



**CIVIL AVIATION SAFETY AND SECURITY
OVERSIGHT AGENCY**

Order

CAA-O- AGA005

September 2010

GUIDELINES ON QUALIFICATIONS OF AERODROME AND GROUND AIDS (AGA) INSPECTORS

1.0 PURPOSE

This Order is issued to provide information and guidance on the qualifications, duties and responsibilities, staffing and training requirements for inspectors in order to ensure effective oversight of the aerodrome operations in Partner States.

2.0 REFERENCES

- 2.1 The Civil Aviation (Aerodromes) Regulations as amended;
- 2.2 EAC Aerodrome Inspectors Handbook
- 2.3 EAC Manual of Aerodrome Standards Doc. 132/404

3.0 BACKGROUND

3.1 The aerodromes and ground aids (AGA) inspectorate provides safety oversight to the aerodromes facility, ground aids, electric systems, installations including certification of the various categories of aerodromes and appropriate personnel as required to ensuring continued compliance with national and international regulations.

3.2 Effective oversight is necessary to maintain an acceptable level of safety, and depends on the competence and dedication of the inspectors to continuously ensure vitality of civil aviation.

3.3 It is therefore imperative that inspectors are trained to acquire skills, knowledge, attitudes and technical experience that compare favorably or over and above with the personnel they are expected to regulate. In addition, the inspectors should enjoy terms and conditions of service consistent with their education, technical experience and responsibility in executing their safety oversight functions.

3.4 Determination of the minimum number that is considered reasonable for aerodromes and ground aid Inspectors to carry out their tasks will take into account the number of providers

to be handled by one Inspector whilst taking cognizance of the number of providers and associated workload.

3.5 The Aerodrome and Ground Aid inspectorate staff is answerable and shall be assigned duties as directed by DASSR.

4.0 SPECIALIST AREAS OF AERODROME INSPECTORS

Aerodrome operation and regulating requires multi-disciplinary base and inputs to achieve the desired operating standards. In this regard, various specialists will be required to ensure appropriate regulatory requirements are met. The following areas of aerodrome inspectors are required:

1. **Aerodrome inspectors (pavements and structures)** – dealing with regulatory aspects relating to performance and condition of runways, taxiways and apron. This also includes serviceability of pavements and visual aids.
2. **Aerodrome inspectors (visual aids and electrical systems)** – dealing with regulatory aspects relating to performance of visual aids, lightings and electrical systems. This also includes, ensuring *maintenance performance level objectives* for aerodromes visual aid are met in accordance with the standards.
3. **Aerodrome inspectors (Emergency Services)** – dealing with regulatory aspects relating to effectiveness of emergency services and requirements of RFFS and AEP commensurate with the aerodrome category.
4. **Aerodrome inspectors (Ground Operations)** – dealing with apron safety and management, Movement areas, Obstructions evaluation and marking.

5.0 FUNCTIONS AND RESPONSIBILITIES OF AERODROME INSPECTORS

5.1 The main aerodromes regulatory functions include;

- 5.1.1 Carrying out efficient and effective safety oversight of aerodrome operations with the objective of enhancing safe operation of aircraft and to continually ensure compliance with national and international standards i.e. ICAO standards and recommended practices (SARPs) and industry best practices.
- 5.1.2 Development of technical guidance materials for aerodrome operations, processes and procedures; and
- 5.1.3 Development and recommendation of regulatory amendments to civil aviation legislations as appropriate.

