual

The designated WASIs should check the sufficiency of the customized water aerodrome operation manual but it does not require acceptance as being part of overall responsibility of the operator. However, if WAPM observes any discrepancy, then same should be got corrected or modified to meet the sufficiency requirements. Once the WAPM is satisfied with sufficiency of the customized operation manual, the manual is considered as accepted and no formal acceptance is required in authorization process.

7.14.4.3 Updating or Amendment of Customized Water Aerodrome Operation Manual

A. The water aerodrome operator is responsible to define the responsibility for maintaining the data accuracy and methods of updating or amending of the customized water aerodrome operation manual.

B. Once water aerodrome is authorized by GACA, water aerodrome operator must inform President at least 40 days in advance from the date of implementing any amendment to the customized water aerodrome operation manual. WAPM shall review such proposed amendments, when received, and if have any observation will inform the operator immediately. However, there are no requirement of acceptance of amendment by the President.

C. WAPM will check that operator has provided the method of enabling all water aerodrome operating staff to have access to the relevant parts of the customized water aerodrome operation manual and which can be demonstrated.

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VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 15. ESTABLISHMENT OF NEW WATER AERODROMES

Section 1. General Requirements

7.15.1.1 GENERAL

A. In pursuant to Civil Aviation Law of Saudi Arabia, GACA has developed requirements for obtaining permission for establishing any new water aerodromes from the President of GACA as per GACAR Part 137 Sub Part D.

B. GACAR §137.163 prescribe requirement of permission from the President of GACA for design and establishment of new water aerodromes. The applicant must apply for permission in a prescribed form (Form: F-137-201) as acceptable to the President.

C. In case, the consultants are engaged in design or supervisory function by the applicant or owner for establishing of the water aerodrome, the applicant must take prior acceptance of the President for the consultant entity as required under GACAR §137.165 Sub Part D. However, if a water aerodrome operator plans to design, supervise and construct any new works in the certified or authorized water aerodrome using his own in house engineering resources or through a consultant, then requirement of prior permission of consultant for water aerodrome operator is not required. However, operator has to follow change management process in all such cases.

D. The establishment permission of water aerodrome does not permit the applicant to commence the operations of the water aerodrome on completion of the construction works. The applicant has to apply for certification or authorization as per regulatory requirements of GACAR 137 Sub Part B or Sub Part C as applicable. WAPM, should advise or inform the applicant the requirements of authorization and certification to the applicant while communicating the establishment permission.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 15. ESTABLISHMENT OF NEW WATER AERODROMES

Section 2. Process for Permission of Establishment of New Water Aerodrome

7.15.2.1 FIVE STAGE PROCESS OF PERMISSION

A. Any person, willing to establish new water aerodrome on land or waters in the kingdom of Saudi Arabia, require prior permission of the President and must apply in a form acceptable to the President. GACAR Part 137 also provide requirements of prior acceptance of consultant entity by the President before engaging of a consultant for establishment of any new water aerodrome.

B. GACA has prescribed five stages for the process for permission of establishment of new water aerodromes as follows with maximum time schedule of 30 working days for consultant approval and 40 working days for the permission process for establishment of a new water aerodrome excluding stage IV and V for which time period will be as per water aerodrome construction plan:

Stage I: Consultant Approval Process (30 Working Days)

Stage II: Water Aerodrome Establishment Permission Process (30 Working Days)

Stage III: Issuance of Establishment Permission (10 Working Days)

Stage IV: Water Aerodrome Construction Phase (Time Period as per Project Plan)

Stage V: Water Aerodrome Completion Reporting Phase (Within 30 days of completion of stage IV)

(WAPM/WASIs Guidance - The new water aerodrome establishment activity is comparatively infrequent and therefore require to be handle with associated water aerodrome safety inspectors and the Manager. The stage schedule for the five-stage process has been described for better understanding of the water aerodrome safety inspectors. Since the stages are not continuous for water aerodrome establishment process, the time is given for stage I, II and III work activities applicable for water aerodrome safety inspectors and overall time for establishment of water aerodrome is not estimated).

C. Applicant or water aerodrome operator, who intend to engage a consultant for design or

supervisory function of water aerodrome establishment, must take prior approval from the President and must submit the application in the prescribed form F137-206. Considering that such requirement is occasional, no separate WASIs are assigned. As and when required, Manager will assign any existing WASI for evaluation of the consultant application. The process and activity are prescribed for the process of acceptance of the consultants in section 4 of this chapter. The assigned WASIs must follow procedures as given in various stage activities.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 15. ESTABLISHMENT OF NEW WATER AERODROMES

Section 3. Application Requirements for Permission to Establish New Water Aerodrome

7.15.3.1 Requirements of Permission to Establish New Water Aerodrome

The applicant, owner and/or water aerodrome operator is responsible to apply for permission for establishment of new water aerodrome to the President of GACA in a prescribed form acceptable to the President which includes the following:

A. Application for establishment of new water aerodrome (Form: F-137-201);

B. Statement of Regulations Compliance (Form F-137-202 and 203);

C. Land ownership or land lease proof;

D. Approval to establish the water aerodrome from local Principality/Port Authority;

E. No objection certificate from SANS;

F. Environment Impact Assessment Report; and

G. The Water Aerodrome Feasibility Study Report including:

1. Details of the seaplanes mix fleet and critical/design seaplane;

2. Water aerodrome siting details, water runway orientation with wind data and wind rose analysis as per Table 5-1 (wind Data) and Figure 5-1 (Typical wind rose) of ICAO Doc 9814 (Part-I). The weather data considered should be for at least last 5 years, preferably of water aerodrome site or nearby airports/MET station;

3. Water aerodrome design and layout plan showing the water runway, Safety Area, clearway, taxi-lanes, docking area, mooring, anchoring area, passenger buildings and associated services;

4. Obstacle Limitation Surfaces Survey report of the proposed approach, take off-climb and transition surfaces as applicable;

5. Aeronautical study; if applicable;

6. Water aerodrome master plan showing the current and future land uses for the water aerodrome; and

7. Any other relevant documents.

(Note - Forms are available on GACA website. The applicant must submit application in the prescribed form as acceptable to the President failing which application is liable for rejection.)

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 15. ESTABLISHMENT OF NEW WATER AERODROMES

Section 4. New Water Aerodrome Establishment Activity Schedule

The stages activity table describe the process with who, what and when for ease of understanding of the water aerodrome safety inspectors as described below:

7.15.4.1 STAGE I: CONSULTANT APPROVAL PROCESS (30 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
1	Applicant/ Water Aerodrome Operator	(a) If Applicant/Water Aerodrome Operator intend to appoint a consultant for establishing of new water aerodrome, then he/she require to submit formal application in prescribed from (Form F-137-206) for acceptance of consultant entity from President of GACA. (b) Designate a focal point officer (FPO) from applicant or water aerodrome operator or consultant organization. Inform GACA. (c) If required, request a meeting with Water Aerodrome Manager or General Manager of GACA; and understand the regulation requirements and process for acceptance of consultant entity and permission for establishment of new Water Aerodrome.	(a) Focal Point Officer (FPO) will be the coordination officer with GACA. (b) FPO should be aware of all procedures and requirements of the process for obtaining permission for establishing new water aerodromes and acceptance of consultant.

