



CIVIL AVIATION ADVISORY PUBLICATION

CAAP 24

AIRPORT BRIEFING REQUIREMENTS

GUIDANCE TO AIRPORT OPERATORS ON AIRPORT BRIEFING REQUIREMENTS

1. PURPOSE

The objective of this CAAP on Airport Awareness briefing requirements is to ensure that aircraft operators are made fully aware of the UAE regulatory environment concerning flight operations and air navigation.

2. STATUS OF THIS CAAP

This is the first issue of CAAP 24 – AIRPORT BRIEFING REQUIREMENTS dated 16 April, 2005. It will remain current until withdrawn or superseded.

3. APPLICABILITY

This CAAP is applicable to all operators of international airports in the UAE.

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5. INTRODUCTION

5.1 General

5.1.1 The General Civil Aviation Authority, as the UAE Competent Authority responsible for aviation safety, has the primary objective to protect the UAE population and travelling public. Whilst the GCAA conducts its safety oversight functions to the highest standard there are peripheral areas, which need to be coordinated with the appropriate Department of Civil Aviation (DCA) and other participants in the UAE aviation system. This guidance material is published as a consequence of the regulatory requirement upon aerodrome licence holders (airport operators), to ensure that aircraft operators are provided with Airport Awareness briefing material that will apprise the aircraft operator of the necessary safety and regulatory requirements for their aircraft prior to entry into the Emirates FIR or operating from UAE territory.

5.1.2 The regulatory requirement, under CAR Part IX, has been instigated as a result of numerous aircraft incidents jeopardising flight safety, and efficiency of use of Emirates FIR airspace. This requirement of the aerodrome licence holder to provide an Airport Awareness briefing does not supersede or negate the obligation of the aircraft operator to obtain a flight briefing prior to the flight.

5.1.3 For the purposes of this guidance material, the term aircraft operator shall mean, an Air Carrier or Air Transport Operator as defined in Civil Aviation Regulation Part 1.

5.2 Legislation

5.2.1 ICAO Annex 14 Volume 1, and consequently Civil Aviation Regulation Part IX, requires certificated (licensed) Airports to have in place a safety management system. The objective of such a system is to ensure that the airport operator takes a safe and orderly approach to the management of safety at the airport.

5.2.2 CAR Part IX, Appendix 1, Part 5 requires that a specific Airport Awareness briefing be provided to aircraft operators.

5.2.3 Civil Aviation Law, Articles 7(4), 15(1), 20(1) and 23 (2,3 & 4) underpins this requirement upon aerodrome licence holders.

5.3 Responsibilities of Airport Operator

5.3.1 A specific Airport Awareness briefing shall be provided to aircraft operators.

5.3.2 The aerodrome licence holder is obliged by CAR Part IX to ensure that fixed base operators and organisations which perform activities independently at the airport in relation to flight or aircraft handling, comply with any requirements which are established to fulfil this regulatory requirement.

5.3.3 The aerodrome licence holder, or agent thereof as represented by either a fixed base operator or other aircraft ground servicing organisation based on the airport, shall not enter into an agreement to service any aircraft which cannot meet these basic safety requirements, or that are otherwise subject to a ban based upon the origin of aircraft registry, a cease and desist order, or a grounding order by the Authority.

5.4 Effect of Non-compliance

5.4.1. The consequences of continued infringement by aircraft operators are two fold. The first and immediate impact is a reduction in the level of safety, which as a consequence leads also to a degradation of efficiency in the use of airspace i.e. reduced airport capacity.

5.4.2 It is a safety imperative that all aircraft be suitably equipped to operate in the Emirates FIR. For example all IFR aircraft must have serviceable;

- (a) SSR transponders that transmit Mode A, 4096 codes, as well as Mode C.
- (b) RNAV equipment and be able to navigate to the published Emirates FIR RNP requirements applicable to, the airspace in which they are operating, the standard arrival procedures (STAR), standard instrument departure procedures (SIDs) or the holding pattern.
- (c) Furthermore if seeking to operate between FL290 and FL410, aircraft must be RVSM approved to ensure safe separation of aircraft.