5.2 Duties of Aerodrome Inspectors

5.2.1 The duties and responsibilities of Aerodrome Inspectors are as follows;

- a) Conduct inspections for the certification/licensing of aerodromes in accordance with the regulations, standards and recommendations.
- b) Develop a suitable programme for the purpose of establishment, promulgation and amendments of;
 - Relevant aspects of State's Civil Aviation legislation such as Acts, Regulations, Orders and other instruments containing mandatory requirements.
 - National aerodrome standards, guidance materials, processes and procedures for regulating all categories of aerodromes
 - procedures and programmes for continuing aerodrome surveillance and implementation of relevant enforcement actions, where necessary
- c) To ensure compliance with the provisions of ICAO Annex 14 requirements.
- d) Conduct audits of aerodrome operations in line with regulations and guiding in implementation of audit related action plans. Assess effectiveness of proposed corrective actions of operators including follow up to their implementation
- e) Ensuring development and implementation of operators SMS and Aerodrome Manuals in accordance with the State's Safety Programme (SSP) and acceptable level of safety.
- f) Ensure effective implementation of Aerodrome Emergency Plan (AEP) and adequate control of obstacles within and in the vicinity of aerodromes and in accordance with regulatory requirements.
- g) Develop guidance materials and Advisory Circulars (ACs) for different specialist areas as acceptable means for compliance (AMC) with the Civil Aviation (Aerodromes) Regulations, as amended.
- h) As necessary, undertake audits and perform inspections to ensure serviceability of runway, taxiway and apron surfaces, ground aids and associated infrastructures.
- i) Conduct regular audits/inspections to ensure aerodrome operators compliance with the provision of primary and secondary power supply and that ground aids are continually

serviceable and that lighting intensity is controlled in accordance with the maintenance performance level objectives;

- j) Conduct audits/inspections to ensure aerodrome operators comply with the regulatory requirements for marking and illuminating obstacles, both on the aerodrome and in the vicinity of aerodromes;
- k) Carry out safety oversight activities of the emergency services provided at aerodromes with the objective of enhancing safety, efficiency and regularity of air navigation and ensuring compliance with national and international standards;
- l) Ensure implementation of Aerodrome Emergency Plans commensurate with aerodrome level of protection and complexity of operations

6.0. QUALIFICATION REQUIREMENTS

6.1 Initial Qualifications

- 6.1.1 A University Degree with Mathematics, Engineering, any Science or Equivalent qualification from a recognized institution.
- 6.1.2 Aviation Background in Air Traffic Control, or aerodrome operations or Pilot, or Flight Operations.

6.2 Specialised skills

- 6.2.1 ICAO Government Inspector Course (Aerodromes), Compliance and Enforcement procedures, Aerodrome Certification, Airport Operations and Management, Safety Management System, and Aviation Security Course (STP).
- 6.2.2 Post graduate training in Aviation Safety Management

6.3 Essential skills:

- 6.3.1 **Must be computer literate.**
- 6.3.2 Must have good management, communication and interpersonal skills.

6.4 Working Experience

- 6.4.1 At least 5 years work experience in a relevant field.
- 6.4.2 Experience in quality management or safety management systems is an added advantage

6.5 Personal Attributes

The Inspector should possess a high degree of integrity, be impartial in carrying out their tasks, be tactful, have a good understanding of human nature and possess the ability to get along well

with people. He/she should possess zest to acquire and share knowledge among colleagues and be mindful on the evolving and demanding nature of civil aviation industry.

7.0 STAFFING REQUIREMENTS

7.1 The number of aerodrome and ground aid Inspectors required will be determined by the level of and the growth of the aviation industry in the country. A periodic review will take place from time to time to determine deployment of adequate AGA staff in accordance with the need and growth of the State's civil aviation activities.

7.2 The Authority shall ensure adequate number of qualified inspectors to provide effective safety oversight and attain an acceptable level of safety for the vitality of civil aviation.

8.0 TRAINING OF AERODROME INSPECTORS

8.1 The aerodromes and ground aids (AGA) Inspectors should be provided with basic training before assignment of responsibilities. In all cases, they must have successfully completed approved Aerodrome Certification and other Oversight courses that will enable them to successfully carry out their safety oversight functions equitably.

8.2 Aerodromes and ground aids (AGA) Inspectors must also be provided with continuous training to ensure that they remain current in their profession. Periodic practical and theoretical specialized (technical) training, including supervisory courses, refresher and recurrent courses should be provided to enable the inspectors maintain a high level of proficiency in safety oversight.

8.3 To ensure systematic and comprehensive training of aerodromes and ground aids (AGA) Inspectors, it is necessary to maintain a Training Record for each Inspector.

The Training records must be reviewed and updated at regular intervals. Record of all 'On Job Training' (OJT) imparted to an Inspector must also be maintained in the records.

Civil Aviation Authority