



SEYCHELLES TECHNICAL STANDARDS

STS-AR.ADR

Authority Requirements, Aerodromes

Seychelles Technical Standards

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Authority Requirements, Aerodromes

Issue 01, June 2019

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FOREWORD

STS-AR.ADR, derived from Annex II of Regulation (EU) No 139/2014, establishes the Aerodromes Safety & Standards Inspectorate of the Safety & Security Regulation Department as the Regulatory Authority responsible for the certification and oversight of aerodromes and aerodrome operators in Seychelles. Furthermore, this document provides the requirements for the management; and oversight, certification and enforcement, and provides standards to be met by the Inspectorate. It also outlines some of the roles and responsibilities of the inspectorate.

All personnel involved in the administration and management of the Aerodromes Safety & Standards Inspectorate and all persons discharging any responsibilities of or performing any task for the Inspectorate, shall comply and/or ensure compliance to the contents of this document.

STS-AR.ADR will only be distributed as a complete document electronically by the Authority, therefore a list of effective pages is not considered necessary. TP SRD REG 02 will be used to amend STS-AR.ADR. Readers should forward any advice of errors, inconsistencies or suggestions for improvement to seyaga@scaa.sc.

AMENDMENT RECORDS

| Amendment No. | Subject | Source | Sections affected | Entered by (Date) | Effective date |
|---------------|---------|--------|-------------------|-------------------|----------------|
| | | | | | |
| | | | | | |

ABBREVIATIONS

| | |
|------|--|
| ASSI | Aerodromes Safety & Standards Inspectorate |
| CEO | Chief Executive Officer of SCAA |
| ICAO | International Civil Aviation Organization |
| MAS | Manual of Aerodrome Standards |
| SCAA | Seychelles Civil Aviation Authority |
| SR | Safety & Security Regulation Department |

SECTION 1 – GENERAL REQUIREMENTS

AR.1000 Applicability

- a) This document establishes requirements for the certification and oversight of aerodromes and aerodrome operators by the Aerodromes Safety & Standards Inspectorate.
- b) The requirements herein are applicable to all personnel involved in the administration and management of the Aerodromes Safety & Standards Inspectorate and all persons discharging any responsibilities of or performing any task for the Inspectorate.

AR.1005 Definition of terms

| Terms | Definition |
|---------------------|---|
| Aerodrome | Means any area on land or water designed, equipped, set apart or commonly used for affording facilities for the landing and departure of aircraft and includes any area or space, whether on the ground, on the roof of a building or elsewhere, which is designed, equipped or set apart for affording facilities for the landing and departure of aircraft capable of descending or climbing vertically |
| Authorized person | Means a person authorized by the Authority either generally or in relation to a particular case or class of cases, and references to an authorized person include references to the holder for the time being of any office designated by the Authority |
| Authority | Means the Seychelles Civil Aviation Authority as defined in the Civil Aviation Authority Act |
| Certificate | Means an approval, license or other document issued as a result of certification |
| Certification | Means any form of recognition that a product, a part or appliance, organization or person complies with applicable requirements including the provisions of the Civil Aviation (Safety) Regulations, 2017 |
| Competent Authority | In relation to Seychelles, means the Seychelles Civil Aviation Authority, and, in relation to any other country, the authority responsible under the law of that country, for promoting the safety of civil aviation |

| | |
|----------------------|---|
| Continuing oversight | Means the task to be conducted and safeguard measures to be taken to ensure that the conditions under which a certificate has been granted continue to be fulfilled at any time during its period of validity |
| Safety oversight | Means any function by means of which the Authority ensures effective implementation of regulations as part of certification or continuing oversight |

AR.1010 Aerodromes Safety & Standards Inspectorate

- a) The Aerodromes Safety & Standards Inspectorate (ASSI) has been established within SCAA to perform the function of regulating, certifying and conducting continuous safety oversight with respect to aerodromes and aerodrome operators in Seychelles.
- b) The ASSI is responsible for the certification and oversight of aerodromes and its aerodrome operators that are subjected to Regulation 61 of the Civil Aviation (Safety) Regulations, 2017.

AR.1015 Oversight documentation

- a) The ASSI shall provide the relevant legislative acts, standards, rules, technical publications and related documents to its relevant personnel in order to perform their tasks and to discharge their responsibilities.
- b) The ASSI shall make available legislative acts, standards, rules, technical publications and related documents to aerodrome operators and other interested parties to facilitate their compliance with the applicable requirements.
- c) The legislative acts, standards, rules, technical publications, and similar documents should be made available, in a timely manner, to the aerodrome operators and any other interested party in various ways and formats, such as via its website, the government’s official gazette, or any other similar means.
- d) Making such documentation available is without prejudice to the application of rules regarding protection of intellectual property rights, or similar applicable legislation.