2	Water Aerodrome Manager/ GM-ASD	(a) Water Aerodrome Manager assign the Water Aerodrome Safety Inspector (WASI) for the proposed new water aerodrome establishment permission process. (b) Inform the applicant with details of the assigned WASI as focal point from GACA.	(a) Within 5 working days from the date of receipt of formal application from the applicant.
3	Assigned WASI	(a) Examine the received application for consultant acceptance for its sufficiency as per GACAR §137.165 and Form F137-206 requirements. (b) If application is incomplete, WASI will ask the applicant for clarification or any other requirements/documents giving a definite time. If satisfactory reply not received in given time even after repeated reminder, then WASI should return the application with reasons after taking internal approval from Manager/General Manager. (c) If Application is complete, WASI will initiate process for detail examination of application and other submitted documents such as CVs of consultant key persons, consultant experience, plans etc.	(a) Within 5 working days from the date of task assignment to WASI by Manager/ GM. (b) WASI can give up to 10 working days to applicant/water aerodrome operator to clarify/submit the missing information/ required documents.

4	Assigned WASI and Water Aerodrome Manager	(a) If consultant found meeting the GACAR requirements, WASI will submit his findings with recommendation for acceptance of the consultant entity from President through Manager/General Manager. (b) When approved, WASI will record the details of consultant entity in the consultant acceptance register maintained at Manager-office. (c) Water Aerodrome Manager will convey the acceptance of the consultant in writing to the applicant/water aerodrome operator.	(a) Within 10 working days including internal approvals.

7.15.4.2 STAGE II: NEW WATER AERODROME ESTABLISHMENT PERMISSION PROCESS (30 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
	Applicant/ Water Aerodrome Operator	(a) The applicant, willing to establish the new water aerodrome, requires prior permission from the President of GACA and must express interest to establish new water aerodrome. (b) Applicant must designate or appoint a focal point officer (FPO) and Inform GACA. (c) If required, applicant should request a meeting with Water Aerodrome Manager or General Manager ASD; and understand the regulation requirements and process of permission for establishment of new water aerodrome. (d) Submit formal application to GACA-ASD office. Application must include: (i) Application for Water Aerodrome Establishment (Form F-137-201); (ii) Statement of Regulations Compliance (Form F-137-202 and F-137-203, if applicable); (iii) Statement of Ownership or Lease Rights of the Land; (iv) Approval from Principality/Port Authority; (v) No objection from SANS; (vi) Environment Impact Assessment Report; (vii) Water Aerodrome Feasibility Study Report (viii) Aeronautical Study Report, if applicable; (ix) Details of Consultant Entity, if engaged. Copy of acceptance letter if obtained from the President.	(a) Focal Point Officer (FPO) will be the coordination officer with GACA. (b) FPO should be aware of all procedures and requirements of the process for obtaining permission for establishing new water aerodromes.

2	Water Aerodrome Manager/ GM - ASD	(a) Assign the water aerodrome safety inspector for proposed new water aerodrome permission process or can assign the same WASI as in Stage I, if so appropriate. (b) Inform the applicant with details of WASI as focal point from GACA.	(a) Within 5 working days on receipt of formal application from the applicant.
3	Assigned WASI	(a) Examine application of new water aerodrome proposal for its sufficiency as per requirements specified in application and attachments and other required documents as per GACAR Part 137. (b) If application is incomplete, WASI must ask the applicant for clarification or any missing information/documents giving a definite time schedule. If satisfactory reply not received in the given time in spite of the reminders, WASI should return the application/ proposal with reasons after taking internal approval from Manager/ General Manager. (c) If Application is complete, WASI will initiate process of detail evaluation of the proposal.	(a) Applicant may be given up to 5 working days to reply to application quarries depending on the complexity of observations.
4	Assigned WASI	(a) WASI reviews the feasibility study, project report and other documents as per requirements prescribed in GACAR Part 137 for the new water aerodrome. WASI will sent the relevant portions of project report and application details to other departments such as obstacle, operation, environment and RFF etc. for their review giving a reasonable timeline through Manger/GM-ASD.	(a) Within 5 working days from the date of activity Stage II-3(c).

5.	Assigned WASI	(a) Assigned WASI monitor and follow for the timely report from all other departments. (b) WASI also evaluate relevant portions of the proposal to ensure compliance of all technical and regulatory requirements. (c) WASI will compile all findings including from other departments in a prescribed form for the purpose. WASI may discuss with other departments, if need any clarity on any of the findings. Assign classification to each finding. (d) If there are no findings, WASI will submit proposal with recommendation to Manager/ GM for grant of permission to establish new water aerodrome from Assistant President/ President. (e) If there are findings, WASI will take internal concurrence on findings and will ask the applicant to submit replies/clarifications/documents etc. giving a definite time schedule. (f) Once replies from applicant has been received, WASI will consult other departments, if required, and re-examine the findings. Once satisfied, and there are no more discrepancies, WASI will prepare the proposal for issue of permission.	(a) Within 5 working days from the date of activity Stage II-4. (b) Applicant may be given up to 10 working days to reply for findings depending upon the complexity of the water aerodrome project.

7.15.4.3 STAGE III: ISSUANCE OF ESTABLISHMENT PERMISSION (10 WORKING DAYS)

ACTIVITY	WHO	WHAT	WHEN
1	WASI/ Water Aerodrome Manager	(a) Manager review the proposal submitted by WASI for its completeness. If any doubt, interact with WASI/Applicant for clarification. (b) Once satisfied, Manager submit the proposal to GM with recommendations for grant of permission for establishing new water aerodrome from the President. (c) When President has granted permission, WASI will record the details in file maintained at Manager-office. (d) Manager convey the permission to establish new water aerodrome to the applicant in writing. (e) If establishment proposal is rejected, Manager will inform the applicant with reasons accordingly.	(a) Time line of this stage is 10 working days. The period also includes time of internal process of permission/ approvals.

7.15.4.4 STAGE IV: WATER AERODROME CONSTRUCTION PHASE

(Applicant Responsibility and Period as per Water Aerodrome Construction Plan)

ACTIVITY	WHO	WHAT	WHEN
1	Applicant/ Water Aerodrome Operator	(a) The activity of construction of water aerodrome will be the responsibility of the applicant. (b) The applicant should inform/send periodical report of water aerodrome construction status to GACA.	(a) Time line of this stage will be as per water aerodrome construction plan.
2	Assigned WASI	(a) Assigned WASI may visit water aerodrome construction site, if necessary, to ascertain that water aerodrome work is progressing satisfactorily post GACA permission and there are no violation of the regulations/permission.	(a) Date and Time as per WASI and Applicant mutual consent.

7.15.4.5 STAGE V: WATER AERODROME COMPLETION REPORTING PHASE

(Applicant Responsibility)

ACTIVITY	WHO	WHAT	WHEN
1	Applicant/ Water Aerodrome Owner	(a) The applicant will inform the President of GACA on completion of the water aerodrome construction work and submit a project completion report with as-built drawings and master layout plan.	(a) Time line of this stage is 30 days from the date of completion of the project works.
2	Assigned WASI/ Applicant/ Water Aerodrome Operator	(a) Assigned WASI should record the information/completion report, received from applicant, in the respective water aerodrome file for future records. (b) WASI may advise the applicant for process of authorization or certification of the water aerodrome, as the case may be and if applicant is willing to start the seaplane operations at new water aerodrome. (c) The applicant/water aerodrome operator must not start any operation at new water aerodrome without obtaining of either certification or authorization from the President of GACA, as the case may be depending of its type of use.	(a) Date and time as per WASI and Applicant mutual consent.

