



Annex 8

Certified Aerodromes

Introduction

This annex is an integral part of the CASA Surveillance Manual (CSM), which should be referenced at all times. To allow for more frequent revisions, this annex can be updated independent of the CSM and other annexes. The process of updating this annex requires verification and approval from its owners and sponsors, as well as from Coordination and Safety Systems (CSS). An updated version can only be published once CSS has finalised the format, with the latest revision history data included in the revision table.

Revision history

Revisions to this annex are recorded below in order of the most recent first.

Version Nº.	Date	Parts / sections	Details
5.1	July 2021	Removal of references to "Registered" Aerodromes. Inclusion of information relating to Part 139 Aerodromes-Transitional Provisions and Consequential Amendments Section 4 - Information sources	There is no provision under Part 139 (Aerodromes) Manual of Standards 2019 for registered aerodromes. Part C and Part 139.D have been repealed. Removed 'past Surveillance reports from Sky Sentinel' from the list
5.0	December 2019	Section 2.1	Change of where to locate Health Check mandatory elements
4.0	April 2019	Inclusion of Introduction and Revision history.	These inclusions allow for updates and revisions independent of the CSM and other annexes.
4.0	April 2019	Section 2.1	Removal of recommended Health Check timeframes.
4.0	April 2019	Section 3	Removal of recommended surveillance intervals.
4.0	April 2019	Section 4	Addition of third-party audits.

1 Overview

This Annex provides Instructions for conducting surveillance of CASR Part 139 aerodromes and contains information relating the following:

Systems and Elements

Systems and Elements – Health Checks

Surveillance Currency Guide

Information Sources.

By virtue of the Civil Aviation Legislation Amendment (Part 139 Aerodromes — Transitional Provisions and Consequential Amendments) Regulations 2020, the Civil Aviation Safety Amendment (Part 139) Regulations 2019 (the new Regulations) and the new Part 139 MOS commenced on 13 August 2020. The Civil Aviation Legislation Amendment (Part 139 Aerodromes—Transitional Provisions and Consequential Amendments) Regulations 2020 amended the new Regulations to provide transitional provisions to enable existing certified and registered aerodromes to continue operating before and after commencement of the new Regulations.

Existing certified and registered aerodrome operators are deemed to hold a transitional aerodrome certificate on the commencement date of the new Regulations. This eases the regulatory burden on existing certified and registered aerodrome operators from having to apply for a new aerodrome certificate. These aerodrome operators are still expected to comply with the new Regulations and the new MOS.

The transitional Regulations provided certified aerodromes with an additional 9 months from commencement of the new Regulations to submit an updated aerodrome manual to CASA and registered aerodromes have twenty-one months after the commencement of the new Regulations to submit their new aerodrome manuals to CASA. If the aerodrome manual is assessed by CASA as meeting the requirements of the new MOS, they are issued with a new aerodrome certificate. If the aerodrome manual is assessed as not meeting the requirements of the new MOS, the transitional Regulations articulate the right of aerodrome operators to appeal the CASA decision to the Administrative Appeals tribunal. The transitional aerodrome certificate remains in place until the appeals process is complete.

Under CASR 202.702 (5), the operator of the aerodrome may give CASA a proposed new aerodrome manual for the aerodrome prepared for the purpose of compliance with the requirements mentioned in regulation 139.045 of the new Part 139 Regulations before the new manual day for the aerodrome. Under CASR 139.045 (1), the operator of a certified aerodrome must have an aerodrome manual for the aerodrome that complies with the requirements prescribed by the Part 139 Manual of Standards.

The 'new manual day' for existing certified aerodromes was 13 May 2021 which was nine months after the commencement date of 13 August 2020 of the new Regulations, as amended by the transitional Regulations. An additional nine months was provided as certified aerodromes had a requirement under the old Regulations to have an aerodrome manual and the manual only needed to be updated to reflect any new MOS provisions. The 'new manual day' for existing registered aerodromes is 13 May 2022 which is 21 months after the

commencement date of 13 August 2020 of the new Regulations, as amended by the transitional Regulations. An additional 12 months is provided as a new manual is required to be developed which is compliant with the new MOS provisions.

Also, transitional provisions:

- deem existing air/ground radio service providers and operators to continue to be certified and provide transitional arrangements dealing with applications in progress to become air/ground radio service providers and operators
- allow certification of air/ground radio operators to take advantage of the more flexible qualification requirements under the new MOS.
- allow existing exemptions and approvals to remain in effect until their expiry date.

