


	TANZANIA CIVIL AVIATION AUTHORITY SAFETY REGULATION AERODROMES AND GROUND AIDS	Revision: 1
Document No. TCAA/FRM/SR/AGA-20	CHECKLIST FOR ASSESSMENT OF AERODROME OPERATOR'S PERSONNEL COMPETENCE	Page 1 of 12

	NAME OF AERODROME:
	PHYSICAL ADDRESS
	POSTAL ADDRESS
	DATE OF INSPECTION
	INSPECTORS (S)
	Assessment Code: <i>S = Satisfactory (Requirements met)</i> <i>N/S = Not Satisfactory (Requirements not met)</i> <i>N/A = Not Applicable</i>

Note:

1. *Validate competence of job holder through on-site interviews (at aerodrome\0*
2. *Attach copies of training certificates to validate competence*

	TANZANIA CIVIL AVIATION AUTHORITY SAFETY REGULATION AERODROMES AND GROUND AIDS	Revision: 1
Document No. TCAA/FRM/SR/AGA-20	CHECKLIST FOR ASSESSMENT OF AERODROME OPERATOR'S PERSONNEL COMPETENCE	Page 2 of 12

JOB 01: AIRPORT MANAGER (AIRPORT DIRECTOR)

JOB HOLDER DETAILS

NAME
GENDER:
DESIGNATION:
YEARS OF EXPERIENCE ON THE JOB:
ACADEMIC QUALIFICATIONS:
DUTIES AND RESPONSIBILITIES: <i>Ensuring day to day operations of the aerodrome to ensure compliance with the approved aerodrome manual and Civil Aviation (Aerodrome) Regulations, Manual of Aerodromes Standards and related guidance material. He is responsible for management responsibilities including human and financial resources at the aerodromes.</i>

ASSESSMENT CRITERIA FOR AIRPORT MANAGER

Performance Criteria	S	NS	NA
Full control of the human resources required for the operations authorized to be conducted under the operations approval certificate (e.g. Aerodrome Certificate)			
Full control of the financial resources required for the operations authorized to be conducted under the operations approval certificate (e.g. Aerodrome Certificate)			
Final authority over operations authorized to be conducted under the operations approval certificate (e.g. Aerodrome Certificate)			
Direct responsibility for the conduct of the organization's affairs			
Final responsibility for all safety issues			
Knowledge Criteria	S	NS	NA
Knowledge and understanding of the documents that prescribe relevant aerodrome safety standards			
Understanding of the requirements for competence of aerodrome management personnel, so as to ensure that competent persons are in place			
Knowledge and understanding of safety, quality, and security management systems related principles and practices, and how these are applied within the organisation			

This is a controlled document	Issued on: 5 October 2015
-------------------------------	------------------------------

	TANZANIA CIVIL AVIATION AUTHORITY SAFETY REGULATION AERODROMES AND GROUND AIDS	Revision: 1
Document No. TCAA/FRM/SR/AGA-20	CHECKLIST FOR ASSESSMENT OF AERODROME OPERATOR'S PERSONNEL COMPETENCE	Page 3 of 12

Knowledgeandunderstandingof thekeyissuesof risk managementwithinthe aerodrome operational aspects			
TCAA regulatoryframework			
StateSafetyProgrammeandAerodromeSMS			
AerodromeCertificationProcess			
TCAA RegulatoryOversight Process			
TCAA EnforcementProcedure			

Inspector's Comment

	TANZANIA CIVIL AVIATION AUTHORITY SAFETY REGULATION AERODROMES AND GROUND AIDS	Revision: 1
Document No. TCAA/FRM/SR/AGA-20	CHECKLIST FOR ASSESSMENT OF AERODROME OPERATOR'S PERSONNEL COMPETENCE	Page 4 of 12

JOB 02: HEAD OF SAFETY AND COMPLIANCE

JOB HOLDER DETAILS

NAME
GENDER:
DESIGNATION:
YEARS OF EXPERIENCE ON THE JOB:
ACADEMIC QUALIFICATIONS:
DUTIES AND RESPONSIBILITIES: <i>Responsible for compliance related responsibilities including certification of aerodrome, resolution of safety concerns in line with the regulations and implementation of aerodrome best practices and ICAO Standards and Recommended practices</i>

ASSESSMENT CRITERIA FOR HEAD OF SAFETY AND COMPLIANCE

Performance Criteria	S	NS	NA
Responsible individual and focal point for the development and maintenance of an effective safety management system;			
Ensure that processes needed for the SMS are established, implemented and maintained			
Reportable directly to the Accountable Manager on the performance of the SMS and on any need for improvement			
Ensures safety promotion throughout the organization			
The role of the safety managers should be to: <ul style="list-style-type: none"> i. facilitate hazard identification, risk analysis, and management; ii. monitor the implementation and functioning of the safety management system, including the necessary safety actions; iii. manage the safety reporting system of the aerodrome; iv. provide periodic reports on safety performance; 			