(Guidance for Applicant/Water Aerodrome Owner/Operator – If applicant/owner/operator of newly established water aerodrome intent to start seaplane operations at water aerodrome, authorization or certification is mandatary depending on type of use. However, water aerodromes for temporary use do not require certification or authorization and its shall be the responsibility of seaplane operator to take permission from GACA and ensure safety and suitability of water aerodrome for intended type of seaplane operations before using of such temporary water aerodromes as per provisions prescribed in GACAR Part 137.)

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 16. WATER AERODROME APPENDICES

Appendix WA-1. Competency Assessment Form for Management Personnel

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VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 16. WATER AERODROME APPENDICES

Appendix WA-2. Qualification and Experience for Competency Assessment

A. PERSON IN CHARGE OF THE WATER AERODROME (HEAD OF WATER AERODROME/ACCOUNTABLE EXECUTIVE)

1. A graduate degree or equivalent qualification.

2. Minimum five years of experience in civil aviation in case of certified water aerodromes and minimum three years of experience in civil aviation in case of authorized water aerodromes. Experience in airports/water aerodrome management or operations is an advantage.

3. Experience in various aspects of water aerodrome management such as technical, operational, safety, human resource, administration and finance desirable.

B. PERSON IN CHARGE OF WATER AERODROME OPERATIONS (HEAD OF WATER AERODROME OPERATIONS)

1. A graduate degree or equivalent qualification.

2. Minimum three years of experience in airport airside operations or water aerodrome operations in case of certified water aerodrome and minimum two years of experience in airport airside operations or water aerodrome operations in case of authorized water aerodrome.

3. Experience in various aspects of water aerodrome management such as apron management, deck handling, dangerous goods and operation safety an advantage.

C. PERSON IN CHARGE OF WATER AERODROME MAINTENANCE (HEAD OF WATER AERODROME MAINTENANCE):

1. A graduate degree in Civil/Electrical Engineering.

2. Minimum three years of experience in water aerodrome maintenance in case of certified water aerodromes. Minimum two years of experience in water aerodrome maintenance in case of authorized water aerodromes, if appointed.

3. Experience in planning and designing of water aerodromes and airfield lightings systems etc. an advantage.

D. PERSON IN CHARGE OF THE SAFETY MANAGEMENT SYSTEMS OF THE WATER AERODROME (HEAD OF WATER AERODROME SAFETY):

1. A graduate degree or equivalent qualifications.

2. Minimum three years of experience in safety and/or quality management systems in civil aviation in case of certified water aerodromes and minimum two years of experience in safety and/or quality management systems in case of authorized water aerodrome, if appointed.

3. Experience in planning and designing of safety systems, risk mitigation measures and quality management systems/human factors/analytical problem solving in water aerodrome is desirable.

E. PERSON IN CHARGE OF RESCUE FIREFIGHTING SERVICE (HEAD OF WATER AERODROME RFFS):

1. A graduate degree or equivalent qualifications in firefighting and in airport fire and rescue services. Training in seaplane firefighting is an advantage.

2. Minimum three years of experience in rescue and firefighting services in water aerodromes as team leader or five years of experience as fireman in aerodrome or water aerodrome emergency response and RFF services for certified water aerodromes. Minimum one years of experience in rescue and firefighting services in water aerodromes as team leader or three years of experience as fireman in water aerodrome emergency response and RFF services for authorized water aerodromes.

3. Experience in conducting water aerodrome emergency exercises, familiarity with seaplane, aircraft, airport fire and rescue, firefighting vessels/fire vehicle maintenance and upkeep as well as with their supply of extinguishing agents and supplies an advantage.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 16. WATER AERODROME APPENDICES

Appendix WA-3. General Criteria for Competency Assessment

(CPM/Assessment Committee will conduct competency assessment to evaluate the subject and functional area knowledge through examination and to evaluate the management skills through interview of the management personnel broadly using guidance given in knowledge criteria and performance criteria as below)

A. PERSON IN CHARGE OF THE WATER AERODROME (ACCOUNTABLE EXECUTIVE)

A	**Knowledge Criteria**
1	Knowledge of the functions of water aerodrome in-charge/accountable executive
2	Knowledge and understanding of the regulations, manuals and standard procedures that prescribe relevant water aerodrome operations and safety standards
3	Knowledge and understanding of safety, quality, emergency and security systems related principles and practices and its applications within the organization
4	Knowledge and understanding of the key issues of risk management within the water aerodrome
5	Knowledge of Regulatory framework (KSA Civil Aviation Law and GACARs etc.)
6	Knowledge of relevant ICAO Annex, Manuals, Guidance Materials and Docs
7	Knowledge of State Safety Program and water aerodrome SMS
8	Knowledge water aerodrome Certification/Authorization Process
9	Knowledge of Change Management and Regulatory Oversight
B	**Performance Criteria**
1	Full control of the human resources and financial resources - required for the safe operations and day to day maintenance of the water aerodromes
2	Full control of the operations requirements and technical resources for the water aerodrome
3	Final authority over water aerodrome authorized to conduct operations under the water aerodrome certificate/authorization
4	Competence and responsibility for the conduct of the water aerodrome organization’s affairs
5	Competence in developing of relations with all stake holders and other associated external agencies
6	Ultimate responsibility and accountability for the establishment and implementation of the Safety Management System
C	**Qualification, Experience and Training (Supporting Documents)**

1	Curriculum Vitae, Job Description and proof of relevant Qualifications and Experience
2	Details of relevant Trainings
3	Other relevant documents, if requested by GACA.

B. PERSON IN CHARGE OF WATER AERODROME OPERATIONS (HEAD OF WATER AERODROME OPERATIONS)

A	Knowledge Criteria
1	Knowledge of the functions of water aerodrome operations department
2	Knowledge of the applicable requirements in the area of water aerodrome characteristics
3	Knowledge of the Water Aerodrome Operation Manual and Standard Operation Procedures
4	Knowledge of Regulatory framework (GACARs and Advisory Circulars etc.)
5	Knowledge of relevant ICAO Annex, Manuals, Guidance Materials and Docs
6	Knowledge of State Safety Program and Water Aerodrome SMS
7	Knowledge of Water Aerodrome Certification Process
8	Knowledge of process of Change Management in Water Aerodrome
9	Knowledge of regulatory oversight process
10	Knowledge of regulation compliance and enforcement
B	**Performance Criteria**
1	Ensure that water aerodrome certificate requirements are met and that the water aerodrome operates in accordance with certificate conditions and regulatory requirements
2	Ensure an understanding by the water aerodrome management of the certification requirement and status of the Water Aerodrome Operation Manual
3	Responsible for the management of the operational services and AIP requirements of the water aerodrome
4	Accountable for day-to-day water aerodrome operations
5	Analyze audit findings and inspection reports as and when received and initiate corrective actions related to operations.
6	Monitor airside planning and development works for regulation compliance
7	Develop proactive working relationships with water aerodrome users
C	**Qualification, Experience and Training (Supporting Documents)**
1	Curriculum Vitae, Job Description and proof of relevant Qualifications and Experience
2	Details of relevant Trainings
3	Other relevant documents, if requested by GACA.