5.4.3 Safety can also be assured if aircraft meet the required climb gradient performance and enroute altitudes on departure. The performance of certain aircraft types are susceptible to not meeting such climb gradients or enroute levels, often influenced by too heavy a payload for the high ambient temperatures. Airspace safety and efficiency can be assured if aircraft reduce their payload accordingly when ambient conditions would otherwise preclude the aircraft from meeting these performance requirements. The consequences of not meeting such flight performance parameters will certainly mean a reduction in airport traffic capacity and may ultimately lead to more catastrophic circumstances, i.e. an accident.

5.4.4 This second and more serious consequence of continued infringement will inevitably close at best the runway, or at worst the entire airport, and cause injury to passengers, and possibly personnel or other third parties. Such risk can be mitigated if the aerodrome licence holder instigates as part of their safety management system, adequate procedures to ensure that aircraft operators are made aware of, and comply with, and the necessary flight operation and air navigation requirements for operation in the Emirates FIR.

6. AIRPORT AWARENESS BRIEFING

6.1 Requirement

6.1.1 Briefing. A specific Airport Awareness briefing shall be arranged for an aircraft operator, upon receiving a request for flight or ground handling services at the Airport.

6.1.2 Air Transport Operators. For foreign Air Transport Operators, this shall be conducted prior to their arrival in the UAE.

6.1.3 Air Carriers. For foreign Air Carriers this shall be conducted prior to arrival of their inaugural flight in the UAE and thereafter as necessary following changes to, facilities or services at the airport, air navigation services in Emirates FIR, or as required by the Authority.

6.1.4 UAE Operators. For UAE based operators, the briefing shall be provided prior to their inaugural flight and thereafter as necessary following changes to facilities or services at the Airport, air navigation services in Emirates FIR, or as required by the Authority

6.2 Briefing Material

6.2.1 The Airport Awareness briefing is an additional and separate component to existing flight briefing procedures that, it is expected, would be followed prior to flights arriving or departing the Emirates FIR. The briefing material while highlighting certain aspects of the UAE Aeronautical Information Publication (AIP) is to be considered complimentary to the complete Integrated Aeronautical Information Package, comprising the AIP, AIP Supplements, AICs and NOTAM and shall not be regarded as an alternative, nor shall it be considered to supersede the official aeronautical data as promulgated. This point shall be included in the briefing material.

6.2.2 The Airport Awareness briefing can be transmitted via compact disk, electronic means, facsimile, hard copy by courier or other suitable method. Airport Marketing or Public Relations Departments may be able to assist in developing a professional presentation package. Airport Operations Departments should compile the appropriate material and shall ensure that such Airport Awareness briefings are conducted and kept up to date. The checklists identify the minimum briefing requirements for each type of aircraft operator previously mentioned.

6.3 Briefing Information

The following list outlines the general information to be provided by the airport operator or delegated agent to aircraft operators.

AIRPORT DATA

- A. Aerodrome Ground Movement Chart as will be accurate on the date of the flight
- B. Indication of likely aircraft stand parking area in relation to runway
- C. Reference to relevant Type A charts in respect to obstacle obstructions
- D. Aerodrome Reference Temperature for the appropriate month (mean daily maximum and minimum temperatures)
- E. Details of runway characteristics including Runway Declared Distances, LDA, TORA, ASDA, TODA.
- F. Any physical restrictions to aircraft ground movement (in relation to the aircraft type to be operated.)
- G. RFSS category coverage available.

