



FIJI AERONAUTICAL INFORMATION CIRCULAR

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OPS/ATC

ASSESSING AERODROME READINESS FOR THE RESTART OF OPERATIONS POST-COVID19

1. INTRODUCTION

- 1.1 The requirements for the operation of a certified or registered aerodrome is set out in the Standards Document Aerodromes (SD-AD). Compliance with these requirements is mandatory to ensure the safety of aerodrome operations in Fiji.
- 1.2 The International Civil Aviation Organisation's State Letter (T11/5.13-AP123/20 AGA) dated 8 June 2020 on **COVID-19 Safety Operational Measures in AGA and Sample Checklist for Aerodrome Resumption** urges States to set up procedures for aerodrome operators to use as part of the restart process for full/normal operations.
- 1.3 Resuming operations following the partial or full aerodrome closure, as a result of the COVID-19 pandemic, will involve extensive preparatory checks to ensure operations are restarted in a safe manner. It is proposed that this be done in stages to ensure risks are adequately managed at each stage before moving on to the next.
- 1.4 This AIC sets out guidelines in the form of a checklist that is to be used by aerodrome operators to assess their aerodrome readiness for the resumption of full/normal operations.
- 1.5 The checklist covers specific areas for assessment and provides the accountable manager with a status report of the aerodrome and will enable identification of corrective actions required before resuming full operations.

2. PROCESS FOR RESTART

- 2.1 Prior to commencing the 'restart' process, aerodrome operators shall complete an awareness workshop, on the requirements for restart, with the CAAF Ground Safety Department's (GSD) Aerodrome (AD) Section.
- 2.2 The Restart Checklist (Form number GS100; downloadable from the CAAF website) is to be filled and signed off by the accountable manager, and along with documentary evidence submitted to the CAAF GSD AD section.
- 2.3 The Restart Checklist shall be provided to CAAF not less than 30 days before the resumption of full/normal operations.
- 2.4 For aerodromes that are on restricted operations/partial closures:
- a) once the restart checklist is submitted to CAAF, a time will be identified for CAAF inspectors to perform verification checks. Following the verification checks, feedback will be provided to the operator and where required, finding(s) response request issued
 - b) Should a finding response request be issued, the finding response from the operator is to be submitted to CAAF within seven (7) working days.
 - c) CAAF will assess the finding response provided and either accept or request the operator to review, as appropriate.
 - d) Once the finding response is accepted and it is confirmed that the aerodrome is in compliance with the standards, CAAF will provide this in writing to the aerodrome operator along with any conditions, as required.
- 2.5 For aerodromes that have been closed, the requirements for certification or registration, as appropriate, shall be met before a request is made to CAAF along with the Restart Checklist requirements in paragraph 2.2. The aerodrome certification or registration approval process will then be activated. Guidance material on Certification and Registration Approval of Aerodromes can be downloaded from the CAAF website. All application forms for renewal of Aerodrome Certificate or Registration Approval can be downloaded from the CAAF website.

3. STAKEHOLDER CONSULTATION

- 3.1 Aerodrome operators should consult with all stakeholders at least 60 days before the opening of or restoration of full services at the aerodrome.
- 3.2 The stakeholder consultation should be facilitated by the aerodrome operator under established consultative groups such as the Runway Safety Team or the Ramp Safety Committee or a special Restart Committee.
- 3.3 The objective of the stakeholder consultation is to discuss operational issues, manpower, equipment, facilities and services required to resume operations.
- 3.4 Depending on the scale of operations, resumption may be conducted in stages. This will ensure that risks of different stages are adequately mitigated before moving on to the next stage.
- 3.5 All systems shall be tested to ensure operational readiness before resuming operations with copies of checks and tests completed filed by the AD operator Any limitation on stakeholders performing duties should be communicated to the aerodrome operator with reasoning and effects to be documented by the AD operator.

4. AIRPORT CAPACITY ANALYSIS

4.1 Airport operators to conduct a thorough analysis of their capacity

- 4.1.1 A capacity analysis should be conducted for airports that have been closed or partially closed and where there is a significant change to the runway operations, terminal building, apron areas, and/or aircraft parking gates. Analyses to include current and expected future demands. All completed analysis to be to be filed and reviewed to gauge performance.
- 4.1.2 As a first step of planning for full operations, aerodrome operators need to thoroughly analyze the impact of additional processes related to COVID-19 mitigation on available capacity. For terminal operations, the need to maintain physical distancing during initial phases of recovery may impact passenger throughput capacity, with a ripple effect on other systems, including aircraft parking stands and airfield operations.

- 4.1.3 The capacity analysis where required, should encompass, without being limited to: runway capacity; apron capacity; terminal capacity, with sub-analysis for check-in, gates, boarding procedures, security, immigration, and baggage reclaim areas; and operational and environmental limits (curfews, movement caps, noise, etc.).
- 4.1.4 In order to understand the full impact of COVID-19 mitigation measures, cross-departmental input and consultation with relevant stakeholders involved in daily operations, such as aircraft operators and ground services, will be essential.

