



Advisory Circular

AC 139-13(0)

AUGUST 2011

TRAINING OF AERODROME REPORTING OFFICERS AND WORKS SAFETY OFFICERS

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1. REFERENCES

1	Civil Aviation Safety Regulations 1998 (CASR) Part 139, Civil Aviation Regulations 1988 (CAR), Manual of Standards (MOS) Part 139 – Aerodromes.
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2. PURPOSE

2	The purpose of this publication is to inform industry of the minimum level of training deemed to be necessary for Aerodrome Reporting Officers (AROs) and Work Safety Officers (WSOs) to be considered appropriately trained as required by the CASRs and the Manual of Standards Part 139 – Aerodromes.
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3. STATUS OF THIS ADVISORY CIRCULAR

7	This is the first Advisory Circular (AC) on the subject of training for aerodrome personnel and replaces CAAP 89C-1(0).
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Advisory Circulars are intended to provide advice and guidance to illustrate a means, but not necessarily the only means, of complying with the Regulations, or to explain certain regulatory requirements by providing informative, interpretative and explanatory material.

Where an AC is referred to in a 'Note' below the regulation, the AC remains as guidance material.

ACs should always be read in conjunction with the referenced regulations.

This AC has been approved for release by the Executive Manager Standards Development and Future Technology Division.

4. ACRONYMS

ARO – Aerodrome Reporting Officer

AQTF – Australian Quality Training Framework

CAR – Civil Aviation Regulations

CASA – Civil Aviation Safety Authority

CASR – Civil Aviation Safety Regulations

MOS – Manual of Standards

MOWP – Method of Working Plan

NOTAM – Notice to Airmen

OLS – Obstacle Limitation Surface

RPT – Regular Public Transport

RTO – Registered Training Organisation

SMS – Safety Management System

WSO – Works Safety Officer

5. DEFINITIONS

5.1 For the purposes of this document:

Aerodrome Reporting Officer means: An aerodrome employee, including a contractor, who has successfully completed an Aerodrome Operations training course and/or has demonstrated an understanding of and the ability to safely undertake the tasks of an ARO as detailed in this document.

Works Safety Officer means: An aerodrome employee, including a contractor, who has successfully completed an Aerodrome Operations training course, and/or has demonstrated an understanding of and the ability to safely undertake the tasks of a WSO as detailed in this document.

Registered Training Organisation means: An organisation formally registered by a State or Territory Registering/Course Accrediting Body in accordance with the Australian Qualifications Training Framework (AQTF) 2007 *Essential Standards for Registration*.

6. THE RULES

6.1 CASR 139.125 requires operators of a certified aerodrome to nominate persons responsible for the position of ARO. The ARO's role is to conduct an Aerodrome Serviceability Inspection (ASI) and report aerodrome conditional changes as specified in CASR 139.220 and in Chapter 10 of the MOS Part 139 – Aerodromes. The person(s) nominated to carry out the inspection and reporting functions need to be appropriately trained.

6.2 CASR 139.300 requires operators of a registered aerodrome to nominate persons responsible for the position of ARO. The ARO's role is to conduct an Aerodrome Serviceability Inspection and report aerodrome conditional changes as specified in CASR 139.220 and in Chapter 10 of the MOS Part 139 – Aerodromes. The person(s) nominated to carry out the inspection and reporting functions need to be appropriately trained.

6.3 For an aerodrome other than a certified or registered aerodrome used in Regular Public Transport (RPT) or charter operations with aircraft with a maximum passenger capacity of more than 9 seats but not more than 30 seats, CASR 139.335 and 139.340 requires the aerodrome operator to have at least one available ARO who is suitably trained to carry out a range of specified functions. In addition, CAR 92A requires the aircraft operator conducting RPT operations from a non certified or non registered aerodrome to be satisfied that the aerodrome operator has arrangements in place to notify the aircraft operator, or the pilot in command, of occurrences at the aerodrome which affect aircraft operations. Although not explicitly stated, that arrangement includes the availability of an appropriately trained person to carry out the stated function.

6.4 CASR 139.130 and 139.135 require that, if aerodrome works (or other time limited works) are being carried out at a certified aerodrome, the operator of the aerodrome must appoint one or more persons as WSOs for the aerodrome works. The WSO is to ensure aerodrome safety while aerodrome works are being carried out. The aerodrome operator must not appoint a person as a WSO for the aerodrome works if the person has not been appropriately trained to perform the WSOs function.