AR.1020 Means of compliance

- a) The ASSI shall evaluate the alternative means of compliance proposed by an aerodrome operator by analyzing the documentation provided and, if considered necessary, conducting an inspection of the aerodrome operator or the aerodrome.

- b) When the ASSI finds that the alternative means of compliance proposed by the aerodrome operator are acceptable, it shall without undue delay:
 - 1. notify the applicant that the alternative means of compliance may be implemented and, if applicable, amend the certificate or approval of the applicant accordingly;
 - 2. where applicable, inform ICAO of their content, including copies of the relevant documentation; and
 - 3. inform the other certified aerodrome operators in Seychelles, as appropriate.

AR.1025 Safety Directives

- a) The ASSI shall issue a safety directive if it has determined the existence of an unsafe condition requiring immediate action, including the showing of compliance with any amended or additional aerodrome standards, which the ASSI finds is necessary.
- b) A safety directive shall be forwarded to the aerodrome operator concerned, as appropriate, and shall contain, as a minimum, the following information:
 - 1. the identification of the unsafe condition;
 - 2. the identification of the affected design, equipment, or operation;
 - 3. the actions required and their rationale, including the amended or additional aerodrome standards that have to be complied with;
 - 4. the time limit for compliance with the required actions; and
 - 5. its date of entry into force.
- c) The ASSI shall verify the compliance of aerodrome operators with the applicable safety directives.

SECTION 2 – MANAGEMENT

AR.2000 Management system

- a) The ASSI shall establish and maintain a management system, including as a minimum:
1. documented policies and procedures to describe its setup, oversight system, means and methods to achieve compliance with ICAO requirements relevant to aerodromes. The procedures shall be kept up to date and serve as the basic working documents within the Inspectorate for all related tasks;
 2. a sufficient number of personnel, including aerodrome inspectors, to perform its tasks and discharge its responsibilities. Such personnel shall be qualified to perform their allocated tasks and have the necessary knowledge, experience, initial, on-the-job and recurrent training to ensure continuing competence. A system shall be in place to plan the availability of personnel, in order to ensure the proper completion of all related tasks;
 3. adequate facilities and office accommodation to perform the allocated tasks;
 4. a formal process to monitor compliance of the management system with the relevant requirements and adequacy of the procedures, including the establishment of an internal audit process and a safety risk management process.
- b) One or more persons shall be appointed to undertake the overall responsibility for the management of the relevant task(s).
- c) The various elements of the ASSI involved with the activities related to the applicable requirements of the Civil Aviation (Safety) Regulations, 2017 and applicable Civil Aviation Directives should be documented in order to establish a reference source for the establishment and maintenance of the ASSI.
- d) The documented policies and procedures should be established in a way that facilitates their use. They should be clearly identified, kept up to date, and made readily available to all personnel involved in the relevant activities.
- e) The policies and procedures in the ASSI's management system should provide, at least, the following information:
1. regarding continuing oversight functions undertaken by the ASSI, the ASSI's organizational structure with description of the main processes. This information should demonstrate the allocation of responsibilities within the ASSI, and that the ASSI is capable of carrying out the full range of tasks regarding the size and complexity of aerodrome industry in Seychelles. It should, also, consider overall proficiency and authorization scope of ASSI's personnel;

2. changes which significantly affect the ASSI's oversight capabilities;
 3. for personnel involved in oversight activities, the minimum professional qualification requirements and experience, and principles guiding appointment (e.g. assessment);
 4. how the following are carried out: assessing applications and evaluating compliance, issuance of certificates, performance of continuing oversight, follow-up of findings and observations, enforcement measures, and resolution of safety concerns;
 5. principles of managing exemptions, derogations, and cases of equivalent level of safety;
 6. systems used to disseminate applicable safety information for timely reaction to a safety problem;
 7. criteria for planning continuing oversight (oversight programme), including adequate management of interfaces when conducting continuing oversight (aerodrome operations and ATS operations for example); and
 8. outline of the initial training of newly recruited oversight personnel (taking future activities into account), and the basic framework for continuation training of oversight personnel.
- f) The procedures in the ASSI's management system should include any amendments to these procedures.