	TANZANIA CIVIL AVIATION AUTHORITY SAFETY REGULATION AERODROMES AND GROUND AIDS	Revision: 1
Document No. TCAA/FRM/SR/AGA-20	CHECKLIST FOR ASSESSMENT OF AERODROME OPERATOR'S PERSONNEL COMPETENCE	Page 5 of 12

<ul style="list-style-type: none"> v. ensure maintenance of safety management documentation; vi. ensure that there is safety management training available, and that it meets acceptable standards; vii. provide advice/mitigation measures on safety matters; and viii. initiate and participate in internal occurrence/accident investigations; 			
Knowledge Criteria	S	NS	NA
Practical experience and expertise in aerodrome operations, maintenance or similar area			
Knowledge of the Aerodrome Manual			
Comprehensive knowledge of the applicable requirements in the area of aerodromes			
TCAA Regulatory framework			
Aerodrome SMS and State Safety Programme (SSP)			
TCAA Aerodrome Certification Process			
Knowledge of TCAA Technical Guidance Material			
Knowledge of ICAO Annex 14 and related ICAO Documents (Aerodromes)			
Managing Findings and Recommendations (F&R), preparation and implementation of corrective action plan (CAP) from the certification and continuing surveillance of aerodrome			
Implementation of Aerodrome emergency plan			
Implementation of Wildlife Hazard Management			
Aerodrome Projects Management			
Aerodrome Engineering			
TCAA Regulatory Oversight Process			
TCAA Enforcement Procedures			

	TANZANIA CIVIL AVIATION AUTHORITY SAFETY REGULATION AERODROMES AND GROUND AIDS	Revision: 1
Document No. TCAA/FRM/SR/AGA-20	CHECKLIST FOR ASSESSMENT OF AERODROME OPERATOR'S PERSONNEL COMPETENCE	Page 7 of 12

JOB 03: HEAD AERODROME OPERATIONS

JOB HOLDER DETAILS

NAME
GENDER:
DESIGNATION:
YEARS OF EXPERIENCE ON THE JOB:
ACADEMIC QUALIFICATIONS:
DUTIES AND RESPONSIBILITIES: <i>Responsible for day to day operational safety principles and procedure contained in the Aerodrome Manual, organizational activities of personnel associated with the management of operation of aerodrome in line with the Aerodrome Manual. This includes also self inspections and oversight of third parties</i>

ASSESSMENT CRITERIA FOR HEAD AERODROME OPERATIONS

Performance Criteria	S	NS	NA
Ensure that aerodrome certificating requirements are met, and that the aerodrome operates in accordance with certificate conditions and regulatory requirements			
Accountable for day-to-day aerodrome operations			
Ensure an understanding by the aerodrome management of the certification requirement for and status of the Aerodrome Manual			
Responsible for the management of the operational services and maintenance of the aerodrome			
Analyse auditing findings and inspection to the TCAA, and initiate actions			
Use feedback from auditing and inspection to recommend appropriate changes to movement areas			

	TANZANIA CIVIL AVIATION AUTHORITY SAFETY REGULATION AERODROMES AND GROUND AIDS	Revision: 1
Document No. TCAA/FRM/SR/AGA-20	CHECKLIST FOR ASSESSMENT OF AERODROME OPERATOR'S PERSONNEL COMPETENCE	Page 8 of 12

Safety management procedures and ensure implementation			
Monitor airside planning and development for compliance			
Develop proactive working relationships with aerodrome users/third parties			
Ensure that aerodrome certification requirements are met, and that the aerodrome operates in accordance with certificate conditions and statutory requirements			
Knowledge Criteria	S	NS	NA
Practical experience and expertise in aerodrome operations or maintenance (or similar area) respectively			
Comprehensive knowledge of the applicable requirements in the area of aerodromes			
Appropriate level of knowledge of safety and quality management			
Knowledge of the Aerodrome Manual			
TCAA Regulatory Framework (Act CAP 80 and Regulations)			
Safety Management System/State Safety Programme			
TCAA Aerodrome Certification Process (Part IV of the Regulations)			
Aerodrome Projects			
TCAA Regulatory Oversight Process			
TCAA Enforcement Procedure			

	TANZANIA CIVIL AVIATION AUTHORITY SAFETY REGULATION AERODROMES AND GROUND AIDS	Revision: 1
Document No. TCAA/FRM/SR/AGA-20	CHECKLIST FOR ASSESSMENT OF AERODROME OPERATOR'S PERSONNEL COMPETENCE	Page 9 of 12

JOB 04: HEAD AERODROME MAINTENANCE

JOB HOLDER DETAILS

NAME
GENDER:
DESIGNATION:
YEARS OF EXPERIENCE ON THE JOB:
ACADEMIC QUALIFICATIONS:
DUTIES AND RESPONSIBILITIES: <i>Responsible for relevant technical services and maintenance related activities to ensure facilities, installations and equipment are functional and serviceable condition for safe operation of aircraft. This include maintenance activities of pavements, aeronautical ground lights, electrical systems, ducts, HVAC and mechanical systems</i>

