



สำนักงานการบินพลเรือนแห่งประเทศไทย  
The Civil Aviation Authority of Thailand

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# Aerodrome Certification Division Procedure

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CAAT-AGA-CEP

Issue: 01

Revision: 00

Date: 01 April 2021

Approved by

A handwritten signature in blue ink, appearing to read 'Suchat Anghong'.

Suchat Anghong

Manager of Aerodrome Standards Department

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## 0. ADMINISTRATION

### 0.1 Table of Contents

0.	Administration .....	0-1
0.1	Table of Contents.....	0-1
0.2	List of Effective Pages .....	0-3
0.3	Records of Revision .....	0-4
0.4	Revision Highlights .....	0-5
0.5	Distribution List .....	0-6
0.6	Administration .....	0-7
0.6.1	Control of Procedure .....	0-7
0.6.2	Amendment and Revision.....	0-7
0.6.3	Users' Feedback.....	0-7
0.7	List of Associated Documents.....	0-8
0.8	Definitions and acronyms.....	0-9
0.8.1	Definitions.....	0-9
0.8.2	Acronyms and Abbreviations.....	0-12
1.	Objective and Applicability.....	1-1
1.1	Objective .....	1-1
1.2	Applicability .....	1-1
2.	Aerodrome Certification Division Procedure.....	2-1
2.1	General Introduction.....	2-1
2.2	Responsibilities .....	2-1
2.3	Procedure .....	2-1
2.3.1	TL-CE-01: Aerodrome Certification .....	2-2
2.3.2	TL-CE-02: Amendment of Aerodrome Certificate .....	2-16
2.3.3	TL-CE-03: Transfer of Aerodrome Certificate.....	2-18
2.3.4	TL-CE-04: Renewal of Aerodrome Certificate.....	2-21
2.3.5	TL-CE-05: Suspension/Revocation of Aerodrome Certificate.....	2-23

2.3.6	TL-CE-06: Aerodrome Safety Oversight .....	2-28
2.3.7	TL-CE-07: Granting an Exemption .....	2-33
2.3.8	TL-CE-08: Aerodrome Manual Approval.....	2-38
2.3.9	TL-CE-09: Aerodrome Work in Progress.....	2-40
2.3.10	TL-CE-10: Safety Data Monitoring .....	2-49
2.3.11	TL-CE-11: Aerodrome Drawing Approval.....	2-51
2.3.12	TL-CE-12: Management Findings and Observation .....	2-53
2.3.13	TL-CE-13: Evaluation of Aeronautical Data.....	2-58
2.4	Flowchart.....	2-60
2.4.1	TL-CE-01: Aerodrome Certification .....	2-60
2.4.2	TL-CE-02: Amendment of Aerodrome Certificate .....	2-63
2.4.3	TL-CE-03: Transfer of Aerodrome Certificate.....	2-63
2.4.4	TL-CE-04: Renewal of Aerodrome Certificate.....	2-64
2.4.5	TL-CE-05: Suspension/Revocation of Aerodrome Certificate.....	2-64
2.4.6	TL-CE-06: Aerodrome Safety Oversight .....	2-65
2.4.7	TL-CE-07: Granting an Exemption .....	2-66
2.4.8	TL-CE-08: Aerodrome Manual Approval.....	2-67
2.4.9	TL-CE-09: Aerodrome Work in Progress.....	2-67
2.4.10	TL-CE-10: Safety Data Monitoring .....	2-69
2.4.11	TL-CE-11: Aerodrome Drawing Approval.....	2-69
2.4.12	TL-CE-12: Management Findings and Observation .....	2-70
2.4.13	TL-CE-13: Evaluation of Aeronautical Data.....	2-71

## 0.2 List of Effective Pages

Pages	Issue	Revision	Effective Date
0-1	01	00	01-Apr-2021
0-2	01	00	01-Apr-2021
0-3	01	00	01-Apr-2021
0-4	01	00	01-Apr-2021
0-5	01	00	01-Apr-2021
0-6	01	00	01-Apr-2021
0-7	01	00	01-Apr-2021
0-8	01	00	01-Apr-2021
0-9	01	00	01-Apr-2021
0-10	01	00	01-Apr-2021
0-11	01	00	01-Apr-2021
0-12	01	00	01-Apr-2021
1-1	01	00	01-Apr-2021
1-2	01	00	01-Apr-2021
2-1	01	00	01-Apr-2021
2-2	01	00	01-Apr-2021
2-3	01	00	01-Apr-2021
2-4	01	00	01-Apr-2021
2-5	01	00	01-Apr-2021
2-6	01	00	01-Apr-2021
2-7	01	00	01-Apr-2021
2-8	01	00	01-Apr-2021
2-9	01	00	01-Apr-2021
2-10	01	00	01-Apr-2021
2-11	01	00	01-Apr-2021
2-12	01	00	01-Apr-2021
2-13	01	00	01-Apr-2021
2-14	01	00	01-Apr-2021
2-15	01	00	01-Apr-2021
2-16	01	00	01-Apr-2021
2-17	01	00	01-Apr-2021
2-18	01	00	01-Apr-2021
2-19	01	00	01-Apr-2021
2-20	01	00	01-Apr-2021
2-21	01	00	01-Apr-2021
2-22	01	00	01-Apr-2021
2-23	01	00	01-Apr-2021
2-24	01	00	01-Apr-2021
2-25	01	00	01-Apr-2021
2-26	01	00	01-Apr-2021
2-27	01	00	01-Apr-2021
2-28	01	00	01-Apr-2021
2-29	01	00	01-Apr-2021
2-30	01	00	01-Apr-2021
2-31	01	00	01-Apr-2021
2-32	01	00	01-Apr-2021

Pages	Issue	Revision	Effective Date
2-33	01	00	01-Apr-2021
2-34	01	00	01-Apr-2021
2-35	01	00	01-Apr-2021
2-36	01	00	01-Apr-2021
2-37	01	00	01-Apr-2021
2-38	01	00	01-Apr-2021
2-39	01	00	01-Apr-2021
2-40	01	00	01-Apr-2021
2-41	01	00	01-Apr-2021
2-42	01	00	01-Apr-2021
2-43	01	00	01-Apr-2021
2-44	01	00	01-Apr-2021
2-45	01	00	01-Apr-2021
2-46	01	00	01-Apr-2021
2-47	01	00	01-Apr-2021
2-48	01	00	01-Apr-2021
2-49	01	00	01-Apr-2021
2-50	01	00	01-Apr-2021
2-51	01	00	01-Apr-2021
2-52	01	00	01-Apr-2021
2-53	01	00	01-Apr-2021
2-54	01	00	01-Apr-2021
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2-58	01	00	01-Apr-2021
2-59	01	00	01-Apr-2021
2-60	01	00	01-Apr-2021
2-61	01	00	01-Apr-2021
2-62	01	00	01-Apr-2021
2-63	01	00	01-Apr-2021
2-64	01	00	01-Apr-2021
2-65	01	00	01-Apr-2021
2-66	01	00	01-Apr-2021
2-67	01	00	01-Apr-2021
2-68	01	00	01-Apr-2021
2-69	01	00	01-Apr-2021
2-70	01	00	01-Apr-2021
2-71	01	00	01-Apr-2021
2-72	01	00	01-Apr-2021

### 0.3 Records of Revision

This version of the Aerodrome Certification Division Procedure is issue no. 01 revision no. 00.  
 The valid pages are listed in the List of Effective Pages distributed with every revision.

Issue	Revision	Effective Date	Revised By
01	00	01 April 2021	Pongsatorn P

#### 0.4 Revision Highlights

Area of Changed	Amendment Summary
Entire manual	Correct wording and grammar including separate the division's procedure.

## 0.5 Distribution List

Type of Document	Distributed To
Original Hard Copy	AGA Manager
Electronic Document	AGA Staff (DRMS)
Electronic Document	AGA Staff (AGA IMS)



## 0.6 Administration

### 0.6.1 Control of Procedure

The Aerodrome Certification Division Procedure provides comprehensive corporate policies, procedures, and guidelines for the staff of the Aerodrome Certification Division (CE) to fulfill their obligation to ensure that aerodrome standards and requirements are properly implemented and oversighted according to ICAO Standards and Recommended Practices (SARPs) and in compliance with National Regulations.

It is the responsibility of the CE Division to ensure that this procedure is kept up-to-date by immediately inserting a specified revision to accurately reflect changes in Civil Aviation Authority of Thailand (CAAT) policies, regulations, any related procedures and presented in a format that meets corporate standards and is available in DRMS.

### 0.6.2 Amendment and Revision

Whenever there is a significant change, a new procedure issuance is required. Minor amendments shall be issued in the form of revision with effective pages being reviewed not later than the effective date. A vertical black line is required on the left-hand side of the page identifying the change of this revision.

**Significant changes** are extensive revisions necessitating a complete re-issuance when involving significant changes in organization, responsibility, guidelines, policy or procedures including substantial format change.

**Minor changes** are affected some contents in provision, the revision can be made to the corresponding page.

Manual custodian shall record the details of revision and indicate their name with initial last name in the Records of Revision.

### 0.6.3 Users' Feedback

All concerned personnel shall be familiar with the contents of this procedure, at least as these pertain to their duties, and to adhere at all times to the policies, and processes laid down in this procedure. Any deviations or feedback should be reported to CE.

## 0.7 List of Associated Documents

There are some associated documents in the provision of this procedure, as listed below:

Document Reference No.	Name of Document	Applicable to
CAAT-AGA-OM	AGA Operations Manual	All AGA Staff
CAAT-AGA-AIM	Aerodrome Inspection Manual	AGA Inspectors

## 0.8 Definitions and Acronyms

### 0.8.1 Definitions

<i>Term</i>	<i>Definition</i>
<b><i>Aerodrome</i></b>	A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft, ICAO Annex 14 Vol 1; 1.1.
<b><i>Audit</i></b>	A systematic and objective review of an entity's operation to verify compliance with aviation regulations, conformity with or adherence to required standards as well as CAA-approved documented policies, processes, and procedures.
<b><i>Audit activities</i></b>	Those activities and procedures through which information is obtained to verify the auditee's conformance to applicable regulations and standards. Such activities may include, but are not limited to: interviews, observations, inspections and the review of files and documents.
<b><i>Audit finding</i></b>	The determination of non conformance of a product, process, practice or procedure or a characteristic thereof to a specified regulation or standard. This will be documented on the Non-Compliance Form.
<b><i>Audit report</i></b>	A report that outlines the audit process and provides a summary of the audit findings.
<b><i>Auditee</i></b>	The organization to be audited. This term may be interchanged with "organisation", "company", "operator", "aerodrome operator", "private aerodrome operator".
<b><i>Certification</i></b>	The process of determining competence, qualification, or quality on which the issuance of a Public Aerodrome Operating Certificate is based. This includes the original issuance, renewal, amendment or transfer of the certificate.
<b><i>Characteristic</i></b>	Any distinct property or attribute of a product, process, service or practice of which the conformance to a regulation or standard can be measured.
<b><i>Competent Official</i></b>	The Director General and a person appointed by the Minister to execute the duties under Air Navigation Act B.E. 2497 (S4)
<b><i>Confirmation</i></b>	The assurance that audit findings are in accordance with data obtained from different sources.