C. PERSON IN CHARGE OF WATER AERODROME MAINTENANCE (HEAD OF WATER AERODROME MAINTENANCE):

A	**Knowledge Criteria**
1	Knowledge of the functions of water aerodrome maintenance department
2	Knowledge of the applicable requirements of civil and electrical systems, visual aids, aeronautical lighting, Water Runway, taxi-lane, apron pavements etc.
3	Knowledge of the Water Aerodrome Operation Manual and Standard Maintenance Procedures
4	Knowledge of Regulatory framework (GACARs and Advisory Circulars etc.)
5	Knowledge of relevant ICAO Annex, Manuals, Guidance Materials and Docs
6	Knowledge of Water Aerodrome Certification requirements and process
7	Knowledge of the change management on the Water Aerodrome
8	Knowledge of regulatory compliances, enforcement
B	**Performance Criteria**
1	Ensure that water aerodrome certificating requirements are met, and that the water aerodrome facilities are accurately reported (Water Aerodrome Operation Manual/AIP) and in accordance with the regulatory requirements
2	Ensure water aerodrome facilities are compatible with intended sizes, types and frequency of seaplanes in accordance with water aerodrome regulatory requirements
3	Ensure that maintenance policies, procedures and training fulfil the aims of the water aerodrome maintenance department and meet regulatory requirements
4	Ensure understanding of regulatory requirements specific to Civil, Electrical and aquatic systems in water aerodromes.
5	Ensure understanding of regulatory requirements specific to visual aids such as markings, lighting, signs etc.
6	Ensure understanding of regulatory requirements specific to inspection and maintenance of civil and electrical systems in movement areas.
7	Ensure understanding of role as related to water aerodrome reporting systems to include hazard identification, defect identification and reporting
8	Ensure basic understanding of water aerodrome wildlife hazard management program
9	Ensure understanding of requirement for corrective and preventive maintenance program.
10	Ensure understanding of competency standards and evaluation program for maintenance staff maintaining safety critical assets or working in safety critical areas.
11	Ensure understanding of water aerodrome certification scope and process as applicable to both maintenance, facility and development activities
12	Analyze audit findings and inspection reports as and when received and initiate corrective actions related to civil and electrical
C	**Qualification, Experience and Training (Supporting Documents)**

1	Curriculum Vitae, Job Description and proof of relevant Qualifications and Experience
2	Details of relevant Trainings
3	Other relevant documents, if requested by GACA.

D. PERSON IN CHARGE OF THE SAFETY OF THE WATER AERODROME (HEAD OF WATER AERODROME SAFETY):

A	**Knowledge Criteria**
1	Knowledge of the functions of water aerodrome safety department
2	Knowledge of Water Aerodrome Safety Management Systems
3	Knowledge of the regulation requirements in water aerodromes safety and quality management
4	Knowledge of the Water Aerodrome Operation Manual and Standard Operation Procedures
5	Knowledge of Regulatory framework (KSA Civil Aviation Law, GACARs & ACs etc.)
6	Knowledge of State Safety Program and Water Aerodrome SMS
7	Knowledge of relevant ICAO Annex, Manuals and Docs
8	Knowledge of Water Aerodrome Certification Process
9	Knowledge of process of change management in water aerodromes
10	Knowledge of regulatory compliance and enforcement process
B	**Performance Criteria**
1	Responsible individual and focal point for the development and maintenance of an effective safety management system
2	Ensure that processes needed for the SMS are established, implemented and maintained
3	Reportable directly to the Accountable Executive on the performance of the SMS
4	Ensure safety and quality promotion throughout the organization
5	Ensure and: (r) Facilitate hazard identification, risk analysis, and management; (s) Monitor the implementation and functioning of the safety management system, including the necessary safety actions; (t) Manage the safety reporting system of the water aerodrome; (u) Provide periodic reports on safety performance; (v) Facilitate maintenance of safety management documentation for various areas; (w) Facilitate safety management training and ensure that it meets acceptable standards; (x) Provide advice on safety matters and initiate and participate in internal

	occurrence/ accident investigations; (y) Analyze audit findings and inspection reports as and when received and initiate corrective actions on them related to safety and quality (z) Coordinate with state regulator for certification and other safety matters
6	Develop proactive working relationships with other water aerodrome users
C	**Qualification, Experience and Training (Supporting Documents)**
1	Curriculum Vitae, Job Description and proof of relevant Qualifications and Experience
2	Details of relevant Trainings
3	Other relevant documents, if requested by GACA.

E. PERSON IN CHARGE OF RESCUE FIREFIGHTING SERVICE (HEAD OF WATER AERODROME RFFS):

A	**Knowledge Criteria**
1	Knowledge of the functions of Rescue and Firefighting department
2	Knowledge of water aerodrome rescue and firefighting services systems and categories
3	Knowledge of the applicable requirements in the areas of RFFS in water aerodromes
4	Knowledge of the Water Aerodrome Operation Manual and Standard HER and RFF Procedures
5	Knowledge of Regulatory framework (GACARs and Advisory Circulars etc.)
6	Knowledge of relevant ICAO Annex, Manuals and Docs
7	Knowledge of Water Aerodrome Emergency Plan and its management
8	Knowledge of Water Aerodrome Certification Process
9	Knowledge of regulatory compliances and Enforcement
10	Knowledge of reporting of accidents, incidents and emergencies on water aerodrome
B	**Performance Criteria**
1	Ensure that water aerodrome certificating requirements are met, and that the water aerodrome emergency response and RFFS are in accordance with the regulatory requirements
2	Ensure emergency fire and rescue facilities are compatible with sizes, types and frequency of seaplane operations and meets water aerodrome and legislative requirements
3	Ensure that rescue and firefighting, polices, procedures and training fulfil the aims of the water aerodrome and meet regulatory requirements
4	Ensure that procedures for auditing and conducting training of fire staff and driver are as per established standards
5	Ensure use of communication protocols and procedures are in accordance with regulations
6	Assess the feasibility of continuing water aerodrome operations in an emergency situation

7	Ensure appliances and equipment meet all regulatory requirements
8	Ensure an effective Incident/Accident Command & Control System
9	Conduct of rescue and firefighting exercise as per water aerodrome emergency plan
10	Analyze audit findings and inspection reports as and when received and initiate corrective actions related to operations.
11	Develop proactive working relationships with water aerodrome users and other stake holders
C	**Qualification, Experience and Training (Supporting Documents)**
1	Curriculum Vitae, Job Description and proof of relevant Qualifications and Experience
2	Details of relevant Trainings
3	Other relevant documents, if requested by GACA.

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 16. WATER AERODROME APPENDICES

Appendix WB-1. List of Forms

The following forms are available under Forms at GACA Website Portal. The operator must use these forms for the defined purpose and WASIs/CPM should also use the defined forms.

