

CONDUCTING STATION FACILITIES INSPECTIONS

GUIDANCE MATERIAL FOR INSPECTORS
CA AOC-013

SOUTH AFRICAN

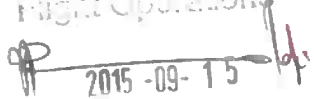


CIVIL AVIATION AUTHORITY

AIR OPERATOR CERTIFICATION

RECORD OF AMENDMENTS

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Acting Senior Manager
Flight Operations

 2015-09-15

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CONDUCTING STATION FACILITIES INSPECTIONS

I. GENERAL:

This document contains direction and guidance to be used by operations inspectors for performing station facilities inspections. Station facilities operations are defined as those support activities required to originate, turn around, or terminate a flight. Station facilities inspections are conducted on operators performing scheduled passenger and cargo operations under Parts 121, 127 and 135 of the Civil Aviation Regulations.

A. Location.

A station facilities inspection is conducted at every location at which a scheduled certificated air operator initiates and recovers flights. A station facilities inspection encompasses both operations and facilities.

B. Inspection Areas.

Eight inspection areas have been identified as areas for inspectors to observe and evaluate during a station facilities inspection. These inspection areas are defined as follows:

1. Personnel. This area refers to the personnel employed at the facility. Inspectors must evaluate the adequacy of staffing levels and the competency of assigned personnel in the performance of their duties.
2. Manuals. This area refers to the availability, currency, and content of the written guidance required by employees in the performance of their assigned duties.
3. Records. This area refers to those records that the operator is required to maintain relative to station activities. For example, operators are required to record dangerous goods training for operations personnel. This area does not include those records inspected during a "records inspection."
 - a) Training Records. This area refers to the adequacy of the training given to assigned personnel as demonstrated by their knowledge of their duties. This area does not include crew and dispatcher training.
4. Facility/Equipment/Surface. This area refers to the various physical elements required to support flight operations, such as apron areas, blast fences, signs, signalling devices, lighting, passenger and cargo loading equipment, aircraft servicing, towing equipment, etc.
5. Conformance. This refers to the operator's employees' compliance with the operator's procedures and the CAR.
6. Flight Control. The control and support of aircraft flight operations.
7. Servicing. The operator's procedures and standards required for the safe servicing and handling of its aircraft.

Management. This refers to the effectiveness of the operator's management and supervisory personnel.

II. GENERAL INSPECTION PRACTISES AND PROCEDURES:

Inspectors who conduct station facilities inspections encounter a wide range of situations and operational conditions. Station facilities range from large physical operations (that have a permanently assigned station manager, numerous employees, and various departments) to a single counter manned by a single employee. A station facilities inspection may be conducted to provide an overall view of operations. Inspectors should use the direction, guidance, and procedures that follow when conducting a station facilities inspection.

NOTE: The direction and guidance of this and the following paragraphs is general in nature. Not all of it may be appropriate in any given situation.

A. Planning for the Inspection:

The inspector should plan a station facilities inspection before conducting it. The inspector should co-ordinate with the station manager ahead of time to establish a date and time for conducting the inspection.

B. Briefing for the Inspection:

Before beginning the inspection, the inspector should request that the station manager provide a briefing on the facility operation, including its assigned personnel and operational procedures. In turn, the inspector should brief the station manager and the staff on the purpose and scope of the inspection. This discussion should include the following points:

- Purpose of the facility inspection
- Introduction of inspectors
- Areas to be evaluated
- Inspection authority (CAR 121.06.5 and CAR 13.00.2)
- The proposed time and place of the exit briefing

C. Preliminary Tour:

The actual inspection should begin with a tour of the facility. The tour should provide the inspector with an overview of the operation and the location of individual sections. Inspectors should introduce themselves to section supervisors and other employees during the facility tour to become familiar with each section. The tour should include those areas of the facility that are utilised by the flight and cabin crews for dispatch, briefing, and flight planning, and those areas that are utilised for passenger loading, cargo loading, weight and balance preparation, and apron areas.

III. SPECIFIC INSPECTION PRACTICES AND PROCEDURES:

Inspectors should use the Station Facilities Inspection Job Aid/checklist (Appendix A) during the inspection. This job aid/checklist provides inspectors with "reminder" items to check when they evaluate specific areas. There may be areas inspected, which are not included in the job aid. Areas such as these should be recorded as an "other" item in the respective subject area. There also may be items on the job aid, which are not observed and should, therefore, be left blank. The job aid is designed solely as a reminder and as a means of standardisation to ensure that station facilities inspections are conducted in the same general manner. Inspectors should conduct station facilities inspections by using the procedures that follow.

A. Personnel:

The inspector should review the staffing of the facility. During this review, the inspector should attempt to determine whether or not the station is adequately staffed and whether or not assigned personnel are competent in their duties. The inspector may accomplish this by observing individuals as they perform their assigned job tasks. For example, the inspector may review recently completed forms for accuracy and may interview personnel, while being careful to avoid interfering with their duties.