6.5 The MOS Part 139 – Aerodromes Paragraph 10.10.7.3 states that before appointing a person as a WSO, the aerodrome operator must be satisfied that the person is able to perform the functions of a WSO as set out in the MOS Part 139 – Aerodromes Section 10.12.

6.6 MOS Part 139 – Aerodromes Chapter 12 requires a WSO to be present when aerodrome works are carried out on a registered aerodrome open to aircraft operations. There is no requirement for a WSO to be present if the aerodrome has been closed in order for works to be carried out, however if possible a WSO should be present to monitor the aerodrome frequency.

6.7 To fulfil an aerodrome operator's duty of care it is in the interest of aerodrome operators to ensure that staff involved in aerodrome safety are appropriately trained for the job.

6.8 For all other aerodromes servicing air transport operations using aircraft with less than 9 seats, the MOS Part 139 – Aerodromes Paragraph 13.1.8.2 states that the aerodrome operator has a duty of care to provide information regarding the condition of the aerodrome to aerodrome users that is as accurate as possible. In order to fulfil this requirement, physical inspection of the aerodrome by an appropriately trained person in the role of an ARO is recommended.

7. FUNCTIONS OF AERODROME REPORTING OFFICERS AND WORKS SAFETY OFFICERS

7.1 Persons whose duties are directly related to aerodrome safety include:

- those that carry out the routine serviceability inspections of the aerodrome movement area, aerodrome lights and Obstacle Limitation Surfaces (OLS);
- those that are authorised to make reports of aerodrome reportable changes to the Notice to Airmen (NOTAM) office; and
- those appointed for the purpose of ensuring the safety of aerodrome works.

7.1.1 Persons assigned to duties (a) and (b) are generally referred to as AROs and those assigned to (c) as WSOs.

7.2 Aerodrome Reporting Officer

7.2.1 Serviceability inspections and the reporting of changes in aerodrome conditions are often related functions. For the purpose of this publication, an ARO is deemed to be the person who performs both the inspection and reporting functions.

7.2.2 Serviceability inspections are a core function of the ARO.

7.2.3 Depending on the size of the aerodrome, the serviceability inspection and reporting functions may be assigned to different persons. At a small aerodrome, the same person may have to carry out all the functions. At larger aerodromes, the serviceability inspections and the reporting functions become more complex, often involving more people.

7.2.4 At smaller aerodromes, inspecting, reporting and managing aerodrome works safety (ARO and WSO roles) may be undertaken by the same person and would typically cover:

- an inspection of the movement area to check its surface condition (including for the presence of foreign objects);
- an inspection of aerodrome markers and markings, lighting, wind direction indicators and ground signals;
- an inspection for any obstacles infringing the take-off, approach and transitional surfaces;
- an inspection for any birds or animals on or near the movement area;
- an inspection of any measures to control the inadvertent entry of persons or animals into the movement area (including aerodrome fencing);
- an empirical assessment of the bearing strength of unrated runway pavements;
- an empirical assessment of the runway strip or each runway strip where the runway concerned is not marked and the whole runway strip may be used for aircraft operations;
- a check of the aerodrome's frequency confirmation system (if any);
- a check of whether any NOTAMS for the aerodrome are current and accurate.

7.2.5 Each of these functions will potentially vary in complexity from aerodrome to aerodrome, and not always in direct relationship with aerodrome size and traffic.

7.3 Works Safety Officer

7.3.1 Before appointing a person as a WSO, an aerodrome operator must (in accordance with CASR 139.130 and 139.135) be satisfied that the person nominated is able to perform the functions of a WSO, which are summarised below. Not all aerodrome works require a formal Method of Working Plan (MOWP) however elements of the functions listed below will still apply.

7.3.2 An important requirement is that a WSO must (in accordance with MOS Part 139 - Aerodromes Chapters 10 and 12) be present “at all times” whilst the aerodrome is open to aircraft operations. The functions of a WSO include (but are not limited to):