AR.2005 Training programme and recurrent training

- a) The ASSI should establish a training programme for its personnel, including its aerodrome inspectors, and a plan for its implementation. The training programme should cover the specific needs of the personnel and the ASSI.
- b) The training programme should include, as appropriate to the role, current knowledge, experience and skills of the personnel, at least the following:
 1. aviation legislation, organization, and structure;
 2. the Chicago Convention, relevant ICAO Annexes and documents, the Manual of Aerodrome Standards, publications issued by the ASSI, applicable Guidance Materials, as well as assessment methodology of the alternative means of compliance, and the applicable national legislation and regulations;

3. the applicable requirements and procedures;
 4. areas of particular interest that include, but are not limited to:
 - management systems, including safety management systems, safety assurance principles, and quality and security management systems as applied to aeronautical data and aeronautical information;
 - acceptability and auditing of safety managements systems;
 - change management;
 - aeronautical studies, safety assessments, and reporting techniques;
 - human factors principles;
 - aerodrome design;
 - signs, markings, and lighting;
 - aerodrome maintenance;
 - aerodrome operations, including:
 - aerodrome safeguarding, including obstacle assessment;
 - rescue and firefighting;
 - emergency planning;
 - disabled aircraft removal;
 - low visibility operations;
 - adverse weather operations;
 - wildlife management;
 - apron management and apron safety management;
 - handling of dangerous goods; and
 - fuel, facilities, storage and handling;
 5. evaluation, approval, and review of aerodrome manuals;
 6. other suitable technical training appropriate to the role and tasks of the personnel; and
 7. enforcement measures.
- c) The training programme and plan should be updated, as needed, to reflect, at least, changes in aviation legislation, and industry.
- d) The ASSI should ensure that its personnel, including its aerodrome inspectors, undergo recurrent training at regular intervals defined by the ASSI or whenever deemed necessary, in order to be kept up to date.

AR.2010 Qualification and training – aerodrome inspectors

- a) All aerodrome inspectors shall undergo the following training, as a minimum:
1. Initial theoretical training;
 2. Practical training; and
 3. On-the-job training.

- b) Trainee aerodrome inspectors shall be assessed by a competent and approved aerodrome inspector before a formal qualification statement is issued and the inspector is issued with Inspector Credentials.
- c) The background knowledge and/or working experience of the aerodrome inspectors determines their privileges (the scope of their inspection; what they are entitled to inspect). Taking into account the background knowledge and working experience of inspectors, the scope of what the inspector is entitled to inspect should be determined.

AR.2015 Aerodrome inspector's duties

- a) An aerodrome inspector is considered to be any person to who has formally been assigned tasks related to the safety oversight of aerodromes.
- b) Apart from the aerodrome oversight tasks, an aerodrome inspector may also undertake other tasks that the Authority finds necessary.

AR.2020 Compliance monitoring process

- a) The formal process to monitor compliance of the management system with the relevant requirements, and the adequacy of the procedures should:
- b) include a feedback system of audit findings to ensure implementation of corrective actions as necessary; and
- c) be the responsibility of a person, or group of persons who should be responsible to the General Manager Safety Regulation.

AR.2025 Coordination with other authorities in Seychelles

- a) The ASSI should establish coordination arrangements with other authorities in Seychelles. Such coordination arrangements should, in particular, include the following authorities:
- b) security agencies, in order to ensure:
 - 1. international civil aviation security measures are integrated into the design and construction of aerodromes, and their facilities; and
 - 2. the optimisation of civil aviation security measures.
- c) environmental protection authorities, for the management of conflicts between safety and environmental requirements;
- d) local planning and land use authorities.

AR.2030 Allocation of tasks to qualified entities

- a) Tasks related to the initial certification or continuing oversight of persons or organizations subject to Regulation 61 of the Civil Aviation (Safety) Regulations, 2017 shall be allocated only to qualified entities. When allocating tasks, the ASSI shall ensure that it has:
1. a system in place to ensure initially and continuously assesses that the entity complies with applicable requirements;
 2. established a documented agreement with the qualified entity, approved by both parties at the appropriate management level, which clearly defines:
 - i. the tasks to be performed;
 - ii. the declarations, reports and records to be provided;
 - iii. the technical conditions to be met in performing such tasks;
 - iv. the related liability coverage; and
 - v. the protection given to information acquired in carrying out such tasks.
- a) The Authority shall ensure that the internal audit process and safety risk management process covers all certification or continuing oversight tasks performed on its behalf.
- b) The tasks that may be performed by qualified entities on behalf of the ASSI may include any tasks related to the initial certification and continuing oversight of aerodromes and aerodrome operators, with the exclusion of the issuance of certificates or approvals.

AR.2035 Changes to the management system

- a) the ASSI shall have a system in place to identify changes that affect its capability to perform its tasks and discharge its responsibilities. This system shall enable it to take action, as appropriate, to ensure that the management system remains adequate and effective.
- b) The ASSI shall update its management system to reflect any change to legislation and/or regulations in a timely manner, so as to ensure effective implementation.