<i>Term</i>	<i>Definition</i>
<i>Confirmation Request Form (CRF)</i>	A form issued during the inspection portion of an audit to the auditee by the Aerodrome Inspector requesting information that is not readily available. The auditee will be requested to respond within a specified time period.
<i>Conformance</i>	The state of meeting the requirements of a regulation or standard.
<i>Corrective Action Plan (CAP)</i>	A plan submitted to the competent official or to his or her delegate by the auditee, following receipt of the audit report. This plan outlines the manner in which the aerodrome operator proposes to correct the deficiencies identified by the audit findings. Carrying out the plan should bring the auditee into full conformance with regulatory requirements.
<i>Depth</i>	The period of time over which an aerodrome operator will be audited, normally from the last audit up to the present day.
<i>Documented</i>	That which has been recorded in writing, photocopied or photographed and then signed, dated and retained so as to ensure the continuity of the evidence secured.
<i>Follow up</i>	The activity following an audit that is dedicated to program modification based on an approved Corrective Action Plan. Follow-up ensures that the aerodrome operator or certificate holder meets regulatory requirements.
<i>Inspection</i>	The basic activity of an audit, which involves detailed examination of specific activities, products or services.
<i>Non conformance</i>	The failure of characteristics, documentation or a procedure to meet the requirements of a regulation or standard, which renders the quality of a product or service unacceptable or uncertain.
<i>Practice</i>	The method by which a procedure is carried out.
<i>Sampling</i>	The inspection of a representative portion of a particular characteristic to produce a statistically meaningful assessment of the whole.
<i>Scope</i>	The number of functional areas within an aerodrome operator that will be audited.
<i>Special-purpose audit</i>	An audit intended to respond to special circumstances beyond initial certification, requests for additional authority or routine conformance monitoring.
<i>Standard (generic)</i>	An established criterion used as a basis for measuring an auditee's level of conformance.

<i>Term</i>	<i>Definition</i>
<i>Standards (ICAO)</i>	Any specification for physical characteristics, configuration, materiel, performance, personnel or procedure, the uniform application of which is recognized as necessary for the safety or regularity of international air navigation and to which Contracting States will conform in accordance with the Convention; in the event of impossibility of compliance, notification to the Council is compulsory under Article 38, ICAO Annex 14 Vol 1; Foreword.
<i>Team leader</i>	The individual appointed by the AGA Manager to conduct audit.
<i>Team member</i>	The individual appointed by the team leader to participate audit.
<i>Verification</i>	An independent review, inspection, examination, measurement, testing, checking, observation and monitoring to establish and document that products, processes, practices, services and documents conform to regulatory requirements. This includes confirmation that an activity, condition or control conforms to the requirements specified in contracts, codes, regulations, standards, drawings, specifications, program element descriptions, and technical procedures.
<i>Working papers</i>	All documents required by the auditor or audit team to plan and implement the audit. These may include audit schedules, auditor assignments, checklists and various report forms.

## 0.8.2 Acronyms and Abbreviations

<i>Acronyms / Abbreviations</i>	<i>Meaning</i>
<i>AD</i>	Aerodrome Standards Development Division
<i>AEP</i>	Aerodrome Emergency Plan
<i>AGA</i>	Aerodrome Standards Department
<i>AI</i>	Aerodrome Inspector
<i>AIM</i>	Aerodrome Inspection Manual
<i>AIP</i>	Aeronautical Information Publication
<i>AL</i>	Airport and Airfield Licenses Division
<i>ANS</i>	Air Navigation Standards Department
<i>CAAT</i>	The Civil Aviation Authority of Thailand
<i>CE</i>	Aerodrome Certification Division
<i>CSD</i>	Corporate Strategy Department
<i>CTL</i>	Certification Team Lead
<i>DCA</i>	Department of Civil Aviation
<i>DG</i>	Director General
<i>ECCAIRS</i>	European Coordination Centre for Accident and Incident Reporting System
<i>EV</i>	Aviation Environment Division
<i>GG</i>	General Administration
<i>GM</i>	Guidance Material
<i>GMAC</i>	Guidance Material on Aerodrome Certification
<i>LEG</i>	Legal Department
<i>NCF</i>	Non-Compliance Form
<i>NOTAM</i>	Notice to Airmen
<i>OJT</i>	On-the-Job Training
<i>PCN</i>	Pavement Certification Number
<i>POC</i>	Point of contact
<i>RCAB</i>	Regulation of Civil Aviation Board
<i>RDCA</i>	Requirements of Department of Civil Aviation
<i>RESA</i>	Runway End Safety Area
<i>RQCAAT</i>	Requirements of The Civil Aviation Authority of Thailand
<i>SDV/SG</i>	Safety Data Verification Sub Group
<i>SFD</i>	Aviation Security and Facilitation Standards Department
<i>SMD</i>	Aviation Safety Management Department
<i>TL</i>	Task List

## 1. OBJECTIVE AND APPLICABILITY

### 1.1 Objective

The Aerodrome Certification Division Procedure has been established to provides policy, guidance and standard procedures to Aerodrome Certification Division (CE) staff and Aerodrome Standards Department (AGA) staff who perform CE's tasks.

### 1.2 Applicability

This procedure is part of CAAT document set. It includes processes, flowcharts, letters, forms and other supporting documents that applicable to CE and AGA staff who perform any CE's Tasks.

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## 2. AERODROME CERTIFICATION DIVISION PROCEDUDRE

### 2.1 General Introduction

This chapter outlines the list of all tasks carried out by CE and their respective Standard Operating Procedures (SOPs), which are step-by-step instructions compiled to help CE staff perform complex routine operations. These SOPs aim to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply with the CAAT rules and regulations.

The tasks under the responsibility of CE are listed in 2.3

### 2.2 Responsibilities

*Personal responsibilities for each CE procedure are detailed in a process table under 2.3.*

### 2.3 Procedure

*The step of each procedure is detailed in 2.3.1 to 2.3.13*

### 2.3.1 TL-CE-01: Aerodrome Certification

Input	Expression of interest by the aerodrome operator
Output	Public aerodrome operating certificate
Process owner	CE
Involved units	SFD, ANS, OPS, SMD, AIS, Aerodrome operator
Remark	-

The aerodrome certification process will comprise:

- a) dealing with the expression of interest by an intending applicant for the aerodrome certificate;
- b) assessing the formal application, including evaluation of the aerodrome manual;
- c) assessing the aerodrome facilities and equipment;
- d) issuing or refusing an aerodrome certificate; and
- e) promulgating the certified status of an aerodrome and the required details in the AIP.

CE must strictly follow certification process contained in a Guidance Material on Aerodrome Certification. According to the Guidance, there are five phases of certification to be followed.

Phase I – Pre-Application

Phase II – Formal Application

Phase III – Document Evaluation

Phase IV – Demonstration and Audit

Phase V – Certification

The aerodrome inspector shall ensure that the following aerodrome facilities and equipment are assessed and checked and ensure that an aerodrome operator’s plan for runways, taxiways, aprons, lighting, signs and markings meets the RCAAT No.14 for individual element and its associated components.

- a) dimensions and surface conditions of:
  - runway(s);
  - runway shoulders;
  - runway strip(s);
  - runway end safety areas;
  - stopway(s) and clearways;
  - taxiway(s);
  - taxiway shoulders;
  - taxiway strips; and
  - aprons;

- b) the presence of obstacles in obstacle limitation surfaces at and in the vicinity of the aerodrome;
- c) the following aeronautical ground lights, including their flight check records:
  - runway and taxiway lighting;
  - approach lights;
  - PAPI/APAPI or T-VASIS/AT-VASIS;
  - apron floodlighting;
  - obstacle lighting;
  - pilot-activated lighting, if applicable; and
  - visual docking guidance systems;
- d) standby power;
- e) wind direction indicator(s);
- f) illumination of the wind direction indicator(s);
- g) aerodrome markings and markers;
- h) signs in the movement areas;
- i) tie-down points for aircraft;
- j) ground earthing points;
- k) rescue and fire-fighting equipment and installations;
- l) aerodrome maintenance equipment, particularly for the airside facilities maintenance including runway surface friction measurement;
- m) runway sweepers and snow removal equipment;
- n) disabled aircraft removal equipment;
- o) wildlife management procedures and equipment;
- p) two-way radios installed in vehicles for use by the aerodrome operator in the movement area;
- q) the presence of lights that may endanger the safety of aircraft; and
- r) fueling facilities.

The Process

Phase 1 – Pre – application phase

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
1.1	1	Receive an initial inquiry by letter, telephone call or personnel visit from the applicant. (followed by an inquiry letter from the applicant)	-	-	An initial inquiry letter
1.2	2	Team selection - Appoint the POC - Appoint the Certification team leader (CTL). - Appoint Aerodrome certification team (CE staff, inspectors).	3	AGA Manager and Head of CE	
1.3	3	Coordinate with SFD and ANS - Arrange an internal meeting. - Conduct an internal meeting (discuss any security issues, existing restrictions and controlled air space). - Track certification process by checklist	2	Aerodrome certification team	Processing application checklist (AGA-CE-210)
1.4	4	Gather/review related documents available.	1	Aerodrome certification team	
1.5	5	Prepare a certification package (An application form, aerodrome certification regulations and GM on aerodrome certification)	1	Aerodrome certification team	Certification package

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
1.6	6	Confirming an appointment and preparing meeting agenda for a pre-application meeting.	1	Aerodrome certification team	Pre-application meeting agenda
1.7	7	Send an acknowledgement letter including Pre-application meeting details and contact information to the applicant <u>within 15 working days</u> after receiving the inquiry letter (Confirmation via e-mail within 2 days prior the appointment date).  - discuss any security issues, flight operation assessment, existing restriction and controlled air space with SFD, ANS, SMD and OPS  - Prepare a certification package (An application form, aerodrome certification regulations, GM on Aerodrome Certification)	3	CTL and POC	An acknowledgement letter
1.8	8	Pre-application meeting  - Held and facilitate the meeting  - Inform the applicant about the certification process.  - Agree on the certification plan.  - Designate a contact person of CAAT and the applicant.	1	CTL and POC	

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
1.9	9	Send the applicant a meeting minute accompanied by a certification package <u>within 15</u> days after Pre-application meeting.	10	CTL and POC	A meeting minute and certification package
<b>Total</b>			<b>22</b>		

**Note 1** – All documents produced during in this phase must be kept in AGA filing system (see Document filing process).

**Note 2** – Pre-application phase should not more than 1 month.

**Note 3** – Responsible person of the procedure must check the completeness of the application or related documents by using document completion checklist before stored.

#### Phase 2 – Formal application phase

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
2.1	10	Complete the certification package and submit to AGA within a timeframe.	-	Applicant	
2.2	11	Monitors, the completed certification package received within the agreed timeframe (within 30 days after the applicant receives the application package.) <b>Note</b> – If the completed application package not received, contact the applicant and the enforcement procedure must be proceed.	1	POC	

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
2.3	12	Send the certification package to the Aerodrome certification team.	1	Head of CE	
2.4	13	Initial review to verify that all documents required for application have been submitted by checklist	1	CTL and POC	Checklist AGA-CE-211
2.5	14	Validate the completed certification package. Accepted, go to step 15.2 Not Accepted, go to step 15.1	10	CTL and POC	
2.6	15.2	Advise the applicant on the next steps that need to be taken by sending an acknowledgement letter to the applicant <u>within 15 days</u> after receipt of the completed certification package.	1	CTL and POC	An acknowledgement letter
2.7	15.1	Request missing documents by email or telephone call and send a request letter to the applicant.  The outcome of validation must be within 15 days. After receipt of the completed certification package.  <i><b>Note</b> – In case the applicant has not submitted the additional documents within agreed timeframe, contact the</i>	1	CTL and POC	A request letter

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
		<i>applicant and the enforcement procedure must be proceed.</i>			
2.8	16	Prepare the additional documents and send to AGA	-	Applicant	
2.9	17	Receive the additional documents request from 15.1 and go through step 14 to 15.1, 15.2	1	CTL and POC	
<b>Total</b>			<b>17</b>		
<p><b>Note 1</b> – All documents produced during in this phase must be kept in AGA filing system (see Document filing process).</p> <p><b>Note 2</b> – Formal application phase should not more than 5 months.</p> <p><b>Note 3</b> – Responsible person of the procedure must check the completeness of the application or related documents by using document completion checklist before stored.</p>					