OPERATOR ENROUTE REQUIREMENTS

- H. Reference shall be made to AIP, GEN section regarding aircraft equipment. It shall be highlighted that before aircraft can operate in the Emirates FIR the aircraft shall be equipped in accordance with rules and regulations governing the airspace in which it will be flying. E.g. the aircraft must;
- be fitted with ACASII equipment if above 5700kg MCTOW; and
 - have RNAV equipment certified to operate to the appropriate RNP requirements for the airspace in which the aircraft will operate, and
 - the aircraft must be RSVM approved if the flight is planned to be conducted between FL290 and FL410.
- I. Operators shall be reminded that the aircraft must be able to fly the STARs, Holding Patterns and SIDs to the required degree of accuracy.
- J. Operators are to be reminded that in the prevailing ambient conditions, the aircraft must be able to meet minimum climb gradients specific to the aerodrome on departure or else adjust their payload accordingly so that these requirements can be met. The briefing material shall clearly state in this regard, that evidence that the aircraft does not exceed MCTOW shall be provided and random checking of aircraft payload by weight will be undertaken. Furthermore a load manifest, trim sheet and load plan relating to the specific flight shall be left with the handling agent and can be subject to random checking by Authorities.
- K. Operators are to be reminded that the aircraft must be able to maintain the published minimum en-route levels in the prevailing ambient conditions. If unable to do so, an alternative route must be flight planned. Reference should be made to the aerodrome temperatures listed previously.
- L. Reference shall be made to AIP, ENR section. Operators shall be made aware that they are responsible to ensure that flight plans submitted by their office or agent, follow correct ICAO flight planning principles. The use of aircraft registration and correct ICAO designators is required.
- M. Operators are to be made aware of all relevant Information Bulletins promulgated by the Authority in respect to either flight operations or air navigation.

OTHER INFORMATION

As previously stated Airport Marketing or Public Relation Departments may be able to assist in developing a presentation package that meets the minimum criteria stipulated in this document. Additional information concerning services at the airport, or relevant photos used for recognition purposes, can be provided but this is at the discretion of the organisation providing the Airport Awareness briefing. The Authority will assist airport operators by providing for the

purposes of preparing the Airport Awareness briefing material, information relating to enroute requirements.

7. COMPLIANCE

7.1 Requirement

The aerodrome licence holder shall ensure that an Airport Awareness briefing is provided to an aircraft operator. Briefing material shall form part of the aerodrome safety management system and as such the outline of the briefing and its content shall be documented in the Aerodrome Manual, including the process for ensuring such briefings are undertaken.

7.2 Records

Records shall be kept to provide documentary evidence that such briefings have occurred for each request for flight or ground handling service received by any organisation on the airport or for updates to these briefings. This information will be subject to audit or investigation by the Authority.

