



**NOTICE TO AERODROME CERTIFICATE HOLDERS (NOTAC)  
No. 02/2013**

**Effective Date: 14 July 2013**

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**Status of NOTACs**

Valid: 01/2009, 03/2009, 04/2009, 02/2011, 03/2011, 04/2011, 01/2012, 02/2012, 03/2012, 04/2012, 05/2012 and 01/2013

Cancelled: 02/2009, 01/2011  
Incorporated in CAR: 02/2009

**AERODROME MANAGEMENT – SAFETY PROGRAMMES**

**1. INTRODUCTION**

- 1.1 The aim is to highlight the obligations of Certificate Holders and to provide guidance to ensure that systems are implemented in order to achieve an acceptable level of safety and derived safety performance objectives.
- 1.2 An additional UAE regulation is proposed in paragraph 2, with the intention of including into the next edition of CAR Part IX (Aerodrome).
- 1.3 Paragraph 3 provides an Acceptable Means of Compliance (AMC) in order to meet the requirements of the proposed regulation.
- 1.4 Paragraph 4 provides Guidance Material (GM) in support of the Acceptable Means of Compliance.
- 1.5 “Acceptable Means of Compliance” (**AMC**) illustrate a means, but not the only means, by which the proposed requirement can be met.
- 1.6 “Guidance Material” (**GM**) is non-binding material that helps to illustrate the meaning of a requirement or specification and is used to support the interpretation of regulations or AMCs.
- 1.7 This NOTAC is based on NPA 06-2013; no comments were received.

## **2. CAR PART IX, Chapter 4: Safety Programmes<sup>1</sup>**

The Aerodrome Operator shall:

- a) establish, lead and implement safety programmes to promote safety and the exchange of safety-relevant information; and
- b) require the organisations operating or providing services at the aerodrome to be involved in such programmes.

### **AMC 2.1(a) Safety Programmes**

#### **1 The Aerodrome Operator should:**

- a) organise, coordinate and implement safety programmes to promote safety at the aerodrome. Such programmes include, but are not limited to:
  - i. runway safety;
  - ii. apron safety; and
  - iii. FOD prevention;
- b) coordinate and promote the exchange of information and the joint investigation of occurrences, serious incidents and accidents, with organisations operating or providing services at the aerodrome.
- c) The Aerodrome Operator should establish, coordinate and lead local safety committees, including a Local Runway Safety Team, dealing in particular with runway safety, apron safety, and the safety of the operations at the aerodrome in general. All relevant organisations operating or providing services at the aerodrome should participate in such safety committees.
- d) The local safety committees should be supported by Terms of Reference and convene regularly, identify and review local safety issues, examine possible solutions and need for action. Minutes of such meetings should be kept. Details relevant to the composition, structure, function, purpose and output of local safety committees should be included in the Aerodrome Manual.

#### **2 The Aerodrome Operator should:**

- a) Identify hot spots or potential hot spots at the aerodrome. A hot spot is defined as “a location on an aerodrome movement area with a history, or potential risk of collision, or runway incursion, and where heightened attention by pilots/drivers is necessary”.
- b) Once hot spots have been identified at an aerodrome, suitable strategies should be implemented to remove the hazard or when this is not immediately possible, to

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<sup>1</sup> EASA based (ADR.OR.D.027 Safety programmes)

manage and mitigate the risk, including the publication of hot spot charts in the Aeronautical Information Publication.

## **GM 2.1(a) Safety Programmes**

### **1 Manoeuvring Area/Apron Safety Committee**

- a) The Aerodrome Operator should establish a Manoeuvring Area/Apron Safety Committee(s);
- b) The Manoeuvring Area/Apron Safety Committee(s) should have an advisory role to the Aerodrome Operator;

#### **1.1 Management of Manoeuvring Area/Apron Safety Committee(s):**

- a) The Manoeuvring Area/Apron Safety Committee(s) should be chaired by an Aerodrome Operator's official, responsible for aerodrome operations; and
- b) be attended by the aerodrome operator's Safety Manager.

#### **1.2 Composition of Manoeuvring Area/Apron Safety Committee(s)**

Participation should include, but not limited to representatives of:

- a) aerodrome users active in flight operations;
- b) aircraft ground handling services providers;
- c) aerodrome emergency services;
- d) aerodrome operations;
- e) aerodrome wildlife management;
- f) aerodrome maintenance; and
- g) air navigation service provider(s).