### Phase 3 – Document evaluation phase

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
3.1	18	Distribute the applicant’s manuals (i.e. Aerodrome manual, SMS manual, Aerodrome emergency plan) and other documents to responsible inspectors and related departments.	1	Aerodrome certification team	Task assign document
3.2	19	Evaluate manuals and associated technical documents to comply with the relevant regulations by using checklists from AIM appendix 1.	16	Aerodrome certification team	Checklist: AGA-CE-201 AGA-CE-202 AGA-CE-203



No.	Work flow step no.	Activity	Working day	Responsible person	Related document
		<ul style="list-style-type: none"> <li>- Complied, go to step 20.2</li> <li>- Not complied, go to step 20.1</li> </ul>			
3.3	20.2	Propose to DG to approve the aerodrome manual and associated documents (i.e. SMS manual and Aerodrome emergency plan) and send the acknowledgement letter to inform the evaluation results accompanied by the notice of fees and payment advice to the applicant.	4	Aerodrome certification team	An acknowledgement letter
3.4	20.1	Request the applicant to rectify the documents by phone or email, then go to step 21	1	Aerodrome certification team	
3.5	21	Generate and send a request letter to inform the evaluation results and advise the applicant to rectify the documents within agreed timeframe. <i>Note: In case the applicant has not rectified the documents within agreed timeframe, the application may be rejected.</i>	1	Aerodrome certification team	A request letter
3.6	22	Rectify the documents and send to AGA.	-	Applicant	
3.	-	Received the rectified documents and go through step 18 to 19.	1	Aerodrome certification team	The rectified documents

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
<b>Total</b>			<b>23</b>		
<p><i>Note 1 – All documents produced during in this phase must be kept in AGA filing system (see Document filing process).</i></p> <p><i>Note 2 – Document evaluation phase should not more than 3 months after received of completed certification package.</i></p> <p><i>Note 3 – Responsible person of the procedure must check the completeness of the application or related documents by using document completion checklist before stored.</i></p>					

**Phase 4 – Demonstration and audit phase**

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
4.1	23	Define objectives, scope of the audit, and audit programme.	10	Aerodrome certification team	Checklist: AGA-CE-102
4.2	24	Administrative task - Send a notification letter specified date, time and audit programme to the aerodrome operator. - Arrange travel and accommodation. - Review pre-audit documentation.	10	Aerodrome certification team	A notification letter
4.3	25	Audit practices/pre-audit meeting (prepare checklists and desktop reviews)	15	Aerodrome certification team	
4.4	26	On-site audit - Opening Meeting	5	Aerodrome certification team	Form: AGA-CE-103 AGA-CE-204 AGA-CE-205

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
		<ul style="list-style-type: none"> <li>- Evaluation/On-site verification by checklists (collect evidences and generate audit findings).</li> <li>- Daily de-briefing</li> <li>- Closing Meeting</li> </ul>			AGA-CE-206 AGA-CE-207 AGA-CE-208
4.8	27	Generate and compile the final audit report with Non-compliance form (NCF) attached <u>within 30 days</u> after the closing meeting.	19	Aerodrome certification team	Form: AGA-CE-105 CAAT-QAD-AI-102
4.9	28	Send the audit report to the applicant and request CAPs to be developed within agreed timeframe.	1	Aerodrome certification team	
4.12	29	Monitors the applicant's CAPs submission letter, <ul style="list-style-type: none"> <li>- Received within agreed time frame, go to step 30.2.</li> <li>- Not received within agreed time frame, go to step 30.1.</li> </ul>	1	Aerodrome certification team	
4.13	30.1	Issue a warning letter to the applicant for the response. Then go to step 31  <i>Note: In case the applicant has not submitted CAPs within agreed timeframe, the application may be rejected or the enforcement procedure may be applied.</i>	2	Aerodrome certification team	

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
4.14	30.2	Assign/Distribute CAPs to Inspectors, then go to step 33.	2	Aerodrome certification team	
4.15	31	Check whether getting the response from the applicant or not. - Yes, go to step 30.2 - Not response, go to step 32	1	Aerodrome certification team	
4.16	32	Issue the rejection letter to applicant or the enforcement procedure may be applied.	2	Aerodrome certification team	
4.17	33	Evaluate Corrective action plans (CAPs) submitted by the applicant - Accepted, go to step 34.1 - Not Accepted, go to step 34.2 <b>Note:</b> <i>The outcome of CAPs evaluation must <u>within 30 days</u> from the date of receipt of CAPs.</i>	10	Aerodrome certification team	
4.18	34.1	Send the applicant a letter informing the CAP acceptance results and advise the applicant to revise CAPs within agreed timeframe. Then go to step 31. <b>Note:</b> <i>In case the applicant fails to submit an acceptable CAP within 15 days, the application may be rejected or the</i>	3	Aerodrome certification team	

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
		<i>enforcement procedure may be applied.</i>			
4.19	34.2	Send the applicant a letter informing the results of CAPs acceptance and advise the applicant on the next steps that need to be taken, then proceed to phase 5.	2	Aerodrome certification team	
<b>Total</b>			<b>83</b>		
<p><b>Note 1</b> – All documents produced during in this phase must be kept in AGA filing system (see Document filing process).</p> <p><b>Note 2</b> – Demonstration and audit phase should not more than 7 months.</p> <p><b>Note 3</b> – Responsible person of the procedure must check the completeness of the application or related documents by using document completion checklist before stored.</p>					

#### Phase 5 – Certification phase

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
5.1	35	Review the results of the related approvals (e.g. security air traffic services, facilitation, and so on).	1	Aerodrome certification team	
5.2	36	Consider the conditions, limitations and validity duration of the certificate.	4	Aerodrome certification team	
5.3	37	Make a decision on granting the certificate with DDG/DG by using the results of the conditions, limitations and validity of duration of the certificate from step 36	5	Aerodrome certification team	

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
		- Yes, grant the certificate, go to step 38.2 - No, refuse the certificate, go to step 38.1			
5.4	38.2	Advise the applicant of conditions, restrictions and duration including certification fees to be paid before issuing the certificate and go to step 39	5	Aerodrome certification team	
5.5	38.1	Give the applicant a written notice of refusal, stating the reasons for the refusal <u>within 15 days</u> of the refusal.  ----- <i>End of the process</i> -----	5	Aerodrome certification team	
5.6	-	Make an certificate fee	-	Aerodrome operator	
5.6	39	Draft a certificate, limitation, condition and propose to DG	5	Aerodrome certification team	
5.7	40	Make a decision on granting the certificate. Yes – go to step 41. No – go to step 38.1	3	DG	
5.8	41	Advise the applicant to promulgate the certification status and the required details in AIP.	1	Aerodrome certification team	
<b>Total</b>			<b>29</b>		
<p><b>Note 1</b> – All documents produced during in this phase must be kept in AGA filing system (see Document filing process).</p>					

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
<i>Note 2 – Certification phase should not more than 2 months.</i>					
<i>Note 3 – Responsible person of the procedure must check the completeness of the application or related documents by using document completion checklist before stored.</i>					

### Document filling process

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
6.1	42	After receiving the documents from each phase, determine whether the documents are hard copies or soft files.	0.5	POC	
6.2	43.1	If the documents are soft files, go to process “E” in Document and Information Storage process.	0.5	POC	
6.3	43.2	If the documents are hard copies, generate soft files and go to step 43.1	0.5	POC	
6.4	44	Generate a code for Hard copy allocation lists which will be categorized by activities, types and sequences.	0.5	POC	
6.5	45	Label code on Hard copy and keep in designated place.	1	POC	
6.6	46	Record details of the document allocation in Hard copy allocation lists.	0.5	POC	Hard copy allocation list
<b>Total</b>			<b>3.5</b>		
<i>Note – Responsible person of the procedure must check the completeness of the application or related documents by using document completion checklist before stored.</i>					

## 2.3.2 TL-CE-02: Amendment of Aerodrome Certificate

### The Process

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
1	-	Request to amend the aerodrome certificate, 60 days in advance before the effect date of the amendment	-	Aerodrome operator	Application for amendment form
2	1	Assign tasks to CE staff	0.5	Head of CE	
3	2	Advise the aerodrome operator of information, documents and acknowledge receipt. The certificate can be amended when owner/boundaries/operations change	0.5	CE staff	
4	-	Submitted the required documents	-	Aerodrome operator	
5	4	Initial review of the documents and acknowledge receipt	1	CE staff	
6	5.1	Can the amendment be granted? - No, go to step 5.2 - Yes, go to step 7	1	CE staff	
7	5.2	Do additional documents required? - No, go to step 6.2 - Yes, go to step 6.1	0.5	CE staff	
8	6.1	Request specific additional information, amendment, rectification of the deficiencies	1	CE staff	
9	6.2	Notify the aerodrome operator, go to step 12	1	CE staff	
10	7	Do the on-site audit/inspection needed? - No, go to step 8.2	0.5	CE staff	



No.	Work flow step no.	Activity	Working day	Responsible person	Related document
		- Yes, go to step 8.1			
11	8.1	Arrange the on-site audit/inspection, then go to step 9.	3	CE staff	
12	8.2	Advise the aerodrome operator of amended condition and limitation applied and notify the aerodrome operator and provide the amended public aerodrome certificate, then go to step 11	1	CE staff	
13	9	Have the requirements for amend been met? - No, go to step 10 - Yes, go to step 8.2	1	CE staff	
14	10	Advise the aerodrome operator for further action or reject application if aerodrome can't correct shortcoming/deficiencies found, then go to step 6.2	1	CE staff	
15	11	Ensure that aerodrome data, information published in the AIP/NOTAM	0.5	CE staff	
16	12	Record all action from the transfer process into AGA IMS	0.5	CE staff	
<b>Total</b>			<b>20</b>		
<p><b>Note</b> – Responsible person of the procedure must check the completeness of the application or related documents by using document completion checklist before stored.</p>					

### 2.3.3 TL-CE-03: Transfer of Aerodrome Certificate

#### The Process

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
1	1	Request to transfer the aerodrome certificate.	-	Aerodrome operator	Application form
2	2	On receipt the request, Assign task to CE staff to deal with request for transfer of the aerodrome certificate.	0.5	Head of CE	
3	3	Advise the aerodrome operator of information, documents required (both aerodrome and transferee)	0.5	CE staff	
4	4	Submit the additional documents required.	-	Aerodrome operator	
5	5	Initial review of the formal application, documents and acknowledge receipt	1	CE staff	
6	6	Assess the aerodrome operator's and transferee's documents. Can transfer proceed? <ul style="list-style-type: none"> <li>• Yes – go to step 7.2.</li> <li>• No – go to step 7.1.</li> </ul>	5	CE staff	
7	7.1	Advise the aerodrome operator for further action or reject the application and provide notice of the refusal, stating the reason for the refusal, then go to step 13	1	CE staff	
8	7.2	Notify both parties that transfer can be proceed.	1	CE staff	
9	8	Evaluation – As a minimum requirement, The aerodrome manual contains the information required at RDCA on Aerodrome Manual Standards	5	CE staff	

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
		B.E. 2556 (2013) by completed the Aerodrome Manual Checklist (AGA-CE-201) <ul style="list-style-type: none"> <li>Complied – Go to step 9.2</li> <li>Not Complied – Go to step 9.1</li> </ul>			
7	9.1	Contact the aerodrome operator for further action and re-submit the manual, after received the manual to step 5.	1		
8	9.2	Arrange the on-site audit/inspection, coordinate with applicant (if required)	3	CE staff	
9	10	Have requirements for transfer been met? <ul style="list-style-type: none"> <li>Yes – go to step 11.2</li> <li>No – go to step 11.1</li> </ul>	7	CE staff	
10	11.1	Advise the aerodrome operator for further action or reject application if aerodrome can't correct shortcoming/deficiencies found, then go to step 13	1	CE staff	
11	11.2	Advise the aerodrome operator of transfer condition and limitation applied and notify both parties and provide the public aerodrome certificate to transferee.	1	CE staff	
12	12	Ensure that aerodrome data, information published in the AIP/NOTAM	1	CE staff	
13	13	Record all action on the amendment process and place all paper work on the aerodrome file and AGA IMS.	3	CE staff	