B. Manuals:

The inspector should review the operator's manual or system of manuals (operations manual) for the operation of the facility to determine whether or not the manuals are on hand, current, readily available to personnel, and adequate in content.

1. On Hand Requirements: Inspectors should determine what manuals the operator requires its station personnel to maintain and then determine whether or not these manuals are on hand. As a result of the inspection, the inspector should be able to conclude that either of these manuals are sufficient for the purposes of the station, or that station personnel require additional information which was not available.
2. Currency Requirements: The inspector should also ensure that the operator's manuals are current and that any required revisions are accurately posted.
3. Content Requirements: Each manual or publication should be checked by the inspector to ensure that it includes that information and guidance necessary to allow personnel to perform their duties and responsibilities effectively and safely. Depending on the scope of operations conducted at the station, direction and guidance may be required in the following operational areas:
 - Refuelling procedures.
 - Aircraft towing or movement requirements/procedures.
 - Mass and balance manual/procedures.
 - Operation of ground service equipment/procedures.
 - Aircraft Flight Manual (AFM) for types of regularly scheduled aircraft.
 - Personnel training manual.
 - Current emergency telephone listing.
 - Accident/incident telephone listing.
 - Security training and procedures.
 - Weather notification procedures.
 - Carry-on baggage procedures.
 - Identification or handling of dangerous goods/procedures.
 - Instructions and procedures for notification of the Pilot In Command (PIC) when there are dangerous goods aboard.
 - Procedures for passenger operation of electronic devices.
 - Trip records disposition.

C. Records

Available records relative to station operations should be inspected, such as communications records and station personnel training records. In a small facility, a records inspection and a facility

inspection could be conducted on the same day. In most facilities, however, records inspections and facilities inspections should be planned and conducted separately.

1. **Training Records.** The inspector should review the training conducted for the various classifications of station personnel. The regulations do not specify training requirements either by subject or frequency for station personnel, yet these personnel should receive both initial and recurrent training in assigned job functions. This training may be either formal classroom training or on the job training. Specific areas of training include the following:

- Duties and responsibilities
- Hazardous materials
- Passenger handling
- Load planning and weight and balance procedures
- Communications procedures
- Manual backup procedures in case of computer or communications equipment failures
- Aircraft servicing and apron operations
- First aid and emergency actions

D. **Facility/Equipment/Surface:**

The operator's facilities must be adequate to provide safe operating conditions for both aircraft and personnel. The inspector should conduct an evaluation to ensure that the following conditions are met:

1. **Apron Maintenance.** Apron areas should be clean and clear of foreign objects. The operator should have a regular programme for inspecting, apron surfaces. Adequate equipment must be available for snow removal (Europe and North American operations).
2. **Passenger Safety.** The inspector should observe that employees and passengers are being protected from jet or prop blast. Inspectors should evaluate passenger handling procedures and facilities and give particular attention to the movement of passengers across aprons. The operator must have established procedures for assisting handicapped passengers, unaccompanied minors, etc.
3. **Night Operations.** To ensure that adequate lighting is available and is being used for safe ground operations, inspectors should conduct observations during night operations, if feasible.
4. **Station Manager Responsibilities.** The operator's management usually assigns station managers with the responsibility for maintaining surveillance of the aerodrome and for reporting aerodrome hazards and any new obstructions. Inspectors should determine what responsibilities have been assigned to the station manager and how those responsibilities are being discharged.
5. **Aerodrome Deficiencies.** Inspectors are not tasked with conducting a physical inspection of the aerodrome during a station facilities inspection; however, any aerodrome deficiencies observed during a station facilities inspection must be noted by inspectors and must be recorded and forwarded to the airports section of the CAA.

E. Conformance.

In each area to be inspected, inspectors should evaluate the operator's procedures for compliance with provisions of the applicable CAR. In addition, the operator's employees must comply with the operator's directives as provided for in the operator's manuals.

F. Flight Control.

The inspection of a station's flight control function should be conducted while actual arrival or departure operations are in progress. This allows the inspector to get an overall view of the effectiveness of the operation and its assigned personnel. For initial certification, this may be conducted during the demonstration flight.

1. Operational Control Inspection. When a dispatch or flight following centre is located within the station, an operational control inspection should be conducted in conjunction with the station facilities inspection.
2. Line Station Functions. Operators often exercise operational control from a central location and assign the line stations with related support functions, such as delivering dispatch releases and flight plans to the flight crew. In this situation, inspectors should determine which functions are the responsibilities of the station. Inspectors should evaluate station personnel in the performance of these functions. Inspectors should also evaluate the effectiveness of the division of responsibility between the central operational control centre and the line station.
3. Load Planning. Inspectors should determine who is assigned responsibility for load planning and mass and balance control. Passenger and cargo weights must be accurate and reliably obtained, collected, and transmitted. Personnel must be adequately trained. Procedures should be simple and effective. When computerised systems are used, there must be adequate backup provisions for computer failure. When station personnel are required to perform manual calculations in case of computer failure, the operator must ensure continued proficiency of personnel in making these calculations. Inspectors should ask these individuals to perform a manual calculation and compare the individual's solution to the computer solution.
4. Weather Information. Inspectors should determine the approved source of weather for the station.