ASSESSMENT CRITERIA FOR HEAD AERODROME MAINTENANCE


Performance Criteria	S	NS	NA
Ensure that aerodrome certification requirements are met, and that the aerodrome facilities are accurately reported (Aerodrome Manual/AIP) in accordance with the regulatory requirements			
Ensure aerodrome facilities are commensurate with the types and frequency of aircraft in accordance with legislative requirements			
Ensure that maintenance policies, procedures and training are compatible with the aerodrome operational requirements			
Ensure understanding of regulatory requirements related to electrical systems			
Ensure understanding of regulatory requirements related to aeronautical ground lighting and other visual aids such as markings and signage			
Ensure understanding of regulatory requirements related to aerodrome pavements			
Ensure understanding of roles related to aerodrome reporting systems to include hazard identification, defect identification and reporting of safety critical information to the aerodrome Air Traffic Service Unit			
Ensure basic understanding of aerodrome wildlife hazard management			
Ensure understanding of requirement for corrective and preventive maintenance programme of the aerodrome facilities, equipment and installations			

This is a controlled document	Issued on: 5 October 2015
-------------------------------	------------------------------

	TANZANIA CIVIL AVIATION AUTHORITY SAFETY REGULATION AERODROMES AND GROUND AIDS	Revision: 1
Document No. TCAA/FRM/SR/AGA-20	CHECKLIST FOR ASSESSMENT OF AERODROME OPERATOR'S PERSONNEL COMPETENCE	Page 10 of 12

Ensure understanding of competency standards and evaluation programme for maintenance staff maintaining safety critical assets or working in safety critical areas (including both technical and operational competencies as necessary)			
Ensure understanding of Part XII and XIII of the regulations as applicable to both maintenance of aerodrome facilities			
Knowledge Criteria	S	NS	NA
Qualified in the role with appropriate education, experience and/or certification			
Practical experience and expertise in aerodrome maintenance			
Comprehensive knowledge of the applicable requirements in the areas of electrical systems, aeronautical ground lighting and pavements			
Knowledge of the Aerodrome Manual operational requirements			
Knowledge of applicable ICAO guidance materials such as the Aerodrome Design Manual			
TCAA Regulatory Framework (Act CAP 80 and Regulations)			
Safety Management System/State Safety Programme			
TCAA Aerodrome Certification Process (Part IV of the Regulations)			
Aerodrome Project Management			
TCAA Regulatory Oversight Process			
TCAA Enforcement Procedure			
Process for the reporting and follow-up of accidents, incidents and emergencies on the aerodrome			

Inspector's Comment

	TANZANIA CIVIL AVIATION AUTHORITY SAFETY REGULATION AERODROMES AND GROUND AIDS	Revision: 1
Document No. TCAA/FRM/SR/AGA-20	CHECKLIST FOR ASSESSMENT OF AERODROME OPERATOR'S PERSONNEL COMPETENCE	Page 11 of 12

JOB 05: HEAD AERODROME EMERGENCY SERVICES

JOB HOLDER DETAILS

NAME:
GENDER:
DESIGNATION:
YEARS OF EXPERIENCE ON THE JOB:
ACADEMIC QUALIFICATIONS:
DUTIES AND RESPONSIBILITIES: <i>responsible for day to day management and operation of aerodrome emergency services including RFFS and personnel training</i>

ASSESSMENT CRITERIA FOR HEAD AERODROME EMERGENCY SERVICES

Performance Criteria	S	NS	NA
Ensure that aerodrome certificating requirements are met, and that the aerodrome operates in accordance with the regulatory requirements in the provision of Aerodrome Emergency Services			
Ensure emergency fire and rescue facilities are compatible with sizes, types and frequency of aircraft in accordance with regulatory requirements			
Ensure that rescue and firefighting, polices, procedures and training meet regulatory requirements and are commensurate with aerodrome operations			
Ensure that procedures for auditing driver training programmes are to established standards			
Ensure the use of communication protocols and procedures is in accordance with regulations			
Assess the feasibility of continuing aerodrome operations in an emergency situation			
Ensure appliances and equipment meet all regulatory requirements			
Establish an effective Command & Control System			
Knowledge Criteria	S	NS	NA
Qualified in the role with appropriate education, experience and/or certification			
Practical experience and expertise in aerodrome AES			

This is a controlled document	Issued on: 5 October 2015
-------------------------------	------------------------------

	TANZANIA CIVIL AVIATION AUTHORITY SAFETY REGULATION AERODROMES AND GROUND AIDS	Revision: 1
Document No. TCAA/FRM/SR/AGA-20	CHECKLIST FOR ASSESSMENT OF AERODROME OPERATOR'S PERSONNEL COMPETENCE	Page 12 of 12

Comprehensive knowledge of the applicable regulatory requirements in the areas of Aerodrome Emergency Services			
Knowledge of the Aerodrome Manual			
TCAA Regulatory Framework (Act CAP 80 and Regulations)			
Safety Management System/State Safety Programme			
TCAA Aerodrome Certification Process (Part IV of the Regulations)			
TCAA Regulatory Oversight Process			
TCAA Enforcement Procedure			
Process and procedure for the reporting and follow-up of accidents, incidents and emergencies on the aerodrome			

Inspector's Comment