Part 139 (Aerodromes) Manual of Standards Amendment Instrument 2020 (No. 1)

The Part 139 (Aerodromes) Manual of Standards Amendment Instrument 2020 (No. 1) (the new MOS amendment) amended the new MOS to make transitional arrangements in anticipation of the commencement of the new MOS on 13 August 2020.

For the purposes of this commencement, transitional provisions were required to delay or modify the application of a small number of provisions in order to allow more time for implementation by aerodrome operators, in the main, operators who, immediately before 13 August 2020, operated registered aerodromes. The purpose of the new MOS amendment was to create the requisite transitional arrangements for this. The relevant matters are the standards applying to the following: technical inspection programs, aerodrome manual validations and reports, wildlife hazard management plans, aerodrome emergency plans, safety management systems (for both former certified aerodromes and registered aerodromes), and risk management plans.

Chapter 1A of the MOS (titled Transitional Provisions) comprises 8 Divisions. Under section 1A.01:

- (a) Divisions 2 to 6, and Division 8 apply to an aerodrome that immediately before 13 August 2020 was a registered aerodrome to which a provision of the new MOS applies on and after 13 August 2020 as a consequence of the operation of regulations 202.701 and 202.702 of CASR; and
- (b) Division 7 applies to an aerodrome that immediately before 13 August 2020 was a certified aerodrome that has scheduled international air transport operations, to which a provision of this MOS applies on and after 13 August 2020 as a consequence of the operation of regulations 202.701 and 202.702 of CASR.

Division 2 Technical inspection programs

The transitional arrangements are designed to delay the immediate impact and cost of the requirement to conduct ATIs for former registered aerodromes which would otherwise arise on and from 13 August 2020.

Thus, new section 1A.02 applies despite subsections 12.06 (2) and 12.07 (2). For the first application of subsection 12.06 (1) or 12.07 (1) to an aerodrome, “financial year” is taken to be the financial year commencing on 1 July 2020.

For the first application of subsection 12.06 (1) or 12.07 (1) to an aerodrome, all elements of the first ATI must be implemented not later than 13 November 2022. However, if, in the 12 months immediately before 13 August 2020, a safety inspection had been conducted for the aerodrome under regulation 139.315 of CASR (as in force immediately before 13 August 2020) then for the first application of subsection 12.06 (1) or 12.07 (1) to the aerodrome all elements of the first ATI must be implemented not later than 13 November 2021.

Division 3 Annual aerodrome manual validation and report

The transitional arrangements are designed to delay the immediate impact and cost of the requirement to conduct a manual validation for former registered aerodromes which would otherwise arise under the MOS on and from 13 August 2020 in circumstances in which transitioning registered aerodromes do not yet have aerodrome manuals, and for the development of which, under subregulations 202.702 (5) and (6) of CASR, they have been given extra time (up to 13 May 2022).

Thus, new section 1A.03 applies despite subsection 12.11 (2). For the first application of subsection 12.11 (1) to an aerodrome, “financial year” is taken to be the financial year commencing on 1 July 2020.

For the first application of subsection 12.11 (1) to an aerodrome, the first aerodrome manual validation must be carried out not later than 12 months after CASA grants the aerodrome operator a new aerodrome certificate under paragraph 202.702 (7) (a) of CASR. However, in the interests of aviation safety, the aerodrome operator must conduct a check of the currency and accuracy of aerodrome information published in the AIP not later than the date on which the aerodrome operator would have been required to comply with subparagraph 12.11 (11) (d) (i) if this transitional arrangement had not been made.

Division 4 Wildlife hazard management plans

The transitional arrangements are designed to delay the immediate impact and cost of the requirement to prepare and implement a wildlife hazard management plan for former registered aerodromes which would otherwise arise on and from 13 August 2020.

Thus, new section 1A.04 applies despite subsection 17.03 (2). For the first application of subsection 17.03 (1) to an aerodrome, “financial year” is taken to be the financial year commencing on 1 July 2020.

For the first application of subsection 17.03 (1) to an aerodrome, the wildlife hazard management plan must be prepared and implemented not later than 13 November 2022.

Division 5 Aerodrome emergency plans

The transitional arrangements are designed to delay the immediate impact and cost of the requirement to prepare an aerodrome emergency plan for former registered aerodromes which would otherwise arise on and from 13 August 2020.