S. No	Form Number	Description of the Form	Location
1.	F-137-201	Form for Application of Establishment of Water Aerodrome (For use of Applicant)	GACA Website www.gaca.gov.sa
2.	F-137-202	Form for Statement of Regulations Compliance (For use of Applicant/ Operator)	GACA Website www.gaca.gov.sa
3.	F-137-203	Check List of Regulations Non-Compliances and mitigation measures (For use of Applicant/Operator)	GACA Website www.gaca.gov.sa
4.	F-137-204	Form for Nomination of the Management Personnel for Competence Assessment (For use of Applicant/Operator)	GACA Website www.gaca.gov.sa
5.	F-137-205	Form for Evaluation of the Management Personnel (For use of GACA WASIs)	WASI/HWAPM/CPM Office
6.	F-137-206	Form for Application for the Consultant Acceptance (For use of Applicant/Operator)	GACA Website www.gaca.gov.sa
7.	F-137-207	Form for Water Aerodrome AIP (For use of Water Aerodrome Operator)	GACA Website www.gaca.gov.sa
8.	F-137-208	Form for Establishment or Use of Temporary Water Aerodromes (For use of Applicant/Water Aerodrome Operator)	GACA Website www.gaca.gov.sa
9.	F-137-211	Form for Application for Certification/ Authorization of Water Aerodrome (For use of Applicant/Operator)	GACA Website www.gaca.gov.sa
10	F-137-212	Form for Technical Inspection Check List (For use of WASIs/CPM/HWAPM)	GACA Website www.gaca.gov.sa
11	F-137-213	Form for On-site Verifications Check list (For use of WASIs/CPM/HWAPM)	GACA Website www.gaca.gov.sa
12	F-137-214	Form for Findings Report and Corrective Action Plan (For use of Applicant/ Operator and WASIs/CPM/HWAPM)	GACA Website www.gaca.gov.sa

13	F-137-215	Water Aerodrome Operation Manual Checklist (For use of CPM/HWAPM/WASIs)	WASI/CPM Office
14	WAC-137-XXX-XXX	Form for Water Aerodrome Certification	WASI/CPM Office
15	WAA-137-XXX-XXX	Form for Water Aerodrome Authorization	WASI//CPM Office
16	WAP-137-XXX-XXX	Form for Permission of Establishment of Water Aerodrome	WASI/CPM Office

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 16. WATER AERODROME APPENDICES

Appendix WB-2. Water Aerodrome Operation Manual Checklist

(CPM/WASIs Guidance - This checklist will be used by Water Aerodrome Safety Inspectors to examine sufficiency of the Water Aerodrome Operation Manual (WAOM). Water Aerodrome Certificate Project Manager (CPM) must submit his recommendation to Manager and General Manager for their internal approval before acceptance of Water Aerodrome Operation Manual. In case of authorization, CPM/WASIs must use same checklist for customized manual with applicable provisions.)

(FORM F-137-215 –For use of CPM/WAPM/WASIs)

S. No.	Description of Items in WAOM	Compliance Check Status				Remarks / Reasons, if No
		Yes	No	N/A	WAOM Page Ref.	
1.0	**Introduction**					
1.1	Purpose of the water aerodrome operation manual					
1.2	Legal position regarding water aerodrome certification as contained in the applicable regulation.					
1.3	Distribution of the water aerodrome operation manual to the identities listed in manual.					
1.4	Procedures for distributing and amending the water aerodrome operation manual.					
1.5	Checklist of pages					
1.6	Preface by water aerodrome certificate holder (water aerodrome operator)					
1.7	Table of contents					
1.8	Glossary of terms					
2.0	**Technical Administration**					
2.1	Name and address of the water aerodrome					
2.2	Name and address of the water aerodrome operator					
2.3	Name and contact details of the accountable executive and water aerodrome management personnel.					
2.4	Water Aerodrome Operator organization chart					
3.0	**Description of Water Aerodrome (Water Aerodrome Characteristics)**					

3.1	Latitude and longitude of the water aerodrome reference point in World Geodetic System — 1984 (WGS-84) format.					
3.2	Elevations of Water Aerodrome and Seaplane Stands					
3.3	Seaplane dimensions and related information.					
3.4	Water Aerodrome Layout Plan showing water aerodrome reference point and layout of Water Runway, taxi-lanes, parking stands etc. and water aerodrome markings, lighting etc.					
3.5	The height and location of obstacles that infringe upon the standard protection surfaces, whether lighted or not.					
3.6	Procedures for ensuring that the water aerodrome plans are up to date and accurate.					
3.7	Data for, and the method used to calculate, declared distances and elevations of each declared distances i.e. TODA; ASDA; LDA.					
3.8	Details of the surfaces, dimensions and bearing strengths of water runway and Parking Stands.					
3.9	Details of various charts published in manual and AIP					
3.10	Check for details of 3.1 to 3.9 are provided in AIP along with other data information for certificated water aerodromes.					
4.0	**List of authorized/exempted deviations**					
4.1	Check the list of authorized/exempted deviations have been provided in the water aerodrome operation manual, in any.					
5.0	**Operational Procedures**					
5.1	Promulgation of aeronautical information					
5.1.1	System of aeronautical information service available and the system that the certificate holder uses to promulgate AIP requirements. For Authorization, if applicable.					
5.2	**Control of access**					
5.2.1	Control of access to the water aerodrome and its operational areas, including the location of notice boards, and the control of vehicles in the operational area.					
5.3	**Emergency Planning**					
5.3.1	Water aerodrome operator's arrangements in response to an emergency.					

5.3.2	Description of actions to be taken by the water aerodrome operator as part of plans for dealing with different emergencies occurring at the water aerodrome or in its vicinity.					
5.3.3	Contact list of organizations, agencies and persons					
5.3.4	Procedures for the appointment of an on-scene commander for the overall emergency operation and description of responsibilities for each type of emergency.					
5.3.5	Reporting mechanism in the event of emergency					
5.3.6	Details of tests of water aerodrome facilities and equipment to be used in emergencies, including frequency of those tests.					
5.3.7	Details of the exercises to test emergency plans, including the frequency of those exercises.					
5.3.8	Arrangements for personnel training and preparation for dealing with emergencies.					
5.4	**Water Aerodrome Emergency Response and RFF Services**					
5.4.1	Policy statement on the RFF categories to be provided.					
5.4.2	Where the water aerodrome fire officer or designated fire watch officers have specific safety accountabilities, these should be included in the relevant chapter of the water aerodrome operation manual.					
5.4.3	Policy and procedures indicating how depletion of the RFF service is to be managed. This should include the extent to which operations are to be restricted, duration, and procedures to notify pilots etc.					
5.4.4	Water aerodromes where a higher category of RFF is available by prior arrangement, the water aerodrome operation manual should clearly state the actions necessary to upgrade the facility.					
5.4.5	Water aerodrome operator's objectives for each RFF category provided should be defined, including a brief description of amounts of extinguishing agents provided; discharge rates; foam-producing appliances; and manning levels etc.					
5.4.6	Procedures for monitoring the seaplane movement areas for the purpose of alerting RFF personnel.					

5.4.7	Procedures for indicating how the adequacy of the response time capability of the RFF services throughout their functions and locations is monitored and maintained.					
5.4.8	Procedures for indicating how RFF personnel engaged in extraneous duties are managed to ensure that response capability is not affected					
5.4.9	Check where the water aerodrome provides specialist equipment such as rescue boats, emergency tenders, hose layers, and appliances for which details has been included in the water aerodrome operation manual.					
5.4.10	Check where water aerodrome is reliant upon other organizations to provide equipment which is essential for ensuring the safe operation of the water aerodrome, the policies or letters of agreement are included in the water aerodrome operation manual.					
5.4.11	Check that statement describing the process by which water aerodrome operators ensure the initial and continued competence of their RFF personnel is provided in the water aerodrome operation manual i.e. LVP, First Aid, training etc.					
5.4.12	Procedures indicating how accidents in the immediate vicinity of the water aerodrome are to be accessed.					
5.4.13	Check if water aerodrome operator expects the RFF facility to respond to domestic fires or special services, procedures for managing their impact upon normal seaplane RFF responses are included in water aerodrome operation manual.					
5.4.14	Check in case water aerodrome operator expects the RFF facility to respond to seaplanes accidents landside, the policy describes, and include procedures to manage effects on continued seaplane operations.					
5.4.15	Check availability of additional water supplies are described in water aerodrome operation manual.					
5.4.16	Check water aerodrome operator’s arrangements for ensuring the adequacy of responses in abnormal conditions, i.e. LVP are described in water aerodrome operation manual.					
5.5	**Inspection of the Movement Area**					
5.5.1	Routine water aerodrome inspections, including lighting inspections, and reporting, including the nature and frequency of these inspections.					

