



**Civil Aviation
Advisory Publication
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Training of Aerodrome Reporting Officers and Works Safety Officers

This publication is advisory only. It gives the CASA preferred method for complying with the Civil Aviation Regulations 1988 (CAR 1988). It is not the only method, but experience has shown that if you follow this method you will comply with the CAR 1988.

Read this advice together with the appropriate regulation and Civil Aviation Orders.

Contents ...

1. The Rules	2
2. Functions of reporting and works safety officers	2
3. Aerodrome operators safety role	4
4. Training of ROs and WSOs	4
5. The AAA developed competency standards for ROs and WSOs	5
6. Access to the AAA program	6
7. Further information on the training program	7

The relevant regulations

- Regulations 89C, 89I, 89O and 89V of CAR 1988
- also regulation 92A of CAR 1988

Who this CAAP applies to

aerodrome operators;

- aircraft operators conducting regular public transport operations from unlicensed aerodromes;
- persons interested to work as aerodrome reporting officers and works safety officers
- persons and organisations interested to provide training services for aerodrome reporting officers and aerodrome works safety officers.

Why this publication was written

The purpose of this publication is to inform industry of a competency based training programme, and provide general advice, on the subject of training for aerodrome personnel.

The Australian Airports Association (AAA), as a major industry representative organisation, with the full support of CASA and others, has developed a set of competency based syllabii for the training of Aerodrome Reporting Officers and Works Safety Officers.

Status of this CAAP

This is the first CAAP on the subject of training of aerodrome personnel.

For further information

Contact the CASA office closest to you.

1. The Rules

1.1 For a licensed aerodrome, paragraph 89C (2) (d) of CAR 1988 prescribes that an aerodrome licence may be granted subject to the applicant being able to properly operate and maintain the aerodrome and regulation 89O of CAR 1988 requires the aerodrome operator to notify CASA of any changes to the physical conditions of the aerodrome that may affect aircraft safety.

1.2 Further in Schedule 10 of CAR 1988, licensed aerodrome operators are required to nominate persons responsible for the functions of inspecting the aerodromes and reporting aerodrome conditional changes. Whilst not explicitly stated, the persons nominated to carry out the inspection and reporting functions need to be appropriately trained.

1.3 For an unlicensed aerodrome, regulation 89V of CAR 1988 prescribes that if the unlicensed aerodrome is used in regular public transport operations, and the aerodrome information is published in the AIP, the aerodrome is required to have at least one reporting officer who is suitably trained to carry out a range of specified functions.

1.4 Also, regulation 92A of CAR 1988 requires the aircraft operator conducting regular public transport operations from an unlicensed 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 a suitably trained person to carry out the stated function.

1.5 CASA rules aside, to fulfil an aerodrome operator's duty of care and to avoid possible accusation of negligence, it is in the interest of aerodrome operators to ensure that their staff involved in aerodrome safety are appropriately trained for the job.

2. Functions of Reporting and Works Safety Officers

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

- (a) those that carry out the routine serviceability inspections of the aerodrome movement area and OLS;
- (b) those that are authorised to make reports of aerodrome reportable changes to the NOTAM office; and

(c) those appointed for the purpose of ensuring the safety of aerodrome works.

2.2 Persons assigned to duties (a) and (b) are generally referred to as Aerodrome Reporting Officers and those assigned to (c) as Works Safety Officers.

AERODROME REPORTING OFFICER (RO)

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

2.4 Serviceability inspections are a core function of the Reporting Officer. Details of the requirements for a licensed aerodrome are currently specified in the Rules and Practices for Aerodromes (RPA) and for an unlicensed aerodrome, in regulation 89V of CAR 1998.

2.5 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 and at different levels of responsibility.

2.6 At smaller aerodromes, inspecting, reporting and managing aerodrome works safety may be undertaken by the same person and would typically cover, for example:

- movement area surface condition, whether unusable due to lack of bearing capacity (soft ground), slipperiness or roughness;
- detection of foreign objects such as loose stones or significant surface cracking;
- any increase in the number of birds or animals on or near the aerodrome;
- pavement damage which affects the total runway length available;
- a failure of the aerodrome lighting system, including obstacle lighting;
- an obstacle within the obstacle limitation surfaces;
- markings, wind indicators and ground signals;

- aerodrome fencing;
- currency of and raising of NOTAMS.

2.7 Each of these functions will potentially vary in complexity from aerodrome to aerodrome, and not always in direct relationship with aerodrome size and traffic. For instance surface condition may be more difficult to assess in the case of natural surface runways.

2.8 At larger aerodromes, the duties of individuals may also be broadened to include activities such as airside works and radio usage.

WORKS SAFETY OFFICER (WSO)

2.9 Before appointing a person as a Works Safety Officer, an aerodrome operator must be satisfied the person is able to perform the functions of a Works Safety Officer, which are summarised below. An important requirement is that a Works Safety Officer must be present “at all times“, if works other than time limited works are carried out whilst the aerodrome is open to aircraft operations. The functions of a Works Safety Officer include:

- having sound knowledge of the Method of Working Plan (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;
- 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;
- 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;

- reporting immediately 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;
- 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.