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
<b>Total</b>			<b>24</b>		
<p><i><b>Note</b> – Responsible person of the procedure must check the completeness of the application or related documents by using document completion checklist before stored.</i></p>					

### 2.3.4 TL-CE-04: Renewal of Aerodrome Certificate

#### The Process

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
1	1	Request to renew the aerodrome certificate	-	Aerodrome operator	
2	2	On receipt the request, Assign tasks to CE staff to deal with request for renewal of the aerodrome certificate.	0.5	Head of CE	
3	3	Advise the aerodrome operator of information, documents required	0.5	CE staff	
4	4	Submitted the additional document required.	-	Aerodrome operator	
5	5	Initial review of the formal application, documents and acknowledge receipt	1	CE staff	
6	6	Assess the aerodrome operator's documents. Is applicant's document accepted? <ul style="list-style-type: none"> <li>• Yes – go to step 7.2</li> <li>• No – go to step 7.1</li> </ul>	5	CE staff	
7	7.1	Advise the aerodrome operator for further action or reject the application and provide notice of the refusal, stating the reason for the refusal, then go to step 13	1	CE staff	
8	7.2	Notify the aerodrome operator, then go to step 8.	1	CE staff	
9	8	Evaluation – As a minimum requirement, The aerodrome manual contains the information required at RCAAT on Aerodrome Manual Standards B.E. 2562 (2019) by completed	5	CE staff	

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
		the Aerodrome Manual Checklist (AGA-CE-201) <ul style="list-style-type: none"> <li>Complied – Go to step 9.2</li> <li>Not Complied – Go to step 9.1</li> </ul>			
10	9.1	Contact the aerodrome operator for further action and re-submit the manual, after received the manual to step 5.	1	CE staff	
11	9.2	Arrange the on-site audit/inspection, coordinate with applicant (if required)	7	CE staff	
12	10	Have requirements for renewal been met? <ul style="list-style-type: none"> <li>Yes – go to step 11.2</li> <li>No – go to step 11.1</li> </ul>	7	CE staff	
13	11.1	Advise the aerodrome operator for further action or reject application if aerodrome can't correct shortcoming/deficiencies found, then go to step 13	1	CE staff	
14	11.2	Advise the aerodrome operator of renewal condition and limitation applied and provide the certificate.	1	CE staff	
15	12	Ensure that aerodrome data, information published in the AIP/NOTAM	0.5	CE staff	
16	13	Record all action on the amendment process and place all paper work on the aerodrome file and AGA IMS.	0.5	CE staff	
<b>Total</b>			<b>32</b>		

**Note** – Responsible person of the procedure must check the completeness of the application or related documents by using document completion checklist before stored.

### 2.3.5 TL-CE-05: Suspension/Revocation of Aerodrome Certificate

#### Introductory notes

- It is the responsibility of aerodrome operators to comply with the requirements of the aerodrome certification regulations. Aviation safety at aerodromes depends primarily on voluntary adherence to these requirements by the aerodrome operators. Promoting compliance with the regulations through education, training and counselling is therefore of primary importance, and only when these efforts have failed should formal enforcement action be taken. Sanctions can be administrative or legal depending on the severity of the violation of the regulations and its impact on aviation safety.
- **Administrative action** may be considered appropriate when legal action is deemed unnecessary. Administrative enforcement action is intended to bring the violation to the attention of the aerodrome operator, to document corrective action and to require future compliance. Such actions are warranted when the violation does not result in a significant unsafe condition, is not caused by incompetence or lack of required qualifications on the part of the aerodrome operator, is not deliberately caused, the attitude of the operator is constructive and positive towards compliance with the regulations and there is no history of such a violation by the operator.
- **Formal legal enforcement action** may be warranted to prevent future violations of the regulations. Such action may include the issuance of cease and- desist orders and injunctions and the imposition of sanctions after the act to deter violations. Such sanctions may include revocation, suspension or amendment of the certificate.
- In determining the appropriate type and measure of sanction to be applied, the factors to be considered may include the nature of the violation, whether it was deliberate or inadvertently caused; the potential or actual hazard to aviation safety created by the violation; the aerodrome operator's level of responsibility; records of previous violations; the operator's attitude toward the violation, including whether the operator voluntarily disclosed the violation and whether action was taken to correct it; the impact of the proposed sanction on the violator and its value as a deterrent to other operators in similar situations.
- Certificate-related legal sanctions can have a significant impact on air services and may also have other repercussions. Since the public interest and aviation safety are the principal objectives of aerodrome certification regulations, recourse to the imposition of sanctions

may be warranted only after all other means of resolving safety violations have failed to ensure compliance.

### The Process

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
1	1	<p>Found the aerodrome operator unable to comply with the regulation resulting in suspension and revocation of aerodrome certificate</p> <p><b>Suspension</b> in the following cases found</p> <ul style="list-style-type: none"> <li>Public aerodrome manager is unable to perform the duties as stated in section 60/14, section 60/15, section 60/16 or section 60/17 of ANA B.E.2497 and The DG has ordered rectification of the operation but the operation cannot be rectified to attain safety within the period of time pursuant to the order</li> <li>The holder of a Public Aerodrome Operating Certificate or public aerodrome manager fails to allow the DG to carry out actions under his powers and duties, or fails to follow the order of the DG under section 60/20 of ANA B.E.2497</li> </ul> <p><b>Revocation</b> in the following cases found</p>	3	Aerodrome inspector	



No.	Work flow step no.	Activity	Working day	Responsible person	Related document
		<ul style="list-style-type: none"> <li>• There is necessity of national security</li> <li>• There is a major change concerning the physical characteristics of an aerodrome or areas near the aerodrome, which is so different from the time of issuance of the Public Aerodrome Operating Certificate that it causes unsafe condition for the use of such aerodrome</li> <li>• There is a change in safety standards for operation of an aerodrome, which has an impact on safety for the operation of the aerodrome in as insoluble manner</li> <li>• The holder of a Public Aerodrome Operating Certificate had obtained the certificate as a result of producing false or incomplete facts with intension to unlawfully obtain the certificate;</li> <li>• The holder of a Public Aerodrome Operating Certificate lacks the qualifications or characteristics under section 60/3 or section 60/4 of the ANA B.E. 2497, and fails to rectify them within a specific</li> </ul>			

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
		<p>period of time pursuant to the order of the DG;</p> <ul style="list-style-type: none"> <li>The holder of a Public Aerodrome Operating Certificate or Public Aerodrome Manager violates or fails to comply with section 60/14, 60/15, 60/16 and 60/17 of the ANA B.E. 2497, which caused severely unsafe condition to the users; or</li> <li>There are orders of suspension of a Public Aerodrome Operating Certificate twice or more within a period of two years.</li> </ul>			
2	2	When found cases on step 1, collect and provide information, evidences and consult with AGA Manager for further actions	0.5	Aerodrome inspector	
3	3	Arrange meeting, provide information, evidences and consult with LEG and conclusion	0.5	CE staff	
4	4	<p>Arrange meeting with LEG, DG and make decision. Could suspend/revoke the certificate with appropriate types and measures?</p> <ul style="list-style-type: none"> <li>Yes – go to step 5.2</li> <li>No – go to step 5.1</li> </ul>	5	CE staff	
5	5.1	<p>Notify the certificate holder to make further actions.</p> <p>----- End of the process -----</p>	1	CE staff	
6	5.2	Issue the letter to notify the certificate holder.	1	CE staff	

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
7	6	Give the aerodrome operator a notice which: <ul style="list-style-type: none"> <li>• sets out the facts and circumstances that, in the opinion of the DG, justify the suspension or revocation of that certificate; and</li> <li>• invites the aerodrome operator to show cause, in writing, within a reasonable period stated in the notice, as to why that certificate should not be suspended or revoked; and</li> <li>• take into account any reason that the aerodrome operator may give</li> </ul>	2	CE staff	
8	7	Issue the letter to notify the certificate holder.	1	CE staff	
9	8	Ensure in case of <u>revocation</u> in notice to the certificate holder that the certificate must return to CAAT within 7 days upon receipt the notification letter.	1	CE staff	
<b>Total</b>			<b>15</b>		
<p><b>Note</b> – Responsible person of the procedure must check the completeness of the application or related documents by using document completion checklist before stored.</p>					

### 2.3.6 TL-CE-06: Aerodrome Safety Oversight

#### Sub-process 1: Development of The Surveillance Plan

Input	aerodrome information from previous year statistics and current data
Output	The aerodrome surveillance plan
Process owner	CE
Involved units	Aerodrome operator
Remark	-

#### The Process

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
1	1	Decide, which subjects are audited in which year. Additionally, may include theme items for a specific period (usually annual), with theme items being driven from: a) Accidents/incidents, e.g. Overrun and line-up events, airside vehicle incidents; b) New regulatory or safety material; c) Safety campaigns, e.g. on runway safety. d) The time since last audit for each aerodrome (days) e) The compliance (remaining findings)	3	CE staff	
2	2	Prioritise, which aerodrome should be conduct an audit/inspection including area in the oversight planning cycle (OPC) should be select. This means that every requirement and subject covered by the scope of certification will be	2	CE staff	

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
		audited at least once every 24 months. <i>Note – OPC is detailed in AIM</i>			
3	3	Draft/edit the surveillance plan	2	CE staff	
4	4	Initial review and revise, CE meeting may be conduct if necessary.	1	Head of CE, AGA Manager	
5	5	Propose to DG for approval <ul style="list-style-type: none"> <li>Approved, go to step 6</li> <li>Not approved, go to step 3</li> </ul>	1	CE staff	
6	6	Distribute to aerodrome operators	1	CE staff	
<b>Total</b>			<b>10</b>		

*Note – Responsible person of the procedure must check the completeness of the application or related documents by using document completion checklist before stored.*

### Sub-process 2: Aerodrome Audits/inspections

Input	Non-compliance found during audit/inspection
Output	The audit report
Process owner	CE
Involved units	Aerodrome operator
Remark	-

### Audit types

- a) **Certification audits/inspections(s)** consist of checking compliance of documents and information provided by aerodrome operators with the requirements of the Air Navigation Act, Aerodrome Regulations, and Ministerial Rules, followed by on-site verification, including physical characteristics, aerodrome visual aids, facilities, equipment, staffing and operating procedures for issuing a Public Aerodrome Operating Certificate.
- b) **Surveillance audit/inspection(s)** will be conducted to ensure that compliance with regard to certification conditions and ongoing additional requirements is maintained.

c) **Special-purpose audits/inspection(s)** is one conducted to respond to special circumstances other than those requiring an initial certification or surveillance audits/inspections. A special-purpose audits/inspection may be convened with little or no notice and focus on specific areas of concern arising from safety issues.