- having sound knowledge of the MOWP and ensuring that the works are conducted in accordance with the MOWP;
- where applicable, ensuring timely issue of NOTAM as set out in the MOWP;
- where applicable, liaising with air traffic and ground control personnel on a regular basis when work is in progress;
- liaising with the works organisation, on a regular basis, regarding any matters necessary to ensure the safety of aircraft operations and aerodrome personnel;
- ensuring unserviceable areas, temporary obstructions and the limits of the works area are correctly marked and lit in accordance with the applicable MOWP;
- ensuring that vehicles, plant and equipment are properly marked and lit;
- ensuring that access routes to works areas as set out in the MOWP are clearly marked and lit;
- ensuring that excavation is carried out in accordance with the MOWP, and in particular, so as to avoid damage or loss of calibration to any underground power or control cable associated with a precision approach and landing system or navigation aid;
- immediately reporting to the NOTAM Office any incident or damage to facilities likely to affect the safety of aircraft;
- ensuring that the movement area is safe for normal aircraft operations following removal of vehicles, plant equipment and personnel from the works area; and
- ensuring that floodlighting or any other lighting required for carrying out the works, is shielded so as not to present a hazard to aircraft operations.

7.3.3 It is important to note that on large sites where two or more work areas are established, there needs to be a WSO appointed to each site. It is generally not possible, or safe, for a WSO to supervise two or more sites when those sites may be kilometres apart on an operational aerodrome.

7.3.4 Where proposed aerodrome works exceed the experience of the local WSO, the aerodrome operator should consider a temporary closure of the aerodrome, or the employment of a more experienced WSO for the duration of the works to assist the local WSO.

7.3.5 The above is not an exhaustive list of responsibilities, but it does illustrate the wide range of competencies required of a person appointed as a WSO.

8. AERODROME OPERATORS’ SAFETY ROLE

8.1 CASR 139.250 requires that any certified aerodrome or an aerodrome used for international transport operations must incorporate a Safety Management System (SMS) approach in the management, operation and maintenance of the aerodrome.

8.2 While not mandatory, other categories of aerodromes are encouraged to include an SMS in their aerodrome procedures and documentation.

8.3 An SMS demonstrates the aerodrome operator's commitment to safety. Providing suitable training for employees is an essential element of any safety program.

8.4 Besides ensuring that the aerodrome facilities and environment provide adequate aircraft safety, an important element of the aerodrome SMS is to ensure that persons and equipment on the movement area operate in a safe manner, in accordance with acceptable occupational health and safety (OH&S) principles. This includes adherence to the relevant OH&S Acts, airside induction for airport works crews and daily pre-start safety briefs.

9. TRAINING FOR AERODROME REPORTING OFFICERS AND WORKS SAFETY OFFICERS

9.1 CASA does not regulate private training organisations and aerodrome operators will need to assess their own training requirements including the selection of appropriate training providers.

9.2 It is important that a person appointed to carry out a particular function on an aerodrome possesses the competency and skills that are commensurate with, and appropriate to, the complexity of the function that the person is required to perform. A different level of training will be required for someone employed at an international airport versus a rural aerodrome for example.

10. COMPETENCY STANDARDS FOR ARO'S AND WSO'S

10.1 CASA supports national competency standards and training for AROs and WSOs, in order to achieve consistent levels of safety performance of aerodrome activities.

10.2 CASA's primary concern is to ensure that AROs and WSOs possess the ability to perform particular tasks and duties to the standard of performance expected at an aerodrome.

10.3 Competency can be achieved and or demonstrated in a number of ways including, but not limited to:

- training and assessment provided by an RTO;
- Training and assessment provided by a Level IV Certificated Trainer (a person holding a minimum Certificate IV in Training and Assessment) who has experience in Aerodrome Operations;
- being supervised "on the job" (e.g. traineeship) and being assessed by the aerodrome operator as being competent; or
- any combination of the above.

10.4 While it is the prerogative of aerodrome operators to determine how best to have their staff appropriately trained, it should be noted that only an RTO can issue formal statements of attainment against nationally recognised competencies or award a formal qualification under the national aviation training package. While training can be delivered by any of the means noted above, assessments must be conducted by an RTO where formal recognition of competence or a qualification is required.

10.5 CASA recommends that persons currently employed as AROs and WSOs who have been trained on the job have their skills and knowledge assessed against the competency standards by an RTO or a Level IV Certificated Trainer. Additional training may be needed if there are gaps identified in an individual's required skills and knowledge.

11. REGISTERED TRAINING ORGANISATION (RTO) COURSE

11.1 While a course complying with the training requirements detailed below and delivered by a RTO, will be considered by CASA as an acceptable means of compliance for the training of AROs and WSOs it is not the only option available (refer to Section 10.3). Each aerodrome operator will need to assess the level of training required for their employees and choose a training organisation that best meets their needs.