5.5.2	Procedures for sweeping of water runway, taxi-lanes and parking stands.					
5.5.3	Inspecting the parking stands, water runway and taxi-lanes following a report of debris on the movement area, an abandoned take-off due to engine, tire or wheel failure, or any incident likely to result in debris being left in a hazardous position.					
5.5.4	Measurement and promulgation of water, slush and other contaminants including depths on water runway and taxi-lanes.					
5.5.5	Check water aerodrome operation manual has procedures for assessment and promulgation of water runway, surface conditions, inspections and its frequency, FODs, Lighting, logbooks, communication with air traffic control, if available etc.					
5.6	**Maintenance of the Movement Area**					
5.6.1	Promulgation of information on the water aerodrome operational state, temporary withdrawals of facilities etc.					
5.6.2	Arrangements for maintaining the paved areas, including the cracks in pavements etc.					
5.6.3	Arrangements for maintaining the unpaved safety and clearways.					
5.6.4	Arrangements for maintaining the markings and taxi-lane strips.					
5.6.5	Arrangements for maintaining water aerodrome drainage.					
5.6.6	Arrangements for maintaining lighting aids, including measurement of intensity, beam spread, orientation of lights.					
5.6.7	Arrangements for maintaining the obstacle lighting.					
5.6.8	Arrangements for reporting and action taken in the event of failure or unsafe occurrence.					
5.7	**Hazardous meteorological conditions**					
5.7.1	Check that water aerodrome operation manual, if applicable, describe the procedure for handling hazardous metrological, snow or ice controls.					
5.8	**Visual Aids**					
5.8.1	Responsibilities with respect to water aerodrome marking & lighting.					

5.8.2	Description of all visual aids available for each approach, water runway, taxi-lanes and parking stands, including signs, markings and signals					
5.8.3	Procedures for operational use and brilliancy settings for the applicable lighting system.					
5.8.4	Standby power arrangements, including operating procedures both in LVP and during main power failure.					
5.8.5	Procedures for routine inspection and photometric testing of approach lights, water runway and strobe lights etc.					
5.8.6	Location of and responsibility for obstacle lighting on and off the water aerodrome.					
5.8.7	Procedures for recording inspection and maintenance of visual aids and actions to be taken in the event of failures.					
5.8.8	Control of work, including trenching and agricultural activity, which may affect the safety of the seaplane.					
5.9	**Seaplane Stands and Apron Management**					
5.9.1	Arrangements between air traffic control, the water aerodrome operator and the apron management unit, as applicable.					
5.9.2	Procedures for landing, take-off, taxing and arrangements for allocating seaplane stands, particularly at airports.					
5.9.3	Arrangements for initiating engine start and ensuring clearance of seaplane pushback.					
5.10	**Seaplane Stand and Apron Safety Management**					
5.10.1	Means and procedures for rotor thrust protection.					
5.10.2	Arrangements of safety precautions during seaplane refueling operations.					
5.10.3	Arrangements for seaplane stands sweeping/cleaning.					
5.10.4	Arrangements for reporting incidents and accidents on a seaplane stand/apron.					
5.10.5	Arrangements for assessing the safety compliance of all personnel working on the seaplane stands/apron.					
5.10.6	Arrangements for the use of water aerodrome when seaplane stand is part of deck or anchor area.					
5.11	**Vehicles on the Movement Area**					
5.11.1	Details of the applicable vehicle traffic guidelines for vehicle movements in operational area.					

5.11.2	Criteria for drivers to allow and operate vehicles on the movement area.					
5.11.3	Arrangements of communicating with air traffic control, in case ATC is part of water aerodromes.					
5.11.4	Details of the equipment needed in vehicles that operate on the movement area.					
5.12	**Wildlife and Aquatic Hazard Management**					
5.12.1	Arrangements for dispersal of bird and other wildlife.					
5.12.2	Measure to discourage, aquatic sea life, birds and other wildlife.					
5.12.3	Arrangements for assessing wildlife and aquatic hazards.					
5.12.4	Arrangements for implementing wildlife and aquatic control program.					
5.13	**Obstacles**					
5.13.1	Arrangements for monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces (OLS).					
5.13.2	Arrangements for controlling new developments in the vicinity of water aerodromes.					
5.13.3	Reporting procedure and actions to be taken in the event of the appearance of unauthorized obstacles.					
5.13.4	Arrangements for removal of an obstacle inside and outside water aerodrome area.					
5.14	**Removal of Disabled Seaplane**					
5.14.1	Details of the capability for removal of a disabled seaplane in certified water aerodromes.					
5.14.2	Arrangements for removing a disabled seaplane including reporting procedures.					
5.15	**Dangerous Goods**					
5.15.1	Arrangements for special areas on the certified water aerodrome to be set up for the storage of dangerous goods.					
5.16	**Low Visibility Operations, if Applicable.**					
5.16.1	Obtaining and disseminating meteorological information, including (RVR) and surface visibility.					
5.16.2	Protection of water aerodrome water runway during LVP if such operations are permitted.					
5.16.3	Arrangement and rules before, during and after low visibility operations, including applicable rules for vehicles and personnel operating in the movement area.					

5.17	**Protection of sites for navigation aids and meteorological equipment, if provided.**					
5.17.1	Description of the areas to be protected and procedures for their protection, if such equipment are provided on water aerodromes.					
6.0	**Safety Management System (SMS)** (CPM must take report from SMD and fill data)					
6.1	Check that Safety policy is described in SMS Manual.					
6.2	Operator's structure and responsibility-of accountable executive, management personnel, operational staff, organizational chart supporting the commitment to the safe operation of the water aerodrome etc.					
6.3	Procedure and methods of Training.					
6.4	Procedures for complying with regulatory requirements relating to accidents, incidents and mandatory occurrence reporting.					
6.5	Hazard analysis and risk assessment procedures.					
6.6	Management of change and change approvals.					
6.7	Safety audits.					
6.8	Documentation Management.					
6.9	Safety-related committees.					
6.10	Safety promotion.					
6.11	Responsibility for ensuring and monitoring safety by the contractors and third parties operating on the water aerodrome.					

Remarks, if any: (Water Aerodrome Safety Inspector shall write any additional information/findings observed during the technical inspection and on-site verification, if any, in the space given below.