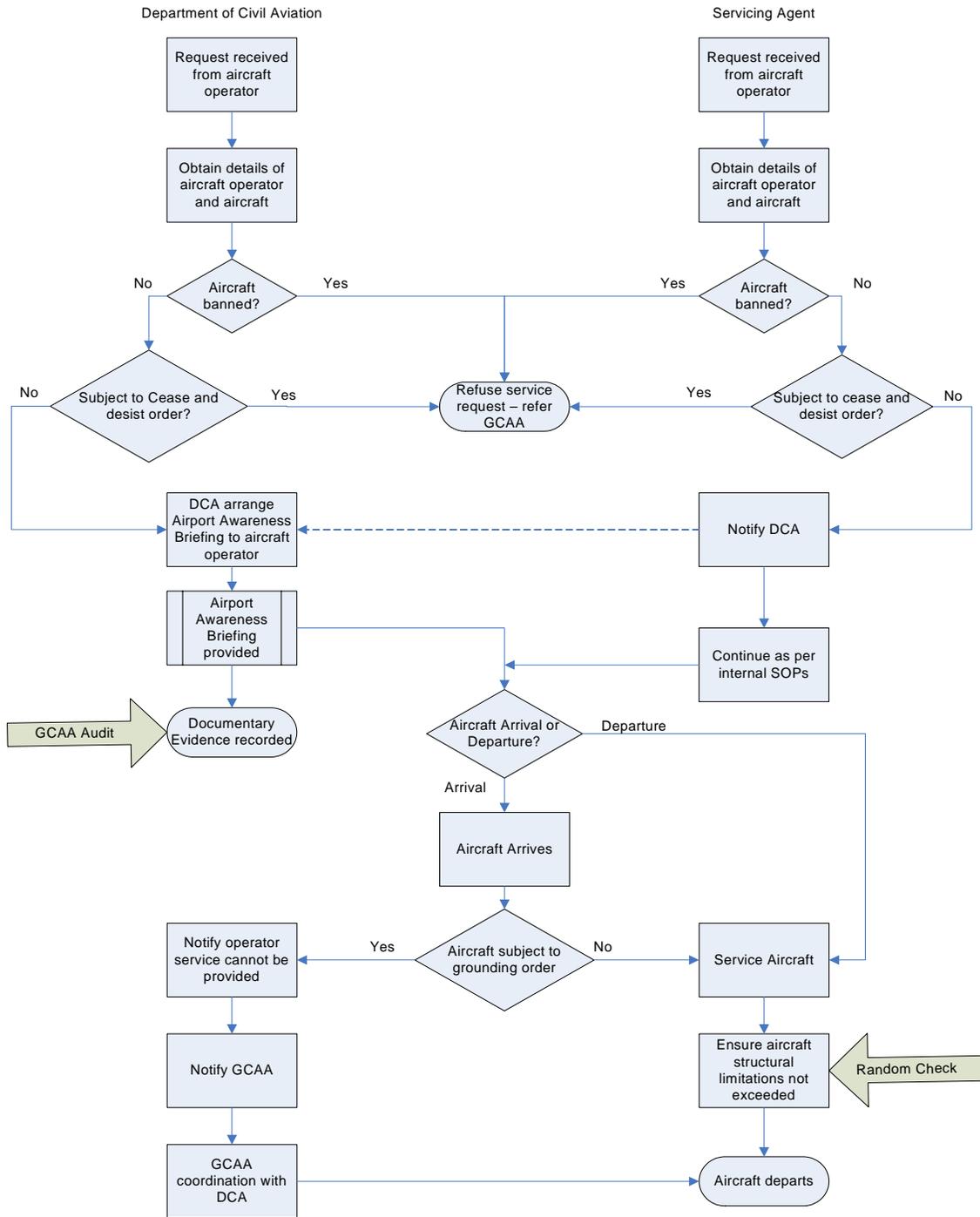
7.3 Random Checks

Compliance with the regulations of the UAE by aircraft operators is the joint responsibility of the GCAA and the DCAs. The airport operator is to ensure that weigh scales appropriate to the task shall be immediately available at the airport for the purposes of conducting random checking of aircraft payloads by either the Authority or Department of Civil Aviation, the purpose of which is to check that the aircraft is being operated in compliance with the limitations contained in the approved Aircraft Flight Manual, or other limitations as may be set by the State of Design, State of Registry, or the Authority. If during the random check, it is found that the aircraft is not operating within its structure limits, the GCAA Director Aviation Safety and Security shall be notified of the details immediately.

7.4 Exception

Aircraft that are subject to a ban based upon origin of aircraft registry, or a cease and desist order as notified by the Authority shall be refused services at the airport. In these instances an Airport Awareness briefing is not required, other than confirmation that services will not be made available to the operator. Aircraft shall be refused services when it is subject to a grounding order as notified by the Authority. In these instances, aircraft may already be at the airport. The aircraft operator should be advised to contact the Authority. The Authority will coordinate such further action with the relevant Emirate Department of Civil Aviation.

8 Aerodrome Awareness Briefing - Process



9. CHECKLIST – AIRPORT AWARENESS BRIEFING Foreign Air Transport Operators

OPERATOR DETAILS		
1	Name of Operator	
2	Country of Origin	
3	Contact person in operators organisation	
4	Contact details of person	
	Telephone no.	
	Mobile no.	
	Facsimile no.	
	Email address	
	Telecom address (ATN, SITA etc)	
	Postal/Courier address	
DETAILS OF FLIGHT		
5	Aircraft Type	
6	Aircraft Registration	
7	Aircraft Call-sign	
8	Type of operation (Passenger / Cargo)	
9	From where is flight originating	
10	Proposed Route and Flight Level entering Emirates FIR	
11	Proposed date of arrival	
12	Proposed time of arrival	
13	Proposed date of departure	
14	Proposed time of departure	
AIRCRAFT EQUIPMENT		
15	Aircraft fitted with ACASII? (for aircraft above 5700kgs)	YES/NO
16	Aircraft RSVM approved? (for flights planned FL290-FL410)	YES/NO
17	Aircraft RNAV equipped and certified to appropriate RNP requirements	YES/NO