AR.2040 Record keeping

- a) The Authority shall establish a system of record keeping for adequate storage, accessibility and reliable traceability of:
1. the management system's documented policies and procedures;
 2. training, qualification and authorisation of its personnel;

3. the allocation of tasks to qualified entities as well as the details of tasks allocated;
 4. certification process and continuing oversight of aerodromes and aerodrome operators;
 5. findings, corrective actions and date of action closure, and observations;
 6. enforcement measures taken;
 7. safety information and follow-up measures.
- b) A list of all certificates issued and declarations received shall be maintained.
- c) Records related to the certification of an aerodrome and an aerodrome operator shall be kept for the lifespan of the certificate or declaration, as appropriate.

SECTION 3 – OVERSIGHT, CERTIFICATION AND ENFORCEMENT**AR.3000 Oversight**

- a) The ASSI shall verify:
 - 1. compliance with the requirements applicable to aerodromes and aerodrome operators prior to the issue of an approval or certificate;
 - 2. continued compliance with certification and applicable requirements of aerodromes and aerodrome operators; and
 - 3. implementation of appropriate safety measures where required.
- b) This verification shall:
 - 1. be supported by documentation specifically intended to provide personnel responsible for safety oversight with guidance to perform their functions;
 - 2. provide the aerodrome operators concerned with the results of safety oversight activity;
 - 3. be based on audits and inspections, including unannounced inspections, where appropriate; and
 - 4. provide the ASSI with the evidence needed in case further action is required.
- c) The scope of oversight shall take into account the results of past oversight activities and the safety priorities identified.
- d) The ASSI shall collect and process any information deemed useful for oversight, including unannounced inspections, as appropriate.
- e) Within its oversight powers, the ASSI may decide to require prior approval for any obstacles, developments and other activities within the areas monitored by the aerodrome operator, which may endanger safety and adversely affect the operation of an aerodrome.

AR.3005 Oversight programme

- a) The Competent Authority shall for each aerodrome operator:
 - 1. establish and maintain an oversight programme covering the oversight activities;
 - 2. apply an appropriate oversight planning cycle, not exceeding 48 months.

- b) The oversight programme shall include within each oversight planning cycle, audits and inspections, including unannounced inspections, as appropriate.
- c) The oversight programme and planning cycle shall reflect the safety performance of the aerodrome operator and risk exposure of the aerodrome.
- d) The oversight programme shall include records of the dates when audits and inspections are due and when audits and inspections have been carried out.

AR.3010 Initiation of certification process

- a) Upon receiving an application for the initial issuance of a certificate, the ASSI shall assess the application and shall verify compliance with the applicable requirements.
- b) In case of an existing aerodrome, the ASSI shall prescribe the conditions under which the aerodrome operator shall operate during the certification period, unless the ASSI determines that the operation of the aerodrome needs to be suspended. The ASSI shall inform the aerodrome operator of the expected schedule for the certification process and conclude the certification within the shortest time period practicable.

AR.3015 Issuance of certificates

- a) The ASSI may require any inspection, test, safety assessment, or exercise it finds necessary before issuing the certificate.
- b) The ASSI shall issue a certificate when the aerodrome operator has demonstrated to the satisfaction of the ASSI their compliance with the Manual of Aerodrome Standards and other applicable requirements for certification.
- c) The certificate shall be considered to include the aerodrome manual and, if relevant, any other operating conditions or limitations prescribed by the ASSI.
- d) The privileges of the activities that the aerodrome operator is approved to conduct shall be specified in the terms of the certificate attached to it.
- e) Where responsibilities are attributed to other relevant organisations, they should be clearly identified and listed.
- f) Findings, other than level 1 and which have not been closed prior to the date of certification, shall be safety assessed and mitigated as necessary and a corrective action plan for the closing of the finding shall be approved by the ASSI.

- g) To enable an aerodrome operator to implement certain changes without prior approval of the ASSI, the ASSI shall approve a procedure defining the scope of such changes and describing how such changes will be managed and notified.

AR.3020 Findings, observations, corrective actions and enforcement measures

- a) The ASSI shall have a system to analyze findings for their safety significance.
- b) A level 1 finding shall be issued by the ASSI when any significant non-compliance is detected with the aerodrome operator's procedures and manuals, with the terms of the certificate or certificate which lowers safety or seriously endangers safety.