Thus, new section 1A.05 applies despite subsection 24.02 (2), and as if the reference in subsection 24.02 (1) to subsection 24.02 (2) were a reference to subsection (3) of section 1A.05.

For the first application of subsection 24.02 (1) (as so modified) to an aerodrome, “financial year” is taken to be the financial year commencing on 1 July 2020.

For the first application of subsection 24.02 (1) (as so modified) to an aerodrome:

- (a) the aerodrome operator must have an aerodrome emergency plan not later than 13 November 2022; and
- (b) until 13 November 2022, section 24.05 (emergency aerodrome plan testing) does not apply to the aerodrome operator; and
- (c) until 13 November 2022, section 24.06 (procedures for emergency preparedness) applies to the aerodrome operator.

Division 6 Requirement for an SMS

The transitional arrangements are designed to delay the immediate impact and cost of the requirement to have an SMS for former registered aerodromes which would otherwise arise on and from 13 August 2020.

Thus, new section 1A.06 applies despite subsection 25.02 (2). For the first application of subsection 25.02 (1) to an aerodrome, “financial year” is taken to be the financial year commencing on 1 July 2020.

For the first application of subsection 25.02 (1) to an aerodrome, the first SMS must be prepared and implemented not later than 13 November 2022.

Division 7 Requirement for an SMS (certified aerodromes with scheduled international air transport operations)

Under section 25.04 of the new MOS, international aerodrome operators, all of whom are already obligated to have an SMS, must expand that SMS so that it includes additional safety management provisions covering, for example, management commitment, safety objectives, safety accountabilities and responsibilities, appointment of a primary person responsible for the SMS, third-party interfaces, and coordination of emergency response planning (relevant matters).

Thus, new section 1A.07 applies to the operator of an aerodrome that, immediately before 13 August 2020, had scheduled international air transport operations. For the first application of paragraph 25.04 (1) (b) to the aerodrome, the first SMS that provides for, and includes documented details of, relevant matters as mentioned in subsections 25.04 (2) to (16) must be prepared and implemented not later than 13 November 2021.

The transitional arrangements are designed to delay the immediate impact and cost of the requirement to have a fully complying SMS for former certified aerodromes with scheduled international air transport operations which would otherwise arise on and from 13 August 2020.

Division 8 Risk management plans

New section 1A.08 applies despite paragraphs 26.01 (1) (c) and (d). For the first application of subsection 26.01 (1) to an aerodrome, “financial year” is taken to be the financial year commencing on 1 July 2020. For the first application of subsection 26.01 (1) to an aerodrome, the aerodrome operator must have a risk management plan prepared and implemented not later than 13 November 2022.

Some further provisions of the new MOS amendment

The new MOS amendment also provides for grandfathering of new aerodrome infrastructure construction and development that had either commenced or reached a prescribed stage of planning or funding maturity. Under the transitional provisions, these aerodrome facility developments may continue to adhere to the relevant standards in the old MOS for aerodrome facilities, for construction of the facility, and from the completion of construction of the facility until the facility is replaced or upgraded. Processes and systems are not aerodrome facilities and, subject to any transitional provisions, the standards for these in the new MOS apply to the operators of all new aerodrome facilities from 13 August 2020. The new MOS amendment also clarifies the operation of a provision of the new MOS that protects the position of other grandfathered aerodrome operators. These are a category of pre-existing operators who may continue to comply with the physical infrastructure standards prescribed under the old MOS that is otherwise repealed.

2 Systems and Elements: Certified Aerodromes

The audit technique involves assessing the documented system, comparing it against the actual system processes. The system is assessed for compliance and sampling conducted as appropriate. The assessment of the system is achieved by a questioning technique using the four attributes (12 components) of the Management System Model (MSM), see CSM Sections 3.3.3 System attributes – Management System Model and Section 3.3.3.1 – Systems attributes (table).

The CASA description of Aerodromes consists of four systems incorporating 13 elements.