PRELIMINARY ASSESSMENT		
18	Aircraft/operator on banned list or list of cease and desist operators?	YES/NO – If yes advise operator unable to provide services at Airport.
19	Is aircraft subject to a grounding order?	YES/NO – If yes advise aircraft operator – aircraft will grounded upon arrival.
20	Is aircraft suitably equipped for proposed flight?	YES/NO – If no advise operator unable to enter Emirates FIR.
21	Aircraft/operator meets criteria to provide briefing?	YES/NO – If yes proceed with aerodrome awareness briefing.
AIRPORT BRIEFING		(Minimum to be provided to operator)
Airport data		
22	Ground movement chart	
23	Likely parking area identified	
24	Critical obstacle height and location (Type A chart)	
25	Aerodrome Reference Temperatures	
	Runway physical characteristics	
26	Surface types and strength, runway slopes.	
27	LDA, TORA, ASDA, TODA	
28	Restriction likely to ground movement of aircraft?	
29	Rescue Fire Category	
Aircraft operator requirements.		
30	Reference to AIP Gen section regarding equipment requirements.	
	Statement regarding aircraft performance requirements	
31	<ul style="list-style-type: none"> Minimum enroute levels for arrival and departure 	
32	<ul style="list-style-type: none"> Climb performance gradients on departure 	
	Statement concerning aircraft loading	
33	<ul style="list-style-type: none"> Evidence required that aircraft doesn't exceed stated MCTOW 	
34	<ul style="list-style-type: none"> Load sheet, load plan and trim sheet to handler 	
35	<ul style="list-style-type: none"> Authorities can conduct random checking of weight. 	
36	Reference to AIP ENR section regarding flight planning requirements.	

DCA – QUALITY ASSURANCE CHECK	
Foreign Air Transport Operators	
37	<p>Name of person authorising Airport Awareness briefing</p> <p>Name: Position: Signature: Date:</p>
38	<p>Name of person providing Airport Awareness briefing</p> <p>Name: Position: Signature: Date:</p> <p>Organisation:</p>
39	<p>Method of briefing (indicate by circling method)</p> <p>CD, Email, Fax, Post, Courier Other (specify)</p> <p>Date sent:</p>
40	<p>If Random Check Conducted on Ramp</p> <p>Name: Position: Signature: Date</p> <p>Weight of payload as indicated on load sheet.</p> <p>Weight of payload as weighed during random check.</p> <p>What action was taken?</p>
41	<p>For service requests where briefing was denied.</p> <p>Reason for not giving briefing:</p> <ul style="list-style-type: none"> • Aircraft banned • Aircraft not suitably equipped for Emirates FIR • Cease and Desist Order <p>Attach copies of advice given to operator.</p> <p>Authorisation.</p> <p>Name: Position: Signature: Date:</p>

10. CHECKLIST – AIRPORT AWARENESS BRIEFING

Foreign Air Carriers – Inaugural Flight

OPERATOR DETAILS		
1	Name of Operator	
2	Country of Origin	
3	Contact person in operators organisation	
4	Contact details of person	
	Telephone no.	
	Mobile no.	
	Facsimile no.	
	Email address	
	Telecom address (ATN, SITA etc)	
	Postal/Courier address	
DETAILS OF FLIGHT		
5	Aircraft Type(s)	
6	Airline Designator Code	
7	Airline Call-sign	
8	Type of operation (Passenger / Cargo)	
9	From where is flight originating	
10	Proposed Route and Flight Level entering Emirates FIR	
11	Proposed date of arrival	
12	Proposed time of arrival	
AIRCRAFT EQUIPMENT		
13	Aircraft fitted with ACASII? (for aircraft above 5700kgs)	YES/NO
14	Aircraft RSVM approved? (for flights planned FL290-FL410)	YES/NO
15	Aircraft RNAV equipped and RNP 5 certified (for applicable airspace)?	YES/NO