#### **1.3 Tasks**

The tasks of the Manoeuvring Area /Apron Safety Committee(s) should be:

- a) to receive and evaluate reports on operational safety issues;
- b) to receive reports and statistical information on accidents and incidents, and propose solutions;
- c) to advise on movement area/apron safety issues such as:

- i. promotion of apron safety discipline;
- ii. FOD prevention;
- iii. developing measures for safety operations;
- iv. considering actions to resolve movement area safety problems;
- v. apron equipment issues;
- vi. attention to vehicle traffic issues;
- vii. new and/or updated safety instructions;
- viii. personal protective clothing/equipment issues;
- ix. methods to develop and promote apron safety awareness initiatives;
- x. proposed aerodrome works;
- xi. proposed changes/developments to the movement area;
- xii. standard operating procedures; and
- xiii. heat, stress and fatigue, etc.

## **2 Local Runway Safety Team**

### **2.1 Context**

As part of its runway safety programme, the aerodrome operator should establish and lead a Local Runway Safety Team and act on local runway safety issues, including runway incursion prevention.

### **2.2 Local Runway Safety Team Composition**

Participation should include representatives from all interested parties with direct involvement in runway operations at the aerodrome, including, but is not limited, to:

- a) aerodrome operations;
- b) aerodrome engineering and maintenance;
- c) air navigation service providers;
- d) aircraft operators that operate on the aerodrome;
- e) aerodrome emergency services; and
- f) drivers having access on the manoeuvring area.

### **2.3 Role**

The role of the Local Runway Safety Team should be to advise the appropriate management on potential runway safety issues and to recommend mitigating measures.

### **2.4 Tasks**

The Local Runway Safety Team may have the following tasks:

- a) Identification of potential runway safety issues, including the need for the establishment of hot spots or other problem areas at the aerodrome and the review of the relevant entries of the AIP. This may be undertaken through the assessment of hazards and past events;
  - b) developing and running local awareness campaigns that focus on local issues, for example, producing and distributing local hot spot maps, or other guidance material considered as necessary;
  - c) assisting in verifying that communications between air traffic controllers, pilots and vehicle drivers are satisfactory and recommend educational training or procedural initiatives as required;
  - d) making observations on a regular basis in different weather and light conditions to assess whether all visual aids are adequate and understandable by all parties concerned, or identify potential aerodrome design issues;
  - e) understanding the operating difficulties of personnel working in other areas, and recommending areas for improvement;
  - f) development of joint training programmes on runway incursion prevention;
  - g) provide advice prior to the implementation of changes to the aerodrome to identify potential for runway incursion;
  - h) review and implement recommendations as appropriate from both the European Action Plans for the Prevention of Runway Incursions/Excursions documents.
  - i) monitor the number, type and severity of runway safety events including incursions and excursions; and
  - j) periodically review airfield compliance issues, alternative means of compliance or deviations related to the runway.
- 2.5 Strategies to manage and mitigate the risk from hot spots, depending on the case, may include, but are not limited to:
- a) awareness campaigns;
  - b) additional visual aids (signs, markings, and lighting);
  - c) establishment of alternative routings;
  - d) introducing changes to the design of parts of the aerodrome; and
  - e) the mitigation of blind spots in the aerodrome control tower.
- 2.6 Aerodrome charts showing hot spots should be produced locally, checked regularly for accuracy, revised as needed, distributed locally, and published in the AIP. The criteria used to establish and chart a hot spot are contained in the ICAO PANS-ATM (Chapter 7) and

ICAO Annex 4 — Aeronautical Charts. Guidance material related to hot spots is also contained in the Manual on the Prevention of Runway Incursions (Doc 9870).

### **3. PURPOSE**

The purpose of this NOTAC is to notify Aerodrome Certificate Holders of the addition to the Regulation.

### **4. SCOPE**

The content of this NOTAC applies to all UAE Certified Aerodromes.

### **5. IMPLEMENTATION**

This NOTAC is effective from 1<sup>st</sup> June 2013.

### **6. PROMULGATION**

6.1 Current NOTACs are published on the GCAA website. A chargeable email subscription service is available that will notify a subscriber of an addition or amendment to the GCAA's publication catalogue, see "Subscriptions".

6.2 Aerodrome Certificate Holders should promulgate NOTACs promptly to those persons within the organization/aerodrome that need to be made aware of the content and the impact on their role and responsibilities. All aerodrome personnel are encouraged to use the subscription service.

### **7. QUERIES**

Any queries or further guidance on the content of this NOTAC should be submitted by email to the Director of ANA Department at the following address [ana@gcaa.gov.ae](mailto:ana@gcaa.gov.ae).