4.2 Information sharing between airports and aircraft operators regarding operations during recovery.

- 4.2.1 To make timely decisions regarding the recommissioning of facilities and services, ongoing dialogue between airport operators and aircraft operators will be crucial.
- 4.2.2 Receiving reliable flight schedules and thorough information on the aircraft operators' recovery plans will be essential to ensuring that the restoration of airport capacity is aligned with airline demand.

5. AERODROME MANAGEMENT

5.1 Safety Management

- 5.1.1 A Safety Management System as established under the SD-SMS and acceptable to CAAF shall be implemented, and as a minimum:
- a) identify safety hazards and assess and mitigates risks;
 - b) ensures the implementation of remedial action necessary to maintain agreed safety performance;
 - c) provides for continuous monitoring and regular assessment of the safety performance; and
 - d) aims at a continuous improvement of the overall performance of the safety management system.

5.2 Aerodrome Internal Quality Assurance

- 5.2.1 Internal quality assurance procedures that ensure compliance with, and the adequacy of, the procedures, plans, systems and programmes shall be implemented.
- 5.2.2 There should be established a senior person responsible for internal quality assurance that has direct access to the Accountable Manager on all safety matters. Depending on the size and complexity of operations, the Accountable Manager may assume this role.

5.3 Aerodrome Infrastructure

- 5.3.1 Aerodrome operators shall conduct an assessment of the aerodrome using the Restart Checklist (CAAF form GS100D) to ascertain the state of preparedness, the airport infrastructure (i.e. visual aids, Airport Rescue and Fire Fighting Service, maneuvering and movement areas, operational document review to include aspects of COVID-19 etc.), aerodrome operations, human resources, competency and training to prepare for resuming operations.
- 5.3.2 The following areas are covered in the restart checklist: -
 - a) Aerodrome design requirements
 - b) Physical characteristics
 - c) Maintenance programme
 - d) Visual aids
 - e) Technical inspections
 - f) Serviceability inspections
 - g) Public protection
 - h) Aerodrome security
 - i) Navigation aids
 - j) Aircraft exceeding certified characteristics
- 5.3.3 Airport Operators shall continue to monitor the areas mentioned in 5.3.2 above after resuming operations and conduct technical inspections on the movement and maneuvering areas to see whether there had been any significant changes to the pavement.

5.4 Staffing and Training

- 5.4.1 Airport operators should consolidate availability of personnel to resume normal operations.
- 5.4.2 Refresher training is to be carried out for all aerodrome workers who have been on an extensive break.
- 5.4.3 All aerodrome workers shall have undergone a briefing on their roles and responsibilities for the resumption of normal/full operations.
- 5.4.4 All aviation stakeholders shall have confirmed their preparedness for resuming normal operations.
- 5.4.5 Based on criticality, staff working in critical zones of the airport such as essential maintenance and/or inspections on the maneuvering area, or with asset management of critical ATM/CNS/MET infrastructure, should be given high priority for awareness/refresher training before any task is conducted.
- 5.4.6 Depending on the circumstances, an additional proficiency check could be considered as a useful method in a controlled recovery process.

6. AERODROME OPERATIONS

6.1 Wildlife management

- 6.1.1 The aerodrome operator shall ensure that the procedure for recording, reporting and reduction of wildlife strikes is maintained or, for aerodromes that were closed, that this is resumed.

6.2 Obstacles and hazards

- 6.2.1 The aerodrome operator shall ensure that the obstacle limitation surface coinciding with the aerodrome category and type of operation is maintained including, the frequency of obstacle limitation surface survey and the procedure in place for obstacle removal.

6.3 Rescue and Firefighting (RFF)

- 6.3.1 Preparations for opening the aerodrome should be communicated at least 45 days prior to resuming operations.
- 6.3.2 On returning to work, all staff should be briefed on the activities to be performed with regards to RFF Category as well as:-

- a) their responsibility and operational hours;
- b) defined level of protection appropriate for aircraft expected during resumption of operations;
- c) Availability of required amounts of extinguishing agents and water;
- d) Adequate supply and storage of extinguishing agents assuring maintained and ongoing supply.

6.3.3 Any change to the level of protection shall be NOTAMed.

6.3.4 Sufficient level of ARFFS personnel available to maintain the published level of protection.

6.4 Apron management service

6.4.1 The apron management services where established, to regulate aircraft movement with the objective of preventing collisions between aircraft and between aircraft and obstacles and also ensure a safe and expeditious movement of vehicles and other activities, shall be maintained.

6.5 Ground vehicles

6.5.1 The aerodrome operator shall ensure that procedures established for the movement of ground vehicles; i.e. to limit and control access of ground vehicles to the aerodrome's operational area, require vehicles to be equipped with a two-way radio communications (unless escorted) or other forms of sign's signals or guards and training of all airside drivers on airside procedures and operations, is maintained.

6.6 Aerodrome works safety

6.6.1 The aerodrome operator shall ensure that established procedures for the movement of personnel, vehicles and equipment's on an airside construction site so as not to create a hazard to aircraft or confusion to pilots, is maintained.