The level 1 finding shall include:

1. failure to give the authorized ASSI personnel access to the aerodrome and aerodrome operator's facilities during normal operating hours and after two written requests;
 2. obtaining or maintaining the validity of a certificate by falsification of submitted documentary evidence;
 3. evidence of malpractice or fraudulent use of a certificate; and
 4. lack of an accountable manager.
- c) A level 2 finding shall be issued by the ASSI when any non-compliance is detected with the MAS and other requirements published by the ASSI, with the aerodrome operator's procedures and manuals, with the terms of the certificate which could lower or possibly hazard safety.
- d) When a finding is detected, during oversight or by any other means, the ASSI shall, without prejudice to any additional action required by relevant regulations and/or publications, communicate the finding to the aerodrome operator in writing and request corrective action to address the non-compliance(s) identified.
1. In the case of level 1 findings, the ASSI shall take immediate and appropriate action to prohibit or limit activities, and if appropriate, it shall take action to revoke the certificate, or to limit or suspend the certificate in whole or in part, depending upon the extent of the finding, until successful corrective action has been taken by the aerodrome operator.
 2. In the case of level 2 findings, the ASSI shall:
 - a) grant the aerodrome operator a corrective action implementation period included in an action plan appropriate to the nature of the finding; and
 - b) assess the corrective action and implementation plan proposed by the aerodrome operator and, if the assessment concludes that they are sufficient to address the non-compliance(s), accept these.

3. Where the aerodrome operator fails to submit an acceptable corrective action plan, or to perform the corrective action within the time period accepted or extended by the ASSI, the finding shall be raised to a level 1 finding, and action taken as laid down in d) 1.
 4. The ASSI shall record all findings it has raised and where applicable, the enforcement measures it has applied, as well as all corrective actions and date of action closure for findings.
- e) For those cases not requiring level 1 or level 2 findings, the ASSI may issue observations.

SECTION 4 – SUMMARY OF ROLES & RESPONSIBILITIES OF ASSI**AR.4000 Summary of roles & responsibilities**

- a) ensuring that aerodromes open for International Air Navigation in Seychelles offer a safe operational environment in accordance with the Convention on International Civil Aviation;
- b) reviewing ICAO State letters on the subject of aerodromes, preparing response thereto and taking action thereon;
- c) notifying ICAO of differences between Seychelles national aerodrome safety regulations and practices vis-à-vis the SARPs contained in ICAO Annex 14 Vol. I;
- d) carrying out aerodrome certification in accordance with this Manual of Aerodrome Standards;
- e) developing and continue to review national safety standards and recommended practices relating to aerodromes;
- f) monitoring and ensuring adherence to these standards and recommended practices through regular safety audits, promotion of Quality Management System and providing measures for enforcing compliance;
- g) conducting regular reviews of aerodrome regulations and practices, and developing and issuing Aerodrome Safety Directives and/or Aerodrome Safety Publications to promote the improvement of aerodrome safety;
- h) providing expertise and support on request to the Air Accident Investigation Bureau whilst investigating aerodrome related aviation accidents/incidents;
- i) reviewing aerodrome-related accident and incident investigation reports produced by the AAIB and performing investigations, where necessary, to determine if there is any violation of safety regulations and requirements by aerodrome operators;
- j) notifying the Aeronautical Information Services regarding the certified status and particulars of aerodromes for promulgation in the Aeronautical Information Publications;
- k) coordinating with the SCAA Security Unit and other agencies responsible for coordinating aerodrome security matters to promote the improvement and development of aerodrome security;
- l) maintaining a technical library containing files for each certified aerodrome; records of the organisation, staffing and activities of the Aerodrome Safety & Standards Inspectorate; documents issued by the ICAO relating to the design, operations and maintenance of aerodrome facilities and equipment; national aerodrome standards, recommended practices, guidance material and where necessary, other relevant reference materials; and

- m) providing the CEO of SCAA with such information and advice as the CEO may from time to time require.

Note 1 - Notwithstanding that the Aerodrome Safety & Standards Inspectorate sets and maintains aerodrome standards and recommended practices, certifies aerodromes and conducts aerodrome safety oversight audits, the responsibility for the safety of aerodrome operations rests with the aerodrome operators. An aerodrome operator with a Safety Management System in place is required to maintain its own safety audit and inspection program, a Quality Management System (QMS) with the Aerodrome Safety & Standards Inspectorate taking an interest in what the internal safety audit program is achieving and how the aerodrome operator organisation is performing from a safety perspective.

Note 2 - The Aerodrome Safety & Standards Inspectorate monitors the safety performance through conducting regular safety audits, reviewing the findings, identifying preventive and corrective actions needed, examining safety occurrences at the aerodromes and evaluating concerns expressed by the public or other industry participants.