#### The Process

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
1	1	Aerodrome audit team selection	1	AGA Manager, Head of CE	
2	2	Define objectives, scope of the audit, audit programme	1	Aerodrome audit team	
3	3	Send a notification letter to the aerodrome operator, in case of special audit/inspection the letter may be issue within 24 hour before audit/inspection.	1	Aerodrome audit team	
4	4	Arrange the pre-audit document and accommodation (e.g. travel and accommodation)	1	Aerodrome audit team	
5	5	Arrange pre-audit meeting (prepare checklists and desktop reviews)	1	Aerodrome audit team	
6	6	On-site audit <ul style="list-style-type: none"> <li>- Opening Meeting (clarify objectives and scope of the audit, audit programme, and criteria used for determining level of finding)</li> <li>- Evaluation on Verification (collect evidences and generate audit findings)</li> <li>- Daily de-brief</li> </ul>	2 - 5	Aerodrome audit team	

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
		<ul style="list-style-type: none"> <li>- Closing Meeting (summarize audit findings)</li> </ul> <p><i>Note – Guidance for aerodrome inspection is provided in AIM Chapter 6</i></p>			
7	7	Generate the final audit report with Non-Compliance form and send to operator	20	Aerodrome audit team	Form: AGA-CE-105 CAAT-QAD-AI-102
8	8	Completed CAPs and send to AGA	-	Aerodrome audit team	
9	9	Monitor aerodrome’s CAPs submission within 20 days <ul style="list-style-type: none"> <li>• Received, go to step 10.2</li> <li>• Not received, go to step 10.1</li> </ul>	1	Aerodrome audit team	
10	10.1	Issue warning letter to applicant for the response in 10 days, enforcement action should be applied, then go to step 11	2	Aerodrome audit team	
13	10.2	Assigned to Inspectors to evaluate CAP.	2	Head of CE	
11	11	Check response from applicant Not response - go to step 12 Response – go to step 10.2	1	Aerodrome audit team	
12	12	Enforcement Policy and procedure should be applied ----- <i>End of the process</i> -----	2	Aerodrome audit team	
14	13	CAP evaluation <ul style="list-style-type: none"> <li>• Accepted – go to step 14.2</li> <li>• Not accepted – go to step 14.1</li> </ul>	10 - 20	Aerodrome audit team	
15	14.1	Discuss with applicant for solution and go to step 8	3	Aerodrome audit team	

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
16	14.2	Send notify a letter informing Status of accepted/approved CAPs	2	Aerodrome audit team	
17	15	CAP follow-up and Audit closure	5	Aerodrome audit team	
<b>Total</b>			<b>58</b>		

*Note – Responsible person of the procedure must check the completeness of the application or related documents by using document completion checklist before stored.*



### 2.3.7 TL-CE-07: Granting an Exemption

Input	The application form for seeking exemption
Output	Exemption
Process Owner	CE
Involved units	DG, AGA Manager, CAAT Specialist Team, and aerodrome operator
Remark	-

#### The Process

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
1		On receipt of an application for requesting an exemption accompanied by a safety case and other required documents, AGA manager assigns Head of CE to take further action.	0.04	AGA Manager	
2		Head of CE assigns CE staff as a process coordinator.	0.04	Head of CE	
3		Process coordinator performs an initial review to determine if set of submitted documents are complete or incomplete. <ul style="list-style-type: none"> <li>• If incomplete, go to Step 4.</li> <li>• If complete, proceed to Step 5.</li> </ul> <b>Note</b> - When reviewing the application, Process Coordinator shall use Exemption Process Initial Review Checklist (AGA-CE-220)	0.43	Process Coordinator	
4		Process coordinator notifies the applicant to submit additional document(s). Then, go back to Step 3. <b>Note</b> - In case the applicant fails to submit an additional	0.5	Process Coordinator	

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
		<i>document(s) within 15 Days, the application may be rejected.</i>			
5		Process coordinator hands over all submitted documents to CAAT specialist team for verification.	0.14	Process Coordinator	
6		<p>CAAT specialist team assesses the application and analyses the safety assessment to verify that:</p> <ul style="list-style-type: none"> <li>a) The exemption complies with the requirements specified in 5.2.2 of the Exemption Policy and Procedure manual.</li> <li>b) the risks have been properly identified and assessed, based on documented arguments such as physical or human factors studies, analysis of previous accidents and incidents etc.;</li> <li>c) the proposed mitigation measures adequately address the risk; and</li> <li>d) the time frames for planned implementation are acceptable.</li> </ul> <ul style="list-style-type: none"> <li>• If not accept, go to Step 7.</li> <li>• If accept, go to Step 9.</li> </ul> <p><b>Note</b> - <i>When reviewing the application, CAAT specialist team shall use Assessment Form of Granting/Rejection</i></p>	51.43	CAAT specialist team	

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
		<i>Exemption (AGA-CE-219) and Aeronautical Study Checklist (AGA-CE-213).</i>			
7		Process coordinator advises the applicant to rectify the deficiencies or submit additional information.  <i>Note - In case the applicant fails to submit an additional information or rectify the deficiencies within agreed timeframe, the application may be rejected.</i>	0.57	Process Coordinator	
8		CAAT specialist team makes a reassessment of the application.	8	CAAT specialist team	
9		CAAT specialist team submits the result of the assessment to DG for review and determine to grant an exemption.	1	CAAT specialist team	
10		DG reviews the result of the assessment and conducts an evaluation of the request including: <ul style="list-style-type: none"> <li>a) a recommendation or mitigation base on any condition that should be part of the exemption;</li> <li>b) an evaluation of comment received from interest parties concerned; and</li> <li>c) a determination after technical review evaluation, of whether the applicant would</li> </ul>	17.14	DG	

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
		<p>provide a level of safety equivalent to that established by the regulation.</p> <ul style="list-style-type: none"> <li>• If not accept, go to Step 11.</li> <li>• If accept, go to Step 13.</li> </ul>			
11		DG notifies the applicant in writing with reason(s) for rejecting the proposal.	3.43	DG	
12		<p>Process coordinator notifies ITD to publish a detailed summary of the evaluation and decision to deny the request in CAAT website.</p> <p>----- End of the process -----</p>	3.43	Process Coordinator	
13		DG notifies the applicant in writing and provides formal acceptance of the safety assessment to the aerodrome operator through the issue of an exemption. Then, go to Step 14.	3.43	DG	
14		Process coordinator notifies ITD to publish a detailed summary of the evaluation and the decision to grant an exemption in CAAT website.	3.43	Process Coordinator	
15		<p>Process coordinator ensures that the exemption has been included in the conditions attached to the certificate, in the aerodrome manual and AIP by:</p> <ul style="list-style-type: none"> <li>• Ensuring that exemption has been included in the certificate condition.</li> </ul>	3.43	Process Coordinator	

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
		<ul style="list-style-type: none"> <li>● Checking the updated aerodrome manual;</li> <li>● Checking the information in AIP; and</li> <li>● Advising the applicant on the action that needed to be taken.</li> </ul> <p>----- End of the process -----</p>			
<b>Total</b>			<b>96.44</b>		

**Note** - Responsible person of the procedure must check the completeness of the application or related documents by using document completion checklist before stored.

### 2.3.8 TL-CE-08: Aerodrome Manual Approval

Input	The manual proposed by the aerodrome operator (New and amended)
Output	Approved manual
Process owner	CE
Involved units	GG, Aerodrome operator
Remark	-

#### The Process

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
1	1	Submit the manual (New/Amended aerodrome manual, SMS Manual, AEP)	-	Aerodrome operator	
2	2	Notify and assign CE staff that a new/amended manual has been submitted and should be checked for compliance.	0.5	Head of CE	
3	3	Evaluation – As a minimum requirement, is manual contains the information required at RCAAT on Aerodrome Manual Standards B.E. 2562 (2019)?, for amended manual should be evaluate in updated part, the checklist may be separated. <ul style="list-style-type: none"> <li>• Not Complied – go to step 4.1</li> <li>• Complied – go to step 4.2</li> </ul>	10	CE staff	AGA-CE-201
4	4.1	Contact the aerodrome operator for further action in agreed timeframe.	1	CE staff	
5	4.2	Generate approval letter and Propose to DG	2	CE staff	
6	5	Sign the approval letter, Manual signed page.	-	DG	
7	6	Stamp “CAAT” on the manual (Cover page, Signed page)	1	CE staff	

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
8	7	Send the approved manual to Aerodrome operator.	2	CE staff	
9	8	After the operator send the copy of approved manual back to AGA, ensure that the manual is keep at AGA department (Hard copy and Soft file in AGA-IMS) and up to date.	1	CE staff	
<b>Total</b>			<b>17.5</b>		
<p><b>Note</b> – Responsible person of the procedure must check the completeness of the application or related documents by using document completion checklist before stored.</p>					

### 2.3.9 TL-CE-09: Aerodrome Work in Progress

Input	Change, maintenance, construction and development plan of aerodrome
Output	Approval letter to aerodrome operator, NOTAM, AIP/AIP supplement, updated aerodrome manual
Process owner	CE
Involved units	AIS, Aerodrome operator
Remark	-

#### The Process

No.	Work flow step no.	Activity	Working day	Responsible person	Related documents
1	(1)	Aerodrome operators submit a notification letter and documents such as drawings, project overview, compliance matrix, etc.	-	Aerodrome operators / GG Staff	An initial letters, drawings, project overview, compliance matrix, etc.
2	(2)	CE head assigns CE staff to determine whether the Work in Progress assigned is Maintenance or Changes and Development <ul style="list-style-type: none"> <li>• If Maintenance, then <ul style="list-style-type: none"> <li>– Proceed to step (3.1)</li> </ul> </li> <li>• If Changes and development, then <ul style="list-style-type: none"> <li>– Proceed to step (3.2)</li> </ul> </li> </ul>	1	CE Head/Staff	-
3	(3.1)	Determine if the Maintenance work is the task where existing infrastructure is being repaired, refurbished or replaced to ensure continuance but without	0.5	CE Staff	-



No.	Work flow step no.	Activity	Working day	Responsible person	Related documents
		changing the characteristics of the piece of infrastructure, then ○ Proceed to step (14)			
4.	(3.2)	Determine if the task is classified to: ○ Changes where existing aerodrome infrastructure or physical characteristics are being changed, for example, reconfiguration of stands, changes to runway or declared distances. Changes include a project that involves removing or amending existing aerodrome certification variations. ○ Development where new or upgraded infrastructure is to be provided. Examples include new buildings or extensions to buildings, aerodrome infrastructure (such as taxiways and aprons),	0.5	CE Staff	-

No.	Work flow step no.	Activity	Working day	Responsible person	Related documents
		<p>visual aids and navigation aids.</p> <p>To determine whether Changes or Development, responsible staff shall review documents from step (1) and then,</p> <ul style="list-style-type: none"> <li>○ Proceed to step (4)</li> </ul>			
5	(4)	<p>Evaluate a set of submitted documents complies with the regulations and relevant standards. This evaluation may require coordination with AGA-EV, AIS, ANS, SFD and related departments.</p> <p>If the submitted documents not comply with standards and regulations, then</p> <ul style="list-style-type: none"> <li>● Proceed to step (5.1)</li> </ul> <p>If the submitted documents comply with standards and regulations, then</p> <ul style="list-style-type: none"> <li>● Proceed to step (5.2)</li> </ul>	7 - 30	CE Staff / Related departments	-
6	(5.1)	<p>Issue a letter requesting additional documents to the aerodrome operators. After receiving the requested document,</p> <ul style="list-style-type: none"> <li>● Proceed to step (4)</li> </ul>	2	CE Staff	Additional documents request letters
7	(5.2)	<p>Issue an approval letter to notify the compliance of the</p>	2	CE Staff	Approval letters

No.	Work flow step no.	Activity	Working day	Responsible person	Related documents
		project to the aerodrome operators			
8	(6)	Prior commencing construction, the aerodrome operators shall submit Safety Assurance Documents (SAD) including of Risk Assessment, Construction Plan, Construction Operating Safety Plan to CAAT.	-	Aerodrome operators / GG Staff	A Safety Assurance Documents submission letter
9	(7)	Evaluate SAD including of Risk Assessment, Construction Plan, Construction Operating Safety Plan to ensure a safe and efficient operation during a construction period. The responsible staff shall use AGA work safety checklist (AGA-CE-209 Checklist) to evaluate SAD compliance with relevant standards and regulations <ul style="list-style-type: none"> <li>• If SAD is unacceptable, then <ul style="list-style-type: none"> <li>– Proceed to step (8.1)</li> </ul> </li> <li>• If SAD is acceptable, then <ul style="list-style-type: none"> <li>– Proceed to step (8.2)</li> </ul> </li> </ul>	5	CE Staff	Aerodrome work safety checklist (AGA-CE-209 Checklist)
10	(8.1)	Issue a letter requesting additional documents to the aerodrome operators. After receiving the requested documents, then	2	CE Staff	Additional document request letters