Table 1: System and Elements

Systems	Elements
Aerodrome Maintenance	Maintenance System
	Works Control
	Maintenance Assurance
Surface Movement	Access Control System
	Equipment Personnel and Aircraft Movement Control
	Aerodrome Emergency Response
Administration	Data and Documents
	Personnel Standards
	Personnel Rostering
Safety Management	Safety Policy and Objectives
	Safety Risk Management
	Safety Assurance
	Safety Promotion

Table 2: Aerodrome Maintenance Elements

SYSTEM: Aerodrome Maintenance	
ELEMENT: Maintenance System	
This element describes the systems and the processes for achieving the “what” maintenance activities are required to be done and “when” the maintenance activities are to be completed.	
Prompts:	
Regulatory Requirements	Serviceability checking
Runway(s)	Runway strip(s)
Taxiway(s)	Taxiway strip/s
Apron(s)	Access prevention
Non-movement areas	Aerodrome lighting including obstacle lighting
Mobile equipment	Major repairs, alterations, and additions
Trained personnel	Navigation/Communication aids
ELEMENT: Works Control	
This element describes the systems and the processes for achieving the “how” works activities are conducted and “who” completes the works activities.	
Prompts:	
Regulatory requirements	Contractual arrangements
System of approval	Parts and stores
Documentation and data	Trained personnel
Tools and equipment	Planning, including Method of Work Plans (MOWP)
Commissioning of new works	
ELEMENT: Maintenance Assurance	
This element describes the systems and the processes for ensuring the aerodrome is fit for service. This is accomplished primarily through the authorisation holder’s internal audit processes and closes the loop on the entire aerodrome maintenance system.	
Prompts:	
Audit	Equipment
Navigation and communications aids	Movement area
Obstacles	Qualified people

Table 3: Surface Movement Elements

SYSTEM: Surface Movement	
ELEMENT: Access Control System	
The access control element describes the systems and the processes for ensuring the aerodrome access control measures are adequate, safe, and compliant with Australian legislation. Access control includes but is not limited to such areas as: aerodrome perimeters and fencing, airside access control, including, vehicles, staff, visitors, sub-contractors, and wildlife incursions.	
Prompts:	
Aerodrome perimeter	Protection of navigation aids
Unauthorised access	Airside vehicle control
Third party providers	Visitors
ELEMENT: Equipment, Personnel and Aircraft Movement Control	
The equipment and aircraft movement control element describes the systems that make up the control of all movements conducted on the aerodrome. The documented system should account for the control of personnel, vehicles, animals, equipment of any sort and type of aircraft within the confines of the aerodrome. If an aerodrome operator permits any vehicles to operate airside, they must have procedures for airside vehicle control. This is mandatory for a certified aerodrome.	
Prompts:	
Vehicles/equipment on movement area	Airside vehicle control
Aircraft parking control	Apron, taxiway, and runways
Personnel and equipment	ATC and apron management
ELEMENT: Aerodrome Emergency Response	
This element describes the processes and sub-systems that make up the aerodrome emergency response system. Third party arrangements associated with the emergency response are included along with onsite resources. The emergency response system should not be limited to aircraft-related incidents and accidents and should take into account essential services failures and severe environmental conditions.	
Prompts:	
Emergency committee and representatives	Emergency Service Organisations (ESO) described
Activation, control, and coordination of ESO	Emergency facilities on aerodrome
Agency response arrangements	Full emergency/ Local standby response
Role of each ESO	Testing of the Aerodrome Emergency Plan
Periodic review	Return to normal status after emergency.

Table 4: Administration Elements

SYSTEM: Administration	
ELEMENT: Data and Documents	
<p>This element includes (when applicable) the Aerodrome manual, all technical data, design drawings, regulatory documentation, maintenance systems and quality/procedures manuals used in the course of operating and maintaining the aerodrome.</p>	
Prompts:	
Aerodrome manual processes documented.	Compliance checked
New facilities provision	Maintenance of equipment and replacement planning
Provision of aerodrome information and data (AIP/ERSA, NOTAM)	Bird and animal hazard management plan
Maintenance/replacement of existing facilities	Technical inspections reporting
Aerodrome inspection reporting	DAMP documentation
ELEMENT: Personnel Standards	
<p>This element includes the requirement of an aerodrome authorisation holder to establish and maintain an appropriate organisation, with sound and effective management structure that uses as safety management system (certified aerodromes only). The operational standards of personnel, including third party providers is required to be documented (certified aerodromes only) detailing induction training, periodic recurrent training, and any required upgrade training. A process for dealing with unsatisfactory performance should also be documented.</p>	
Prompts:	
Aerodrome manager	Grounds staff
Technical maintenance personnel	Third party provider's personnel
Visitors	Works safety officer
Aerodrome reporting officer	DAMP education and testing
ELEMENT: Personnel Rostering	
<p>Personnel rostering plays a significant role in achieving safe operations. It is through rostering that the authorisation holder ensures that required tasks are carried out with personnel that have appropriate qualifications, certification, operate in accordance with legislative requirements, certification and have appropriate recency (if applicable) in order to safely conduct the planned task from the start of the duty period until completion. Rostering should take into consideration fatigue factors associated with long duty days. The roster should, where appropriate, be published and displayed in a prominent position.</p>	
Prompts:	
Roster production	Fatigue Issues
Qualifications	Recency
Certification	DAMP supervision

