

# General Requirements for Aerodrome Certificate Holders

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## GENERAL

Overseas Territories Aviation Circulars are issued to provide advice, guidance and information on standards, practices and procedures necessary to support Overseas Territory Aviation Requirements. They are not in themselves law but may amplify a provision of the Air Navigation (Overseas Territories) Order or provide practical guidance on meeting a requirement contained in the Overseas Territories Aviation Requirements.

## PURPOSE

This OTAC provides general guidance as to what might be expected of persons applying for or holding an Aerodrome Certificate and for Aerodrome and Airport Operators on the appointment of Aerodrome or Airport Managers, and the competencies and experience required of them.

## RELATED REQUIREMENTS

This Circular relates to Part 19 of the Air Navigation (Overseas Territories) Order and OTAR Part 139. Additional information on Accountable Managers, who can be considered to have a role equivalent to that of the Aerodrome Certificate Holder or Airport Manager, is published in OTAC 139-17 Accountable Manager.

## CHANGE INFORMATION

Issue 2 - General review, update and simplification. Addition of guidance to support recruitment selection.

## ENQUIRIES

Enquiries regarding the content of this Circular should be addressed to Air Safety Support International at the address on the ASSI website [www.airsafety.aero](http://www.airsafety.aero) or to the appropriate Overseas Territory Aviation Authority.

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## 1 Introduction

1.1 The Air Navigation (Overseas Territories) Order (AN(OT)O) prescribes the type of aerodrome that is required to be certificated. OTAR 139 sets out the requirements to meet the criteria for certification. In addition, any person or organisation may apply for an aerodrome certificate for their aerodrome. The aerodrome certificate is issued by the OTAA of the Territory in which the aerodrome is located.

1.2 The International Civil Aviation Organisation (ICAO) provides basic guidance on the certification of aerodromes in ICAO Document 9774 – Manual on Certification of Aerodromes. It states,

*“Before granting an aerodrome certificate, the CAA must be satisfied that...the applicant and his/her staff have the necessary competence and experience to operate and maintain the aerodrome properly;...”*

Aerodrome Certificate Holders and Managers must have sufficient knowledge, competence and experience to ensure compliance with these requirements.

1.3 Where the term ‘Aerodrome Certificate Holder’ is used in OTAR Part 139 and related material, the person occupying this post should be considered as having responsibilities equivalent to those of the Accountable Manager in an approved organisation. Further guidance may also be found in the OTAC entitled “Accountable Manager”.

1.4 It must also be noted that some operations will require the application of aviation security requirements. These are set out in OTAR Part 178.

## 2 General

2.1 In essence the aerodrome certificate demonstrates that aerodrome certificate holder is competent and has established an appropriate organisation, compliant aerodrome and satisfactory procedures to manage safety.

2.2 The certificate is issued following a successful certification inspection and audit process by the Territory’s aviation regulator.

2.3 The aerodrome certificate is issued to a nominated holder who must be a legally recognised individual, either a corporate body or government department (entity) or person. This is the **aerodrome certificate holder**. This entity/person is ultimately accountable for the safe operation of the aerodrome and the continued compliance with safety and, where applicable, security regulation.

2.4 For small airports the aerodrome certificate holder may hold a number of roles. He/she may well hold all or some of the roles such as aerodrome manager, accountable manager, Managing Director or Chief Executive.

2.5 For larger airports the identification may be less straightforward. The Chief Executive of a larger airport operating company or Government Minister/officer, exercising overall responsibility for the company, may also be most directly responsible for the Aerodrome Certificate. However, due to the structure of the entity, the airport operating company may appoint an aerodrome certificate holder reporting to the Chief Executive/Minister. The post may go by a number of different titles such as Airport Operations Manager, Operations Director or Aerodrome Safety Manager, but in the context of this circular the post will be referred to as “Aerodrome Manager”.

- 2.6 It is important that the responsibilities of the aerodrome manager are clearly defined, as part of the job specification, and include the responsibilities specified in Part 139 Subpart D – The Aerodrome Certificate Holder.
- 2.7 Regardless of the number of reporting levels between the aerodrome manager and entity Chief Executive or Government Minister/officer, the aerodrome manager should have defined reporting lines for safety matters direct to the Chief Executive, the Board or Minister/officer and the regulator.
- 2.8 Clearly, a new aerodrome manager is unlikely to have all the knowledge, competence and experience required for the role from the outset. However, assessment identifying any gaps enables the organisation to plan and define the individual's training needs. Section 4 gives some additional guidance.

### **3 Knowledge, Competence and Experience of Applicants**

- 3.1 This OTAC is not intended to impose restrictions on the recruitment of aerodrome managers, but employers should take some care to ensure that identified knowledge, competence and experience requirements are met, otherwise the regulator may decline to approve the appointment, with consequences for the aerodrome certificate.
- 3.2 The knowledge, competence and experience requirements of an aerodrome manager will be dependent on the scale and complexity of the aerodrome to be managed.
- 3.3 Candidates for appointment as aerodrome managers whose knowledge, competence or experience is assessed by the regulator as having gaps may be appointed, subject to a training programme or other restrictions being agreed between the aerodrome certificate holder and the regulator.
- 3.4 Aerodrome certificate holders are recommended to consult early with the designated regulator prior to making an offer of employment to a specific person. Normally, the curriculum vitae of shortlisted candidates for appointment should be submitted to the designated regulator for assessment prior to final interviews. This enables the regulator to provide an opinion on the suitability of candidates at an appropriate stage of the selection process. Table 1 (overleaf) provides a high-level summary checklist that may help with this process.

**Table 1 - Knowledge, competence and experience checklist**

Ref.	Knowledge, Competence, Experience	Area	Purpose	Notes
1	Knowledge, competence and experience	Safety Management Systems	A fundamental part of the safety and security management of aerodromes	
2		Quality Management Systems		
3	General management experience and competence	Auditing	To ensure the satisfactory performance of multidisciplinary staff groups	
4		Maintenance		
5		Documentation		
6		training and development		
8	Comprehensive knowledge	OTAR 139	The regulations	
9		OTAR 140		
10		OTAR 178 (where applicable)		
11		ICAO Annex 14 Volume I		
12		Mandatory Occurrence Reporting Schemes	Performance data	
13	General knowledge and competence	Air Navigation (Overseas Territories) Order	Relevant Articles	
		Documents (including the Aerodrome Manual, Aerodrome Maintenance Manual, Rescue and Fire Fighting Service Manual, Aerodrome Emergency Plan) and, if applicable, the Airport Security Programme	Ensure they are appropriate	
14		Development of staff training programmes		
15	General knowledge	ICAO Annex 14 Volume II	The regulations	
16		Overseas Territories Aviation Requirements (OTARs)		
17	Good appreciation	Aviation and the role of the aerodrome	To manage the operation and environment in context	
18		The relationship of aerodromes relate to other organisations within and outside aviation		

**Other** (non-aviation safety elements)

The relevance of the following is likely to depend on the nature and structure of the organisation. The organisation may have additional requirements not shown here.

Ref.	Knowledge, Competence, Experience	Area	Purpose	Notes
A	Depending on the company structures and levels of delegation	Management of budgets	To ensure and manage the organisation rules of governance	
B		Procurement processes		
C	Good appreciation	Environmental laws and rules	To manage the operation and environment in context	
D	General knowledge and competence	Values and behaviours	Encourages dialogue and joined-up working	
			Doing the right thing, openly and honestly	
			Being constructive and supportive	
			Giving people the information they need in a way they understand	
			Finding ways to improve and innovate	
			Working with pace and purpose	