No.	Work flow step no.	Activity	Working day	Responsible person	Related documents
		<ul style="list-style-type: none"> <li>Proceed to step (7)</li> </ul>			
11	(8.2)	<p>Issue an approval letter notifying the compliance of the construction phase and requesting the aerodrome operators to coordinate with Aeronautical Information Service (AIS) before commencing and during the construction to promulgate information related to aerodrome work in progress and then,</p> <ul style="list-style-type: none"> <li>Proceed to step (9)</li> </ul>	2	CE Staff	An Approval letter
12	(9)	The responsible staff continues to monitor the progress of the project ensuring that the operators strictly follows terms and conditions specified in the approval letter.	Varied	CE Staff	-
13	(10)	Once the project is completed, the aerodrome operators informs the completion of the project to confirm that the agreed conditions and criteria are met and submit confirmed documents including an as-built drawings to CAAT	-	Aerodrome operators / GG Staff	A project completion confirm letter
14	(11)	If necessary, the responsible staff may coordinate with the	5	CE Staff	-

No.	Work flow step no.	Activity	Working day	Responsible person	Related documents
		<p>aerodrome operators to assess operational readiness and compliance with the approved documents. The assessment can take several different forms and may include onsite inspection or testing.</p> <ul style="list-style-type: none"> <li>• If assessment is unacceptable – Proceed to step (12.1)</li> <li>• If assessment is acceptable – Proceed to step (12.2)</li> </ul>			
15	(12.1)	Issue a letter requesting the aerodrome operators to correct the agreed conditions, criteria and documents	2	CE Staff	A formal letter requesting for rectification
16	(12.2)	Issue a letter of transition into service acceptance	2	CE Staff	A transition into service approval letters
17	(13)	The aerodrome operators coordinate with AIS to update relevant information in Aeronautical Information Publication (AIP) and updates the aerodrome manual and related documents	-	Aerodrome operators / Aerodromes	-
18	(14)	<p>Determine if the task is classified to:</p> <ul style="list-style-type: none"> <li>○ Minor maintenance where maintenance work involves short-</li> </ul>	1	CE Staff	-

No.	Work flow step no.	Activity	Working day	Responsible person	Related documents
		<p>term minor works such as painting, planned periodic replacements, refinements to system/infrastructure and small repairs to aerodrome infrastructure, which can be completed in short time scales and with limit disruption</p> <ul style="list-style-type: none"> <li>- Proceed to step (15.1)</li> <li>○ Major maintenance where maintenance involves large, longer-term projects (week/months), which may involve many key stakeholders, and which may disrupt or have significant impacts on operations and aerodrome’s safety management system. The examples of major maintenance are runway rehabilitation, taxiway reconstruction and replacement of aeronautical ground</li> </ul>			

No.	Work flow step no.	Activity	Working day	Responsible person	Related documents
		lighting systems. - Proceed to step (15.2)			
19	(15.1)	Review the minor maintenance documents. For minor maintenance, aerodrome operators only notify CAAT. If there are any safety concerns, AGA will notify aerodrome operators to take appropriate actions. End of the process in this step	1	CE Staff	-
20	(15.2)	For major maintenance, proceed to step (16)	0.5	CE Staff	-
21	(16)	Evaluate a set of submitted documents compliance with the regulations and relevant standards. This evaluation may require coordination with AGA-EV, AIS, ANS, SFD and related department. And evaluate SAD including of Risk Assessment, Construction Plan, Construction Operating Safety Plan to ensure a safe and efficient operation during a construction period. The responsible staff shall use AGA work safety checklist (AGA-CE-209 Checklist) to evaluate SAD compliance with relevant standards and	7	CE Staff	Aerodrome work safety checklist (AGA-CE-209)

No.	Work flow step no.	Activity	Working day	Responsible person	Related documents
		<p>regulations. If the submitted documents not comply with standards and regulations or SAD is unacceptable, then</p> <ul style="list-style-type: none"> <li>• Proceed to step (17.1)</li> </ul> <p>If the submitted documents comply with standards and regulations and SAD are acceptable, then</p> <ul style="list-style-type: none"> <li>• Proceed to step (17.2)</li> </ul>			
22	(17.1)	<p>Issue a letter requesting additional documents to the aerodrome operators. After receiving the requested documents, then</p> <ul style="list-style-type: none"> <li>• Proceed to step (16)</li> </ul>	2	CE Staff	Additional document request letters
23	(17.2)	Issue a letter of approval	2	CE Staff	An approval letter
<b>Total</b>			<b>43.5</b>		
<p><b>Note</b> – Responsible person of the procedure must check the completeness of the application or related documents by using document completion checklist before stored.</p>					



### 2.3.10 TL-CE-10: Safety Data Monitoring

Input	Occurrence report or incident investigation reports
Output	Thailand's bird/wildlife strike reports, records, notification letter to aerodrome operator
Process owner	CE
Involved units	Aerodrome operator, SMD
Remark	-

#### The Process

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
1	1	Join a Pre-select meeting with AGA SKP	1	AGA SKP	
2	2	Is the occurrence significant? <ul style="list-style-type: none"> <li>• Yes - go to step 3.1</li> <li>• No - go to step 3.2</li> </ul>	0.5	AGA SKP	
3	3.1	Prepare information to update to the SDV/SG meeting, then go to step 4	1	AGA SKP	
4	3.2	Record the identified safety issues, to facilitate the state safety risk management and surveillance program.  ----- End of the process -----	0.5	AGA SKP	
5	4	Attend SDV/SG meeting to review and analyze occurrence to determine appropriate actions	2	AGA SKP	
6	5	Is there any action that needs to be done? <ul style="list-style-type: none"> <li>• Yes - go to step 6</li> <li>• No - go to step 3.2</li> </ul>	0.5	AGA SKP	
7	6	Provide information about the addressed safety action that needs to be done to a responsible person or aerodrome inspector	0.5	AGA SKP	

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
8	7	Provide a feedback to the SDV/SG meeting, then go to step 4 and 5	0.5	AGA SKP	
<b>Total</b>			<b>6.5</b>		
<p><i><b>Note</b> – Responsible person of the procedure must check the completeness of the application or related documents by using document completion checklist before stored.</i></p>					

### 2.3.11 TL-CE-11: Aerodrome Drawing Approval

Input	Aerodrome design drawing, aerodrome as-built drawing
Output	Approval letter
Process owner	CE
Involved units	Aerodrome operator
Remark	-

#### The Process

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
1	1	On receipt of Aerodrome design drawings, or aerodrome as-built drawings, Assign CE staff that new drawings have been submitted and must be checked for compliance.	0.5	Head of CE	
2	2	Perform compliance evaluation and determine if the drawings contain the required information and comply with RQCAAT No. 14 On Aerodrome standards. <ul style="list-style-type: none"> <li>Complied – Go to step 2.2</li> <li>Not Complied – Go to step 2.1</li> </ul>	10	CE staff	
3	2.1	Notify the outcomes to the aerodrome operator and further actions to be taken.	0.5	CE staff	
4	2.2	Determine if an on-site inspection required? (in case of as-built drawings) <ul style="list-style-type: none"> <li>Yes – Go to step 4</li> <li>No – Go to step 3</li> </ul>	0.5	CE staff	
5	3	Generate the approval letter and propose to DG, then to go step 8	0.5	CE staff	
6	4	Arrange for an on-site inspection including of drafting an on-site inspection notification letter, an	0.5	CE staff	

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
		on-site inspection approval letter, and transportation/hotels (if needed) and propose to DG for approval.			
7	5	Notification for on-site inspection to the aerodrome	0.5	CE staff	
8	6	Conduct an on-site inspection and compile the result report.	3	CE staff	
9	7	Determine if there are findings need to be corrected. <ul style="list-style-type: none"> <li>• Yes, go to step 2.1</li> <li>• No, go to step 3</li> </ul>	0.5	CE staff	
10	8	Send the letter to the aerodrome operator	0.5	CE staff	
<b>Total</b>			<b>17</b>		
<p><b>Note</b> - Responsible person of the procedure must check the completeness of the application or related documents by using document completion checklist before stored.</p>					

### 2.3.12 TL-CE-12: Management Findings and Observation

#### Sub-process 1: Generating and Issuing Findings/Observations

Input	Aerodrome non-compliance
Output	Findings and observations record
Process owner	CE
Involved units	Aerodrome operator
Remark	-

#### The Process

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
1	1	Summarise the audit and verbally identify the issues that will appear in the audit report during the Closing meeting at the aerodrome. The audit outcomes (findings, observation or checklist items) should only be confirmed in the audit report.	0.5	Team leader	
2	2	Categorized as finding(s) or observation(s) <ul style="list-style-type: none"> <li>Finding(s), go to step 2.1</li> <li>Observation(s), go step to 5</li> </ul>	0.5	Team member	
3	2.1	Do the finding(s) categorized to level 1? <ul style="list-style-type: none"> <li>Yes, go to step 3</li> <li>No, go to step 5</li> </ul>	0.5	Team member	
4	3	Consult with The AGA Manager before the finding is confirmed. If the AGA Manager considers that the non-compliance does not warrant such action, the finding may be reduced to a level 2, and the aerodrome operator shall be informed in writing.	0.5	Team leader	
5	3.1	Confirm the level 1 finding? <ul style="list-style-type: none"> <li>Yes, go to step 4</li> </ul>	0.5	AGA Manager	

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
		<ul style="list-style-type: none"> <li>No, go to step 5</li> </ul>			
6	4	Take immediate and appropriate action to prohibit or limit activities.	0.5	Team member	
7	5	Compile and Send the audit/inspection results to the aerodrome (Audit Report/Follow-up Report). In case there are level 1 findings, both verbally and in writing report may required to communicate to the Accountable Manager. A follow-up report need only be sent to the aerodrome operator when the status of the report has been changed.	20	Team member /POC	
8	6	Are there any findings required to develop CAPs or Corrections? <ul style="list-style-type: none"> <li>Yes, go to step 7</li> <li>No, End of process</li> </ul>	0.5	Team member	
9	7	Upon receipt Corrective Action Plans (CAPs) from aerodrome Evaluate CAP submitted by the applicant <u>within 30 days</u> from the date of receipt of CAP. Response to a finding is received, put the status either open, closed, in process or extended.	20	Team member	
<b>Total</b>			<b>43.5</b>		
<p><i>Note - Responsible person of the procedure must check the completeness of the application or related documents by using document completion checklist before stored.</i></p>					

### Sub-process 2: Findings/Observations Recording and Tracking

Input	Aerodrome non-compliance
Output	Findings and observations record
Process owner	CE
Involved units	Aerodrome operator
Remark	-

#### The Process

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
1	1	Appoint a person or group of people in CE that responsible for recording tracking and monitoring findings CAPs and Corrections	0.5	Head of CE	
2	2	Receive findings CAPs and Corrections information from official Audit reports or Follow-up reports	1	Appointed person	
3	3	Record and Update the status of findings and CAPs and Corrections either open, closed, in process or extended and also others information required in monitoring/tracking system (AGA-CE-107 Corrective Action Tracking Form)	2	Appointed person	AGA-CE-107 Corrective Action Tracking Form
4	4	Daily monitor the Remaining findings CAPs and Corrections of each aerodrome. Additional tools may be used in order to create a notification of finding CAPs and Corrections due date response (e.g. Google calendar)	1	Appointed person	
5	5	Determine if the findings CAPs and Corrections reach the	1	Appointed person	

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
		<p>agreed timeframe and no progress received?</p> <ul style="list-style-type: none"> <li>• Yes, go to step 6</li> <li>• No, go to step 4</li> </ul> <p>(Time of responding may vary due to specific in each finding or corrective action plan time frame. To determine the notification may depend on an inspector or at least 1 week prior of due date for first time and on the due date for second time)</p>			
6	6	Notify Team member (or POC of team member) of the aerodrome expected reporting date via verbally, email, short note etc.	1	Appointed person	
7	7	Contact the aerodrome operator for further actions required or any others necessary actions may be required using of a warning letter, E-mail, or verbally, means of contact would be concerned by POC depending on whether the response is prior of due date or overdue	2	Team member /POC	
8	8	<p>Does the aerodrome respond to action required by Team member (or POC team members)?</p> <ul style="list-style-type: none"> <li>• Yes, go to the end of process</li> <li>• No, go to step 9</li> </ul>	1	Team member	
9	9	Enforcement Policy and procedure should be applied	2	Team member	
<b>Total</b>			<b>11.5</b>		



No.	Work flow step no.	Activity	Working day	Responsible person	Related document
<p><i>Note - Responsible person of the procedure must check the completeness of the application or related documents by using document completion checklist before stored.</i></p>					

### 2.3.13 TL-CE-13: Evaluation of Aeronautical Data

Input	Aeronautical data reported by the aerodrome operator
Output	Aeronautical data to AIS
Process owner	CE
Involved units	Aerodrome operator, AIS
Remark	-

Assigned CE Staff shall take the following factors into account during evaluation of aeronautical data proposed by the aerodrome operator.