PRELIMINARY ASSESSMENT		
16	Aircraft/operator on banned list or list of cease and desist operators?	YES/NO – If yes advise operator unable to provide services at Airport.
17	Is aircraft suitably equipped for proposed flight?	YES/NO – If no advise operator unable to enter Emirates FIR.
18	Aircraft/operator meets criteria to provide briefing?	YES/NO – If yes proceed with aerodrome awareness briefing.
AIRPORT BRIEFING		(Minimum to be provided to operator)
Airport data		
19	Ground movement chart	
20	Likely parking area identified	
21	Critical obstacle height and location (Type A chart)	
22	Aerodrome Reference Temperatures	
	Runway physical characteristics	
23	Surface types and strength, runway slopes.	
24	LDA, TORA, ASDA, TODA	
25	Restriction likely to ground movement of aircraft?	
26	Rescue Fire Category	
Aircraft operator requirements.		
27	Reference to AIP Gen section regarding equipment requirements.	
	Statement regarding aircraft performance requirements	
28	<ul style="list-style-type: none"> Minimum enroute levels for arrival and departure 	
29	<ul style="list-style-type: none"> Climb performance gradients on departure 	
	Statement concerning aircraft loading	
30	<ul style="list-style-type: none"> Evidence required that aircraft doesn't exceed stated MCTOW 	
31	<ul style="list-style-type: none"> Load sheet, load plan and trim sheet to handler 	
32	<ul style="list-style-type: none"> Authorities can conduct random checking of weight. 	
33	Reference to AIP ENR section regarding flight planning requirements.	

DCA – QUALITY ASSURANCE CHECK	
Foreign Air Carriers – Inaugural Flight	
34	Name of person authorising airport awareness briefing Name: _____ Position: _____ Signature: _____ Date: _____
35	Name of person providing airport awareness briefing Name: _____ Position: _____ Signature: _____ Date: _____ Organisation: _____
36	Method of briefing (indicate by circling method) CD, Email, Fax, Post, Courier Other (specify) Date sent: _____
37	If Random Check Conducted on Ramp Name: _____ Position: _____ Signature: _____ Date: _____ Weight of payload as indicated on load sheet. Weight of payload as weighed during random check. Any action taken?
38	For service requests where briefing was denied. Reason for not giving briefing: <ul style="list-style-type: none"> • Aircraft banned • Aircraft not suitably equipped for Emirates FIR • Cease and desist order Attach copies of advice given to operator. Authorisation. Name: _____ Position: _____ Signature: _____ Date: _____

11. CHECKLIST – AIRPORT AWARENESS BRIEFING

UAE Air Transport Operators/Air Carriers – Inaugural Flight

OPERATOR DETAILS	
1	Name of Operator
2	Contact person in operators organisation
3	Contact details of person
	Telephone no.
	Mobile no.
	Facsimile no.
	Email address
	Telecom address (ATN, SITA etc)
	Postal/Courier address
DETAILS OF FLIGHT	
4	Aircraft Type(s)
5	Airline Designator Code
6	Airline Call-sign
7	Type of operation (Passenger / Cargo)
8	Destination from UAE
9	Proposed date of departure
10	Proposed time of departure
	AIRPORT BRIEFING (Minimum to be provided to operator)
	Airport data
11	Ground movement chart
12	Likely parking area identified
13	Critical obstacle height and location (Type A chart)
14	Aerodrome Reference Temperatures
	Runway physical characteristics
15	Surface types and strength, runway slopes.
16	LDA, TORA, ASDA, TODA
17	Restriction likely to ground movement of aircraft?
18	Rescue Fire Category
	Aircraft operator requirements.
19	Reference to AIP Gen section regarding equipment requirements.

30	<p>For service requests where briefing was denied.</p> <p>Reason for not giving briefing:</p> <ul style="list-style-type: none"> • Aircraft banned • Aircraft not suitably equipped for Emirates FIR <p>Attach copies of advice given to operator.</p> <p>Authorisation.</p> <p>Name: _____ Position: _____ Signature: _____ Date: _____</p>
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**12. CHECKLIST – AIRPORT AWARENESS UPDATE BRIEFING
For UAE Operators and Foreign Air Carriers**

OPERATOR DETAILS	
1	Name of Operator
2	Contact details of operator
	Telephone no.
	Mobile no.
	Facsimile no.
	Email address
	Telecom address (ATN, SITA etc)
	Postal/Courier address
3	BRIEFING UPDATE
	Changes to physical infrastructure
	Changes to airport services
	Changes to ANS requirements
	Details of Changes