Table 5: Safety Management Elements

SYSTEM: Safety Management	
ELEMENT: Safety Policy and Objectives	
The element contains the systems and processes that ensure effective governance to support the safety management system that are in place. This will include processes for the review and update of the authorisation holder’s management and commitment (through Safety Policy, Just Culture and Safety Objectives), the appointment of key personnel, the accountabilities of management, the Emergency Response Plan and SMS documentation.	
Prompts:	
Management commitment and responsibility – safety policy	Appointment of key personnel
Management commitment and responsibility – just culture	Relevant third-party relationships and interactions
Management commitment and responsibility – safety objectives	Coordination of emergency response plan
Safety accountabilities of managers	SMS documentation
ELEMENT: Safety Risk Management	
This element contains the systems and processes to ensure investigation, and analysis, of the safety risks associated with identified hazards resulting in the implementation of effective safety risk controls.	
Prompts:	
Hazard identification processes – reactive	Risk assessment and mitigation
Hazard identification processes – proactive	DAMP supervision
ELEMENT: Safety Assurance	
This element contains the systems and processes for setting, recording and evaluating system performance, conformance with regulations and company procedures, a process for the conduct of internal safety investigations, effectively manage change across the aviation activities conducted and drive continuous improvement of the SMS.	
Prompts:	
Safety performance monitoring and assessment – system performance	Internal safety investigation
Safety performance monitoring and assessment – assurance	Management of change
Safety performance monitoring and assessment – flight data analysis (if applicable)	Continuous improvement of SMS

SYSTEM: Safety Management	
DAMP supervision	
ELEMENT: Safety Promotion	
This element contains the systems and processes for ensuring personnel are appropriately trained, are aware of the SMS to a degree commensurate with their positions that conveys safety-critical information, explains why particular safety actions are taken, and; explains why safety procedures are introduced or changed must be evident.	
Prompts:	
Training and education	Safety communication
DAMP education and testing	

2.1 Health Check

Health Check mandatory elements are current for a financial year and are reviewed and updated by the Safety Systems Branch (SSB) each year for the following year. Details of the current mandatory elements for each authorisation type are published separately to the CASA website.

3 Surveillance Currency Guide: Certified Aerodromes

Surveillance level	Type	Elements
Level 1	Systems Audit	Systems and Compliance* (* a minimum of 1 element from each system to be covered)
	Health Check	Specific Elements and Compliance*
	Post-authorisation Review	Entry Control Elements
Level 2	Operational Check	e.g. Key Personnel Interview, Site Inspection, Manual Review

Note: Surveillance intervals are determined by the National Surveillance Selection Process (NSSP). Refer to the NSSP planned surveillance schedule for further information regarding surveillance intervals.

4 Information Sources

The following is a non-exhaustive list of information sources that can be accessed to support the assessment of an authorisation holder:

- Aerodrome Safety Inspection reports
- Annual Technical Inspection reports
- Aerodrome Manual
- Flight Validation of Instrument Procedure Reports
- Surveys
- Third-party audits
- Regulatory history, findings (Safety Findings and Safety Observations)
- Past Surveillance Reports and findings (Safety Findings and Safety Observations)
- EAP information
- Regulatory Service activity
- Information gathered by the authorisation holder
- External information gathered from industry or other government agencies
- Enforcement action
- Past accident/Incident history
- Risk management plans provided by the authorisation holder
- Business Objects reports & Aerodrome Operator Profiles Reports.
- External reports, e.g., ATSB data
- CASA internal intelligence.

A portion of this information is available to the surveillance team and authorisation management team via the Data Warehouse using the Power BI application.

Note: For advice on where and how to access required information, refer to CSM Chapter 5 – Information Capture and Access.