Designation	Name	Signature	Date
Water Aerodrome Safety Inspectors	**1.**		
	2.		
	3.		
Water Aerodrome Certification Project Manager			

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 16. WATER AERODROME APPENDICES

Appendix WB-3. Form for issue of Water Aerodrome Certification

(Left Blank – To be developed)

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 16. WATER AERODROME APPENDICES

Appendix WB-4. Form for issue of Water Aerodrome Authorization

(Left Blank – To be developed)

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 16. WATER AERODROME APPENDICES

Appendix WB-4.1. Form for issue of Water Aerodrome Authorization (Attachment A)

(Left Blank – To be developed)

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 16. WATER AERODROME APPENDICES

Appendix WB-5. Form for Issue of Permission of Establishment of Water Aerodrome

(Left Blank – To be developed)

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 16. WATER AERODROME APPENDICES

Appendix WC-1. List of Training Courses for Management Personnel

(NOTE: The below mentioned course are suggestive list only. Water Aerodrome operator are obligated to provide the required type and duration of training as required for management personnel to perform their defined function. All below suggested course are common for aerodrome and water aerodrome management personnel and must be either recognized by International Civil Aviation Organization (ICAO) or General Authority of Civil Aviation of Saudi Arabia (GACA), or from an Institution/Organization which are validated or approved by ICAO or GACA. Airport also include water aerodromes for purpose of these training courses)

S. No	Description of Training Course	Minimum Duration
I	**Person in-charge of Aerodrome/Water Aerodrome (Accountable Executive)**	
	Airport Executive Leadership Program	One Week
95.	Airport Operations and Safety Course	One Week
96.	Airport Emergency Planning and Crisis Management Course	One Week
97.	Water Aerodrome Emergency and onsite commanding Course	One Week
98.	Water Aerodrome Safety Management Systems Course	One Week
99.	Accident and Incident Investigation Course	One Week
100.	Water Aerodrome Certification Course	One Week
101.	Airport Collaborative Decision-Making Course	One Week
102.	Emergency handling and Media Management Course	One Week
103.	ICAO Standards and Recommended Practices for water aerodromes	One Week
104.	Airport Facilitation and Customer Service Course	One Week
105.	Human Factors for Airport Managers	One Week
106.	Airport Security Planning and Management Course	One Week
107.	ICAO Airport User Charges and Airport Air Service Development	One Week
108.	Airport Environmental Management Course	One Week
109.	Water Aerodrome Information Service Management Course	One Week
110.	Airport Commercial and Business Management Course	One Week
111.	Airport Customer Service Quality Management Course	One Week
112.	Airport Security Planning and Management Course	One Week
113.	Airport Passenger Terminal Management Course	One Week
II	**Person in-charge of Operations**	

114.	Water Aerodrome Operations Management Course	One Week
115.	Water Aerodrome Certification Course	One Week
116.	Airside Operations Course	One Week
117.	Safety Management Systems Course	One Week
118.	Emergency Planning and Crisis Management	One Week
119.	Global Safety Network Program Course	One Week
120.	Water Aerodrome Auditing and Compliance Course	One Week
121.	Airport Collaborative Decision-Making Course	One Week
122.	Movement Area and Apron Management Course	One Week
123.	Water Runway Incursion Awareness and Prevention	One Week
124.	Visual Aids and Declared distances Course	One Week
125.	Airside Regulatory Inspection and Surveillance Course	One Week
126.	Wildlife Hazard Management Course	One Week
127.	Water Aerodrome Security Planning and Management Course	One Week
128.	Water Aerodrome Deck Handling and Slots Allocation Course	One Week
129.	Dangerous Goods Awareness and Ramp Handling Course	One Week
130.	Airside access control and Airside Driving Management Course	One Week
131.	ICAO Global Reporting Format (GRF) course	One Week
132.	Water Aerodrome Information Service Management Course	One Week
133.	Water Aerodrome Operation Control Centre Management Course	One Week
III	**Person in-charge of Maintenance**	
134.	Airport Master Planning Course	One Week
135.	Water Aerodrome Pavement Design and Evaluation Course	One Week
136.	Understanding and working with ICAO Annex 14 Vol-I and Vol-II	One Week
137.	Airport Project Management	One Week
138.	Water Aerodrome Certification and Water Aerodrome Operation Manual Course	One Week
139.	Water Aerodrome Auditing and Compliance Course	One Week
140.	Managing of Water Aerodrome Works and Safety Course	One Week
141.	Water Aerodrome Lighting Systems Course	One Week
142.	Water Aerodrome Sign and Pavement Markings Course	One Week
143.	Water Aerodrome Obstacle Evaluation Course	One Week
144.	ICAO Standards and Recommended Practices for water aerodromes	One Week
145.	Pavements and Movement area maintenance management Course	One Week
146.	ICAO Global Reporting Format (GRF) Course	One Week
147.	Water Aerodrome change management planning and work execution	One Week
148.	Water Aerodrome risk assessment course	One Week
149.	Water Aerodrome inspections and reporting systems	One Week
150.	Water Runway Incursion Awareness and Prevention	One Week
151.	Airport and water aerodrome maintenance and FOD management Course	One Week

152.	Airport Environment and Energy Management Course	One Week
153.	Water Aerodrome Drainage Planning and Management Course	One Week
IV	**Person in-charge of Safety**	
154.	Airport Safety Management Systems Program	One Week
155.	Airside Operations Course	One Week
156.	Water Aerodrome Certification and Water Aerodrome Operation Manual Course	One Week
157.	Water Aerodrome Auditing and Compliance Course	One Week
158.	Water Aerodrome risk assessment and reporting	One Week
159.	Human Factors for Water Aerodrome Personnel	One Week
160.	Water Runway Incursion Awareness and Prevention	One Week
161.	Understanding and working with ICAO Annex 19	One Week
162.	Accident and Incident Investigation Course	One Week
163.	ICAO Standards and Recommended Practices for water aerodromes	One Week
164.	Water Aerodrome NOTAM and Reporting Systems	One Week
165.	Safety Management Systems (SMS) Implementation Course	One Week
166.	Airport Collaborative Decision Making (A-CDM) course	One Week
167.	Water Aerodrome Obstacle Evaluation and Reporting Systems	One Week
168.	Airport Carbon Management Program course	One Week
169.	Water Aerodrome operational safety Course	One Week
170.	Water Aerodrome Regulatory Compliance Course	One Week
171.	Airport Service Quality Management course	One Week
172.	ICAO Global Reporting Format (GRF) training course	One Week
173.	Water Aerodrome Information Service Management	One Week
V	**Person in-charge of Rescue and Firefighting**	
174.	Water Aerodrome Emergency Planning Course	One Week
175.	Water Aerodrome Fire Fighting and Rescue Training Course	One Week
176.	Water Aerodrome emergency tabletop exercise management course	One Week
177.	Water Aerodrome Radio Telecommunication Training Course	One Week
178.	Water Aerodrome Security Management Course	One Week
179.	Aviation Medicines and First Aids training course	One Week
180.	Understanding of ICAO Regulations and Water Aerodrome Master Plan	One Week
181.	ICAO Fire Fighting Standards and Recommended Practices	One Week
182.	NFPA Standards for Fire Equipment	One Week
183.	Water Aerodrome Certification Course	One Week
184.	Accident and Incident Investigation Course	One Week
185.	Professional Certificate Course in Water Aerodrome Safety	One Week
186.	Water Runway Incursion Awareness and Prevention course	One Week
187.	Airport Environmental Management	One Week

188.	Wildlife Hazard Management Course	One Week

Additional Training Courses for RFF Management Personnel:

No	Code	Courses	References Material
1	FF I	Fire Fighter I	NFPA 1001
2	FF II	Fire Fighter II	NFPA 1001
3	AFF	Airport Firefighter	NFPA 1003
4	DO	Driver Operator. - Driver/Operator - Pumper - Aircraft Rescue and Fire-Fighting Apparatus - Mobile Water Supply	NFPA 1002
5	Haz Mat I	Hazardous Materials Awareness	NFPA 1072
6	Haz Mat II	Hazardous Materials Operations - Operations Core - OP MSC Personal Protective Equipment (6.2) - OP MSC Product Control (6.6)	NFPA 1072
7	Haz Mat III	Hazardous Materials Technician	NFPA 1072
8	Haz Mat VI	Hazardous Materials Incident Commander	NFPA 1072
9	FO I	Fire Officer I	NFPA 1021
10	FO II	Fire Officer II	NFPA 1021
11	FO III	Fire Officer III	NFPA 1021
12	FO VI	Fire Officer VI	NFPA 1021
13	FI I	Fire Instructor I	NFPA 1041
14	FI II	Fire Instructor II	NFPA 1041
15	FT III	Fire Instructor III	NFPA 1041
16	FP I	Fire Inspector I	NFPA 1031
17	FP II	Fire Inspector II	NFPA 1031

No	Code	Courses	References Material
18	FP III	Fire Inspector III	NFPA 1031
19	PE	Plan Examiner	NFPA 1031
20	Tele I	Telecommunications I	NFPA 1061
21	Tele II	Telecommunications II	NFPA 1061
22	ISO	Incident Safety Officer	NFPA 1026
23	AEP	Water Aerodrome Emergency Plan	GACAR137
24	GACAR139-1	Working with GACAR 139: Aerodrome	GACAR139
25	GACAR137-1	Working with GACAR 137: Water Aerodromes	GACAR137

(Note: GACA may recognize and accept other courses, not listed above, if such courses are approved by International Civil Aviation Organization for area of specialized function as acceptable to the President of GACA.)

VOLUME 7. AERODROMES, HELIPORTS, VERTIPORTS AND WATER AERODROMES ADMINISTRATION

CHAPTER 17. ESTABLISHMENT OF VERTIPORTS

SECTION 1. AUTHORIZATION OF ESTABLISHMENT AND OPERATIONS OF VERTIPORTS

7.17.1.1. General.

A. Vertiports international standards and national regulations are continuously being developed to provide the required regulatory framework for advanced air mobility (AAM) safe and sustainable operations.

B. GACA regulations pertaining to vertiports are under development and in line with ongoing international developments.

C. Thus, GACA handles the construction and operation of vertiports within KSA via the issuance of a GACA Vertiport Authorization based on a case-by-case evaluation as stipulated in this section and the guidance provided by the GACA Advisory Circular AC-140-01 (Vertiport Design Specification (VDS))

7.17.1.3. Definitions. For the purposes of this section, the following definitions apply:

Vertiport: A Vertiport is a defined area on land or water (Including any building, installations, and equipment) intended to be used either wholly or in part for the arrival, departure, and surface movement of VTOL aircraft.

VTOL aircraft: A VTOL aircraft is a heavier-than-air aircraft, other than an airplane or helicopter, capable of performing vertical take-off and landing by means of more than two lift units that are used to provide lift during the take-off and landing.

7.17.1.5. Vertiport Establishment and Operation Authorization Process.

A. The vertiport establishment and operation authorization process adopted by GACA safety inspectors consists of the following generic phases:

- Phase One - Pre-Application
- Phase Two - Formal Application

• Phase Three - Document Compliance

• Phase Four - Demonstration and Inspection

• Phase Five - Authorization Phase

B. Upon successful completion of the vertiport establishment and operation authorization process, GACA, under the authority of the Executive Vice President of Aviation Safety & Environmental Sustainability will issue a Vertiport Certificate of Authorization stipulating the privileges and limitations of operating the vertiport.

7.17.1.7. Phase One - Pre-Application.

A. The applicant will inform the GACA Aerodrome Safety Department with the following information:

1. The details of the intent of establishing the vertiport.
2. The type of intended operations of the vertiport.
3. The type and identification of VTOL(s) intended to operate to/from the vertiport.
4. Any other details as requested by the GACA Aerodrome Safety Department.

B. GACA Aerodrome Safety Department will evaluate the vertiport establishment and operation authorization requirements and provide the applicant with the following:

1. Any application form(s) as required.
2. The required guidance and instructions to follow the applicable recommendations as stipulated in GACA Advisory Circular AC-140-01.
3. The required guidance and instructions to create the required compliance checklist by the applicant as required by the GACA Aerodrome Safety Department.
4. The required details to prepare the required documents to obtain the vertiport establishment and operation authorization.
5. The required details relating to obtaining all other required approvals from other KSA entities such as the Saudi Air Navigation Services (SANS) and other KSA Government entities.

7.17.1.9. Phase Two - Formal Application.

Upon completing the requirements of Phase One, the applicant will send the formal application along with the required documents to the GACA Aerodrome Safety Department which will evaluate the application package for correctness and sufficiency and advise the applicant of any missing items to complete the formal application package.

7.17.1.11. Phase Three - Document Compliance.

1. GACA Aerodrome Safety Department will make a thorough review of the submitted documents and verify the compliance of all the stipulated establishment and operation authorization requirements that were communicated to the applicant in Phase-One and Phase-Two.

2. GACA Aerodrome Safety Department will continuously communicate with the applicant to apply any required corrections and adjustments to the submitted establishment and operation authorization documents. On completion of construction of the vertiport, the applicant will inform GACA that the vertiport is established as per requirements and is ready for demonstration and inspection.

3. This phase is terminated when the GACA Aerodrome Safety Department is satisfied with the compliance of the submitted authorization documents with all the previously communicated vertiport establishment and operation authorization requirements, which will result in the acceptance of the submitted documents.

7.17.1.13. Phase Four - Demonstration and Inspection.

1. Upon successful completion of Phase-Three, the GACA Aerodrome Safety Department will develop and document a vertiport demonstration and inspection plan and submit it to the applicant for preparation and readiness.

2. GACA Aerodrome Safety Department will conduct the vertiport demonstration and inspection following the documented plan.

3. The demonstration and inspection phase may include a satisfactory demonstration of VTOL takeoff and landing operation and onsite verification of the vertiport operation procedures.

4. All unsatisfactory findings during this phase will be communicated to the applicant for mitigation and corrective actions.

5. Upon satisfactory completion of this phase, the applicant will be informed accordingly.

7.17.1.15. Phase Five - Authorization Phase.

1. Upon satisfactory completion of Phase-Four, the GACA Aerodrome Safety Department will

prepare a GACA Vertiport Certificate of Authorization containing, but not limited to the following information:

a. The name and address of the authorization holder.

b. The location and vertical procedure surface (VRP) coordinates of the authorized vertiport.

c. Exact references to vertiport GACA approved documents.

d. The type(s) (make and model) of VTOL(s) authorized to operate to/from the vertiport.

e. Exact references to the vertiport operating privileges and limitations within the vertiport GACA approved document.

2. The vertiport Certificate of Authorization will be signed by the GACA Executive Vice President of Aviation Safety & Environmental Sustainability and forwarded to the applicant.

3. The GACA aerodrome inspectorate will compile a vertiport authorization folder containing all the documents pertaining to all the establishment and operation authorization phases.

The GACA aerodrome inspectorate will schedule and conduct full surveillance on the authorized vertiport after six months of starting operation and thereafter as required.

******* END *******