7. AIR TRAFFIC MANAGEMENT & COORDINATION WITH OTHER ORGANISATIONS

7.1 Aerodromes provided with Air Traffic Management and aeronautical information services (AIS) shall ensure that AIS units obtain information to enable them to provide up-to-date pre-flight information and to meet the need for in-flight information, arrangements shall be made between AIS and aerodrome operators responsible for aerodrome services to report to the responsible AIS unit, with a minimum of delay:

- a) information on the status of certification/registration approval of aerodromes and aerodrome conditions;
- b) the operational status of associated facilities, services and navigation aids within their area of responsibility; and
- c) any other information considered to be of operational significance.

8. AERODROME DOCUMENTATION AND DATA

8.1 Document control procedures

- 8.1.1 The operator of an aerodrome shall ensure that robust document control procedures are in place and is available to all operational staff.

8.2 Aerodrome manual

- 8.2.1 The holder of an aerodrome manual shall ensure that the aerodrome manual is up to date and any amendments have been notified to CAAF.

8.3 Aerodrome emergency plan

- 8.3.1 The holder of an aerodrome emergency plan (AEP) shall ensure that the AEP is up to date and any amendments have been notified to CAAF.

8.4 Aeronautical Information Publication and NOTAM

- 8.4.1 The AIS Provider shall continue to be provided with raw aeronautical information/data taking into account the accuracy and integrity requirements necessary to meet the needs of the end-users of aeronautical data.

9. ADDITIONAL GUIDANCE MATERIAL ON PREVENTING THE SPREAD OF COVID-19

- 9.1 ICAO has published guidance material for all airport operators on the CART (Council Aviation Recovery Taskforce) website;

<https://www.icao.int/covid/cart/Pages/CART-Take-off.aspx>

- 9.2 The guidance material on the CART website has been divided into 4 categories: Airport Guidelines, Aircraft Guidelines, Crew Guidelines and Cargo Guidelines.

- 9.3 The Airport Guidelines contain modules with specific guidance addressing elements for: Airport terminal building, cleaning, disinfecting,

and hygiene, physical distancing, staff protection, access, check-in area, security screening, airside areas, gate installations, passenger transfer, disembarking, baggage claim and arrivals areas.

- a) Airport-Module---Terminal-Building
- b) Airport-Module---General-Check-In-Area
- c) Airport-Module---Security-Screening
- d) Airport-Module---Terminal-Airside-Area
- e) Airport-Module---Terminal-Gate-Equipment
- f) Airport-Module---Disembarking-and-Arrivals-
- g) Airport-Module---Baggage-Claim-Area
- h) Airport-Module---Exit-the-Landside-Area

9.4 The Aircraft Guidelines contain modules with specific guidance addressing boarding processes, seat assignment processes, baggage, interaction on board, environmental control systems, food and beverage service, lavatory access, crew protection, management of sick passengers or crew members, and cleaning and disinfection of the flight deck, cabin, and cargo compartment.

- a) Aircraft-Module---Passenger-and-Crew---General
- b) Aircraft-Module---Disinfection---Flight-Deck
- c) Aircraft-Module---Disinfection---Passenger-Cabin
- d) Aircraft-Module---Disinfection---Cargo-compartment
- e) Aircraft-Module---Disinfection---Maintenance
- f) Aircraft-Module---Air-System-Operations

9.5 In order to promote safe and sustainable international air travel, a closely coordinated international approach to the treatment of air crew, consistent with recognized public health standards, will be essential to alleviate burdens on critical transportation workers. These currently include screening, quarantine requirements, and immigration restrictions that apply to other travelers. The attached crew module contains specific guidance addressing the contact of a crew member with a suspected or positive COVID-19 case, reporting for duty, dedicated end-to-end crew layover best practices, crew members experiencing COVID-19 symptoms during layover, and positioning of crew.

- a) Crew-Module---Crew-Members
- b) Crew-Module---Flight-Crew

- c) Crew-Module---Cabin-Crew
- d) Crew-Module---Lay-over

9.6 Cargo flight crews should apply the same health and safety considerations as passenger flight crews and are collectively included in the crew section of this document. Whilst air cargo consignments do not come into contact with the travelling public, the cargo acceptance and hand over process does include interaction with non-airport employees. The Cargo Module addresses aviation public health including physical distancing, personal sanitation, protective barriers point of transfer to the ramp and the loading and unloading, and other mitigation procedures.

- a) Cargo-Module---Road-Feeder-to-Freight-Reception-and-freight-pick-up
- b) Cargo-Module---Within-Cargo-facility---Origin---Destination---Transit
- c) Cargo-Module---Cargo-facility-to-ramp---Origin---Transit---Destination
- d) Cargo-Module---Aircraft-Loading---Unloading

9.7 The Airport Council International (ACI) has also published guidance material for air transport operations during the COVID-19 business restart and recovery pahse. This can be downloaded from their website.

9.8 Airport operators & stakeholders should use the guidance material provided by ICAO on the CART website to esytablish standard operating procedures for preventing the spread of COVID-19.