G. Servicing.

The servicing area of a station facilities inspection covers routine loading and servicing as opposed to aircraft maintenance activities. While operations inspectors should record and report observations they believe to be maintenance discrepancies, they are not assigned to inspect the maintenance activities. **The preferred procedure is for station facilities inspections to be conducted by a joint operations/airworthiness team.** Inspectors should evaluate areas of concern to operations personnel, such as the manner in which logbooks are handled and how MEL/CDL provisions are complied with. The inspector should observe and verify safe practices in the operator's service operations and that adequate personnel are available for the required aircraft servicing. Operations to be observed should include, but are not limited to, the following:

- Fuelling (ensuring that proper procedures are being followed).
- De-icing (ensuring that the correct ratio and temperature of the glycol/water mix is being used and that all snow and ice is removed).
- Marshalling (ensuring safe operation and correct procedures).

- Chocks/Mooring (ensuring chocks are in place, the parking apron is relatively level, and brakes are set or released).

H. Management.

Throughout the inspection, inspectors should observe managers and supervisors and evaluate the organisational structure, particularly the effectiveness of vertical and horizontal communications. Managers and supervisors should be thoroughly aware of their duties and responsibilities and those of the personnel they supervise. Areas that inspectors must observe and evaluate include the following:

1. Outside Contractors: If the operator contracts with other companies for station services, the station manager should have established adequate controls over their performance. The manager must assure that adequate training is provided to contractor personnel.
2. Contingency Plans: The station management should be prepared for contingencies. Action plans should be available for use in case of such events as accidents, injury, illness, fuel spills, bomb threats, hijacking, severe weather, and dangerous goods spills. Station personnel should know the location of these plans. Plans should contain emergency notification checklists and procedures for suspending or cancelling operations. Emergency telephone listings should be posted in obvious locations and be clearly legible.

IV. STATION FACILITIES INSPECTION REPORT:

Discrepancies observed during the inspection should be documented along with any on the spot corrective action taken by the operator. Any recommended corrective actions should also be noted on the report so that the OI will have the inspector's views concerning the most effective means of resolving the discrepancies. When applicable, the inspector should indicate an outstanding or above average station facility on the report to provide an accurate picture of the operator's operations at that particular facility.

APPENDIX A
STATION FACILITY INSPECTION JOB AID



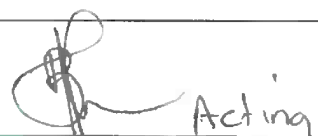
File Reference _____ Date of Inspection _____
 Operator _____ Station Location _____
 Aerodrome Operator _____ Station Manager _____
 Aircraft Type Used at This Station _____

PERSONNEL	Satisfactory	Unsatisfactory-Action to be taken
Facility Staffing		
Training		
Personnel Proficiency		
Records		
Currency/Adequacy of manuals		
Preparation of load manifests		
Facility organisation effectiveness		
Emergency Telephone listing		
System for disseminating information to personnel		
Emergency plans		
Dangerous goods monitoring and training		
DISPATCH/FLIGHT RELEASE		
Dispatch/flight release procedures		
Determination of runway conditions		
NOTAMS/AIC/AIP		
Flight planning		
Mass/Balance		
Equipment/Space adequate		
Communications		
Emergency procedures		
Aerodrome inspection procedure		
Standby power: communications		
Flight Following procedures		
Procedures for suspending/restricting operations		
Duty time limitations		

Dispatch area responsibility		
Dispatcher recurrent training		
Member aerodrome committee		
Wx reporting facility		
APRON		
Pax ramp gate		
Aircraft loading area		
Fuelling		
Fire protection: engine start		
Control of ramp vehicles		
Severe Wx plan		
Cargo loading / Dangerous goods handling		
FOD protection		
Pax handling (PAU, UM etc)		
AERODROME		
Taxiway/runway lighting/markings		
Night/low vis operations lighting		
Approach lighting		
Navigation facilities		
Obstruction lighting/markings		
Fire fighting equipment		
Medical service		
Aerodrome traffic advisory		
Stop way		
Clearway		
Runway performance requirements		
Aircraft security		

Remarks:

Inspector _____ Signature _____

REVIEWED & VALIDATED BY:		
	PULE RAMOLEFI	2015 -09- 1 5
SIGNATURE OF SENIOR MANAGER: FOD	NAME IN BLOCK LETTERS	DATE
APPROVED BY:	 CAA AUTHORISED OFFICER B. VORSTER 0271029449 <small>Designated as an Authorised Officer in terms of Section 88(1) of the Civil Aviation Act 13 of 2009</small>	
 Acting		2015 -09- 1 6
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END