- Any proposed changes by the Aerodrome Operator to publish information in the AIP must be checked and approved by AGA before being sent to AIS for publication.
- Before sending the Aeronautical Information Services for publication in the AIP, AGA must be satisfied that the information is accurate. It must be ensured that all parties in the data chain including the data originator, the data provider and the data publisher have quality systems for maintaining the integrity of aeronautical data.

#### The Process

No.	Work flow step no.	Activity	Working day	Responsible person	Related document
1	1	Submit the aeronautical data	-	Aerodrome operator	
2	2	On receipt an aeronautical data reported by the aerodrome operator, assign CE staff that a new data set has been submitted and must be verified.	0.5	Head of CE	
3	3	Verify the aeronautical data a) The accuracy and compliance of aerodrome data with the requirements b) Ensure that the accuracy, integrity and protection requirements for aeronautical data reported by the aerodrome operator are met throughout the data transfer process from the survey/origin to the next intended user.	2	CE staff	

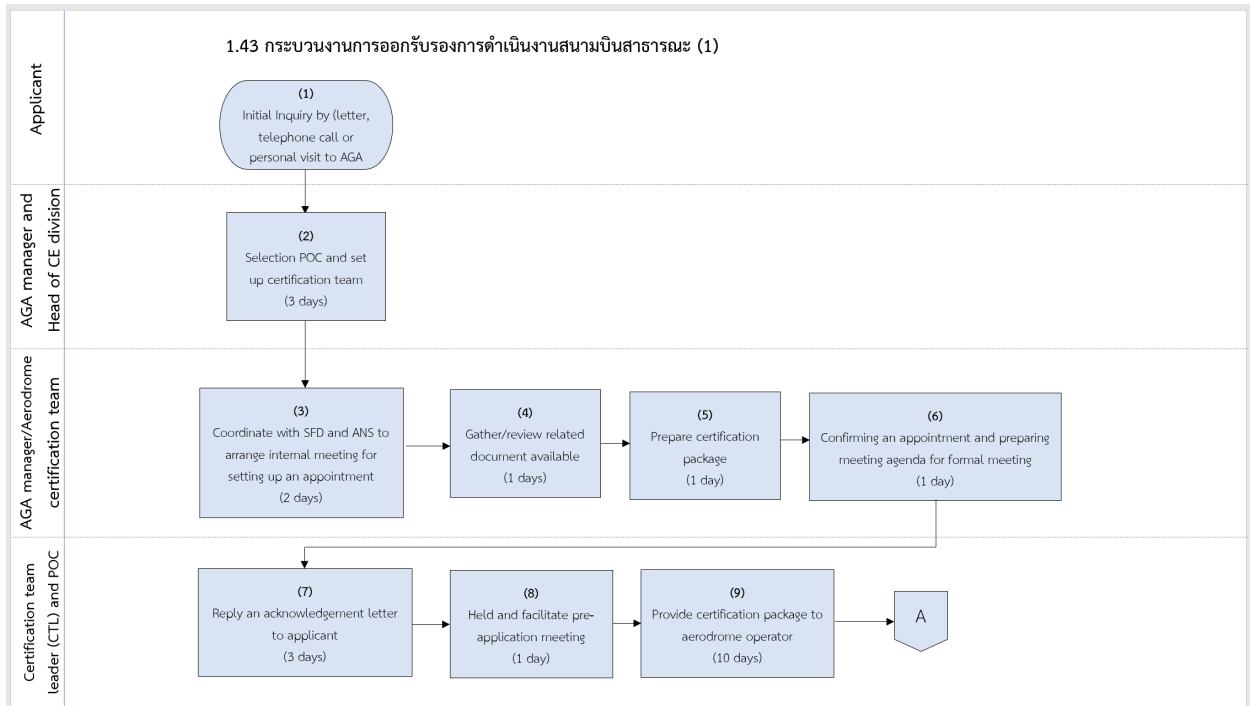
No.	Work flow step no.	Activity	Working day	Responsible person	Related document
4	4	Consider the data if, <ul style="list-style-type: none"> <li>• Not accepted – Additional information may be required, go to step 5.1</li> <li>• Accepted – go to step 3.2</li> </ul>	1	CE staff	
5	5.1	Notify the aerodrome operator to submit the additional information.	0.5	CE staff	
6	5.2	Draft an approval letter and propose to DG	0.5	CE staff	
	6	Sign the approval letter	-	DG	
7	7	Send the approval letter to the aerodrome operator and copy to AIS (via email/letter)	0.5	CE staff	
8	8	Ensure that the data are included in the aerodrome manual and AIP by: <ol style="list-style-type: none"> <li>a) Check the updated aerodrome manual</li> <li>b) Check the information in AIP (advise the aerodrome operator on the action that needs to be taken (if necessary))</li> </ol>	1	CE staff	
<b>Total</b>			<b>6.0</b>		
<p><b>Note</b> – Responsible person of the procedure must check the completeness of the application or related documents by using document completion checklist before stored.</p>					

## 2.4 Flowchart

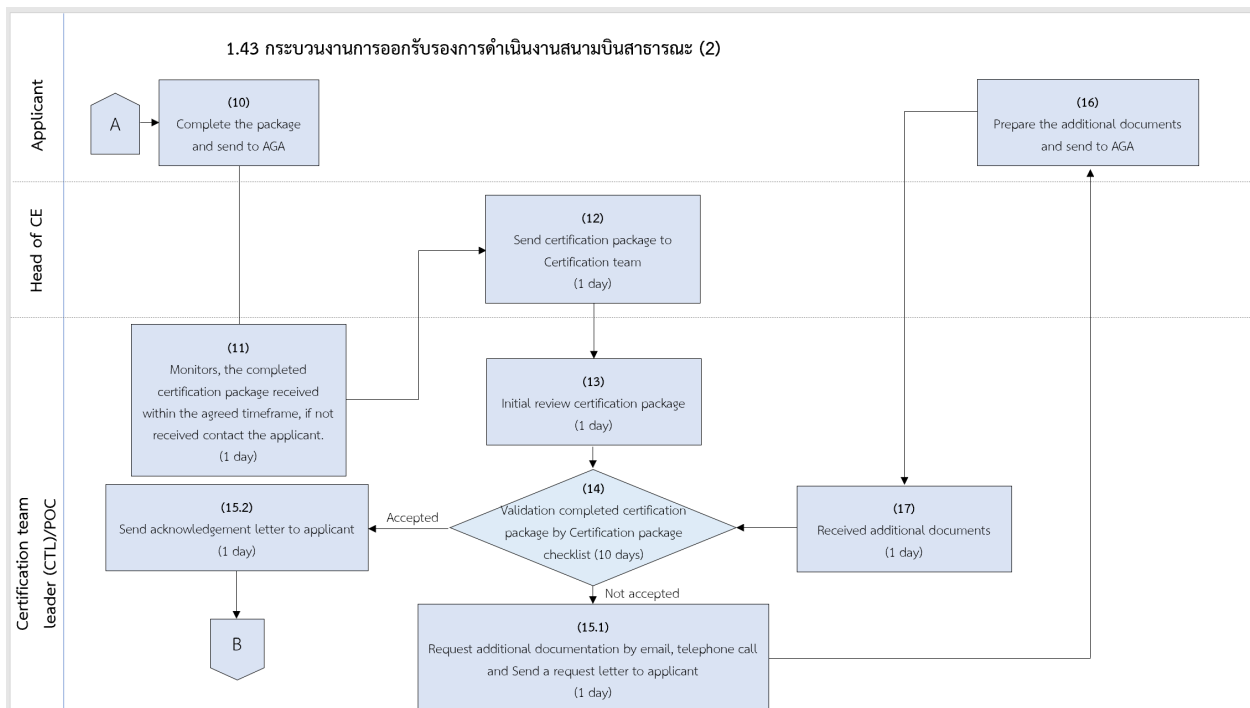
The flowchart of each procedure is detailed in 2.4.1 to 2.4.13