11.2 A Registered Training Organisation (RTO) is an organisation registered by a state or territory training authority to deliver nationally recognised training which is recognised throughout Australia, is part of a National Training Package which has been developed to meet the needs of a particular industry and results in qualifications which are part of the Australian Quality Training Framework (AQTF).

11.3 The Training Package for the Aviation Industry is prepared by the Transport and Logistics Industry Skills Council and is referred to as the 'AVI08 Aviation Training Package'.

11.4 The AQTF provides a comprehensive, nationally consistent framework for all qualifications in post-compulsory education and training in Australia. This framework assists national consistency for all trainees, learners, employers and providers by enabling national recognition of qualifications and Statements of Attainment.

11.5 The Aviation Training Package (AVI08) contains a number of competency units that will meet the specific training needs as required by the CASRs and MOS Part 139 – Aerodromes, for AROs and WSOs.

11.6 Core areas of competency as described in MOS Part 139 Chapter 10.6.2 are:

- A sound knowledge of the physical characteristics of an aerodrome movement area
- Aerodrome Obstacle Limitation Surfaces
- Aerodrome Markings
- Aerodrome Lighting and ground signals
- Essential Aerodrome Safety Equipment
- Understanding of aerodrome information contained in ERSA
- An ability to carry out a serviceability inspection of an aerodrome
- Knowledge of aerodrome emergency procedures
- Knowledge of the NOTAM system
- Ability to carry out aerodrome reporting procedures

Study units chosen by the training organisation from the AVI08 Aviation Training Package will need to address these areas of competency to meet the CASA's minimum requirement for the training of ARO's and WSO's.

11.7 Completion of the competency units should take at least five days for a certified aerodrome.

11.8 Training for employees of registered aerodrome may take less time due to the less complex nature of registered aerodromes, however aerodrome operators will need to review the training requirements for their staff in order to ensure their staff receive the level of training required.

11.9 Training providers should ensure that airside competency checks are conducted for each unit studied.

11.10 It is highly desirable that students with no prior Aerodrome Operations experience take part in an additional minimum two days practical field experience at a registered or certified aerodrome.

11.11 Course Delivery

11.11.1 Instruction may be delivered via face to face, correspondence or computer based training methods. It is highly desirable that the instruction is delivered face to face, however due to remoteness this method may not be practicable. Where training is provided via correspondence or computer training methods, the RTO must be satisfied that any results from such training are an accurate indication of the candidates understanding of the subject matter.

11.11.2 As previously stated, candidates with no prior aerodrome operations experience should have a minimum of two days practical field experience at a registered or certified aerodrome. Distance education students should supply to the RTO written evidence that the candidate attended and successfully demonstrated to an ARO or WSO at a nearby registered or certified aerodrome, an understanding of the operations of the aerodrome and the functions of an ARO and WSO.

11.12 Assessment-Only or Recognition of Prior Learning

11.12.1 Those who have been employed for some years as an ARO or WSO and can demonstrate competency in the task can be formally assessed by an RTO without formal instruction. The candidate should provide current, quality evidence of their competency against the relevant study unit. Where the outcomes of this process indicate that the candidate is competent, structured training is not required and the RTO will issue the relevant qualification or statements of attainment.

11.13 Statement of Attainment

11.13.1 On successful completion with an RTO of the competency units, including any credit for Recognised Prior Learning, a nationally recognised qualification will be issued.

11.13.2 The training provider should consider issuing course attendees on successful completion of the course with a photo ID card. It is suggested that this card be no larger than a standard drivers license and include the name and photo of the person who has undertaken the training, the name or logo of the RTO and also the date of the most recent training.

11.14 Refresher Training

11.14.1 After initial training, recurrent or 'refresher' training should be considered every two years, but should not exceed five years, from the date of the initial training. This training should be specifically designed to refresh knowledge and update employees on technical, regulatory or procedural changes since the employee was last trained.

11.14.2 A competency assessment may be required prior to course commencement to determine the level of training required for individuals so that remedial training can be tailored to the students' need.

11.14.3 On completion of the refresher training, consideration should be given to issuing course attendees with a renewed 'Airside Operations' photo ID card indicating the date of the most recent refresher training.

11.14.4 Aerodrome operators should consider restricting aerodrome duties for anyone working in the role of an ARO or WSO who has not undertaken refresher training, until the refresher training has been successfully completed.

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August 2011

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