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

3. Aerodrome Operators' safety role

3.1 The International Civil Aviation Organisation is recommending that States incorporate a safety management system (SMS) approach in the management, operation and maintenance of licensed aerodromes. CASA intends to introduce the SMS progressively, initially at aerodromes used in international operations.

3.2 An essential feature of SMS is that aerodrome operators will take ownership of safety. Appointing well trained and motivated staff is an essential element of any safety program.

3.3 Besides ensuring that the aerodrome facilities and environment provide adequate aircraft safety, an important element of the aerodrome SMS is to ensure that persons on the movement area (e.g. passengers and ground handling personnel) and equipment operate in a safe environment, in accordance with acceptable occupational health and safety (OH & S) principles.

4. Training of Aerodrome Reporting Officers and Works Safety Officers

4.1 It should be noted that CASA does not regulate private training organisations and aerodrome operators will need to assess their training requirements, including the selection of appropriate training providers.

4.2 CASA is primarily concerned with the competency of ROs and WSOs in carrying out their functions, and not with the process of how ROs and WSOs are being trained. It is the prerogative of aerodrome operators to determine how best to have their staff appropriately trained.

4.3 It is important that a person appointed to carry out a particular function possesses the competency and skills that

are commensurate with, and appropriate to, the complexity of the function that the person is required to perform.

4.4 Aerodrome personnel who have been trained previously on the job by Departmental Aerodrome Inspectors., or later through aerodrome personnel training courses provided by aerodrome specialists will be able to have their skills and knowledge recognised against the competency standards. Additional training may be needed if there are gaps identified in an individual's required skills and knowledge.

5. The AAA developed competency standards for ROs and WSOs

5.1 To facilitate the task of selecting a suitable training establishment and courses for competency based training and assessment, the AAA will maintain a register of some but not necessary all Registered Training Organisations. Under this arrangement, training and assessment will be provided against the appropriate units of competency. Training organisations can develop the course content to be commensurate with the size and complexity of the aerodrome and the required levels of competence stipulated in the units of competence.

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

5.3 Under the competency standards approach, the tasks and functions that make up "the job" are described and the associated level of performance required by the industry are specified. Competency standards focus on what is expected of the employee, rather than the learning process - what matters is, can the person competently do the job to the required standard?

5.4 Competency can be achieved in four ways:

- from learning "on the job" and being assessed by a qualified person.
- training provided by a qualified in-house trainer.
- training and assessment provided by a Registered Training Organisation (RTO).
- any combination of the above.

5.5 A RTO is an organisation recognised by a State or Territory training authority, to issue nationally recognised

qualifications and statements of attainment. The RTO will have had its training package and credentials approved by a State Training Board and subsequently endorsed by the Australian National Training Authority. As stated earlier, the choice of training organisation is a matter for aerodrome operators as CASA does not regulate training organisations. However, it would appear that a RTO may provide a more consistent standard of training.

5.6 The competency standards describe, in accordance Australian National Training authority guidelines, the skills, knowledge and level of performance expected of those people required to work as ROs and WSOs. The competency standards have been designed to enable aerodrome personnel to demonstrate they can perform functions contained in the units of competence, which meet the specific needs of the aerodrome they are associated with. The standards are intended to accommodate the wide variety of aerodromes across Australia, taking into consideration the locality and level of complexity of the aerodrome.

5.7 The Units of Competence are as follows:

Unit 1 Inspect and report on the Aerodrome. Skills and knowledge to perform an inspection of the aerodrome movement and obstacle restriction areas, and surrounds, and report on hazardous situations or restoration of aerodrome serviceability.

Unit 2 Inspect and report on aerodrome lighting systems. Skills and knowledge to perform an inspection on aerodrome lighting systems and equipment and report on hazardous situations.

Unit 3 Inspect and report on the obstacle limitation surfaces. Skills and knowledge to determine and report when an object becomes an obstacle, and calculate declared distances.

Unit 4 Complete a Notice to Airmen (NOTAM). Skills and knowledge to complete a NOTAM.

Unit 5 Use an aircraft radio. Skills and knowledge to maintain and operate an aircraft radio system.

Unit 6 Supervise the safety of aerodrome works and general access. Skills and knowledge to supervise aerodrome works and access to airside.

5.8 The competency based programme should also allow training organisations to develop induction courses for new recruits, refresher courses for existing staff and advanced courses to prepare staff for the introduction of new aerodrome facilities or procedures.

6. Access to the AAA training programme

6.1 As a major aerodrome representative organisation, AAA has established an industry standard on the training of key aerodrome safety personnel. This is a positive initiative with potential safety benefits.

6.2 The competency based training standard may be accessed through CASA website on **www.casa.gov.au** alongside this CAAP.

7. Further information on the training programme

7.1 Enquiries should be directed to:

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