### 2.4.1 TL-CE-01: Aerodrome Certification

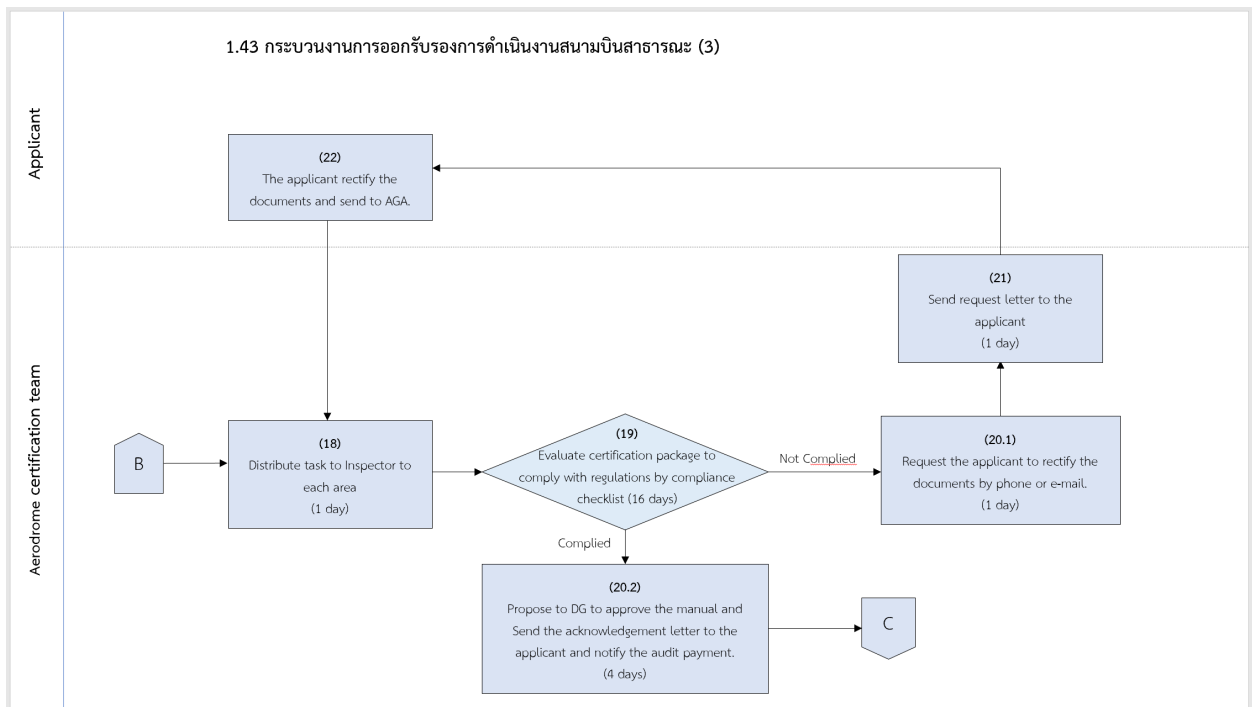
#### Phase 1 – Pre – application phase



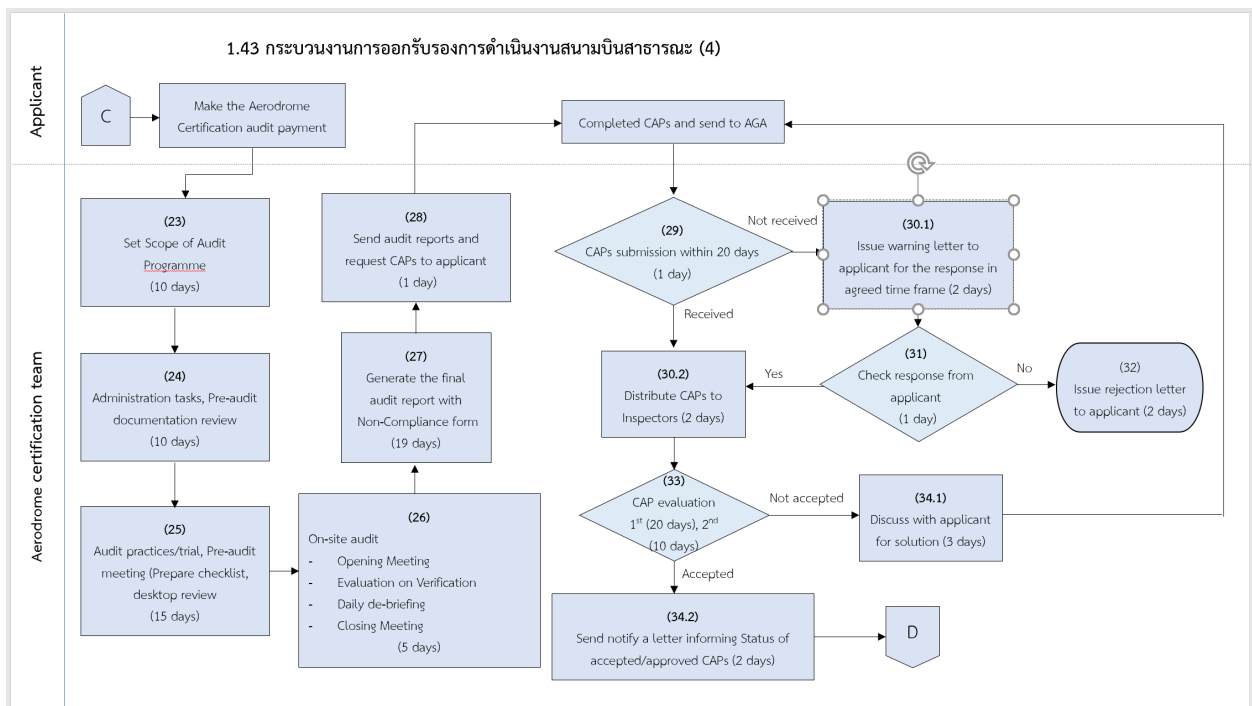
#### Phase 2 – Formal application phase



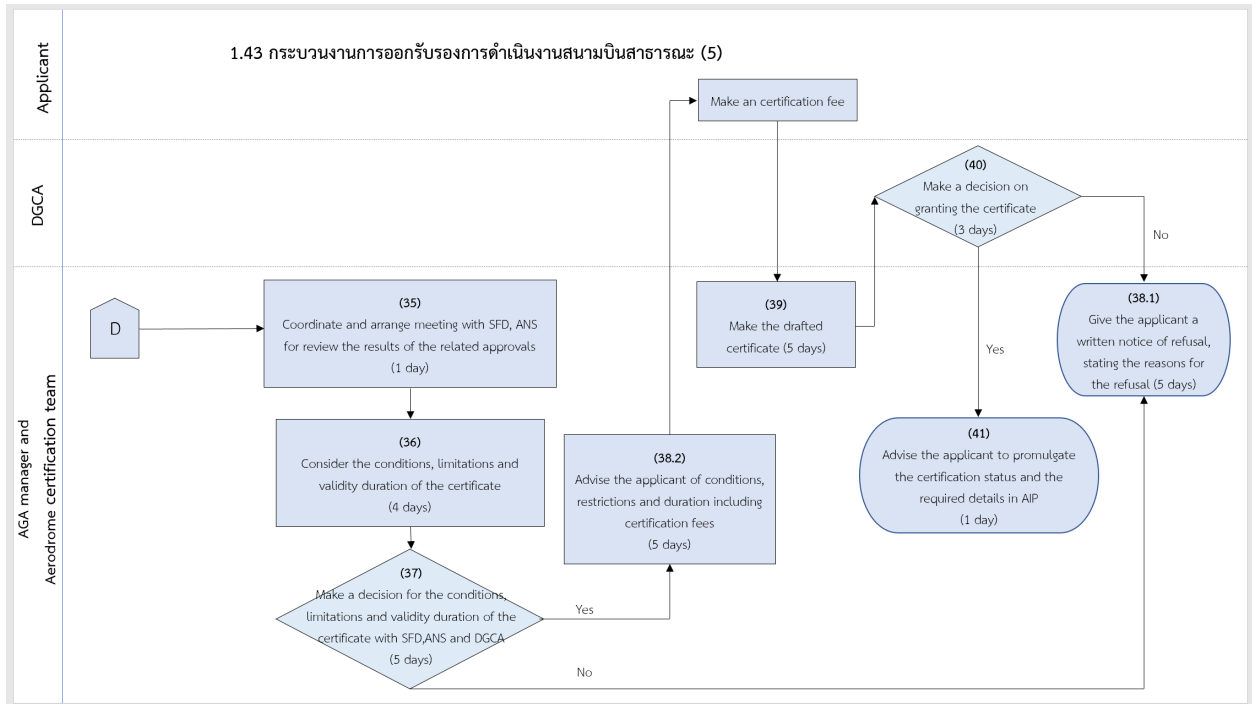
Phase 3 – Document evaluation phase



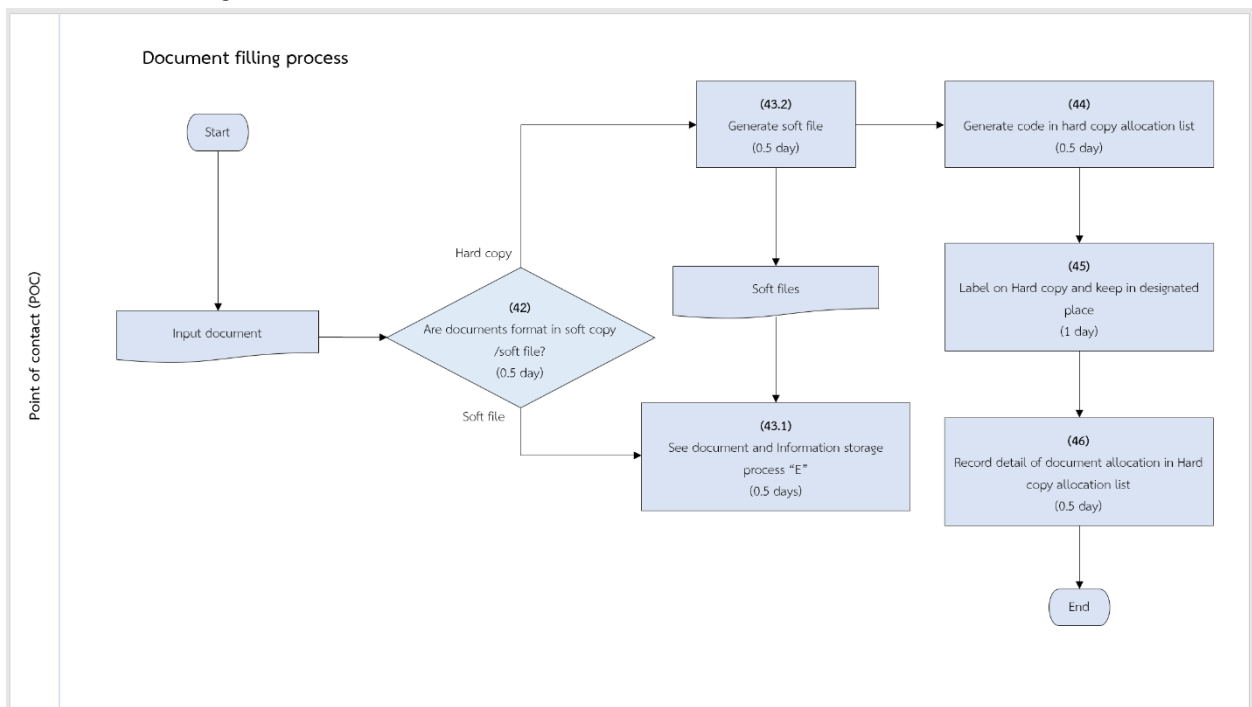
Phase 4 – Demonstration and audit phase



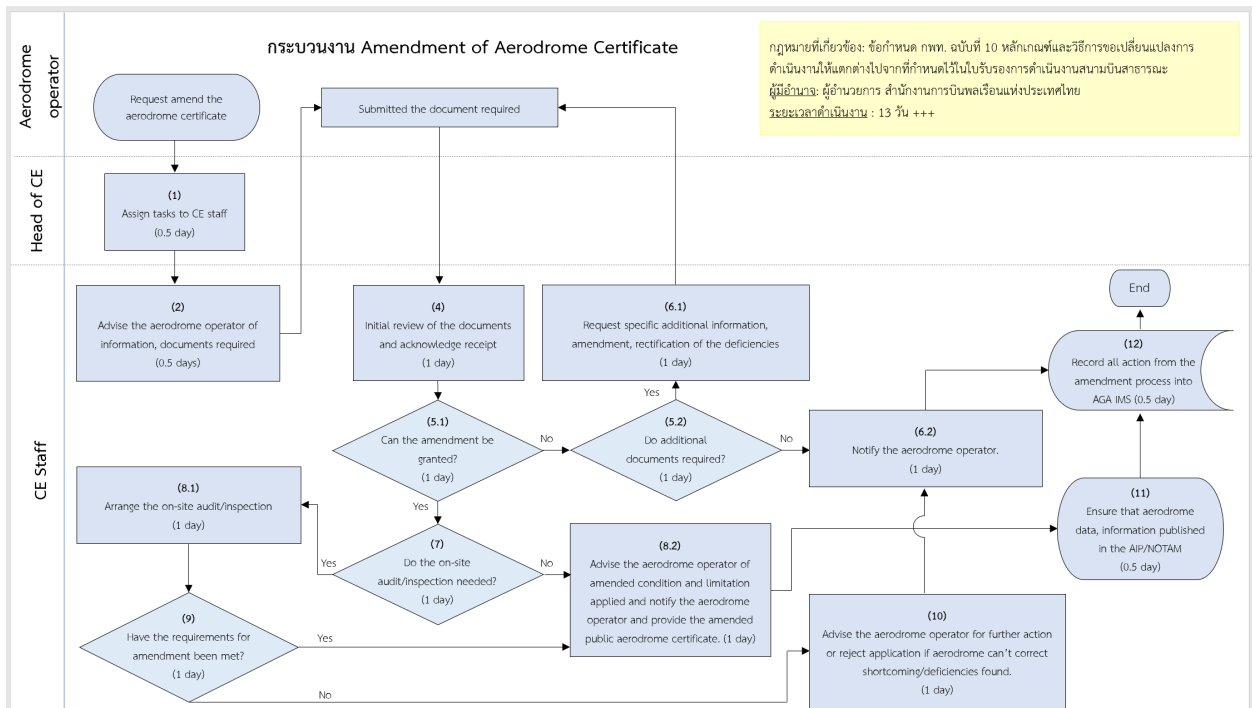
Phase 5 – Certification phase



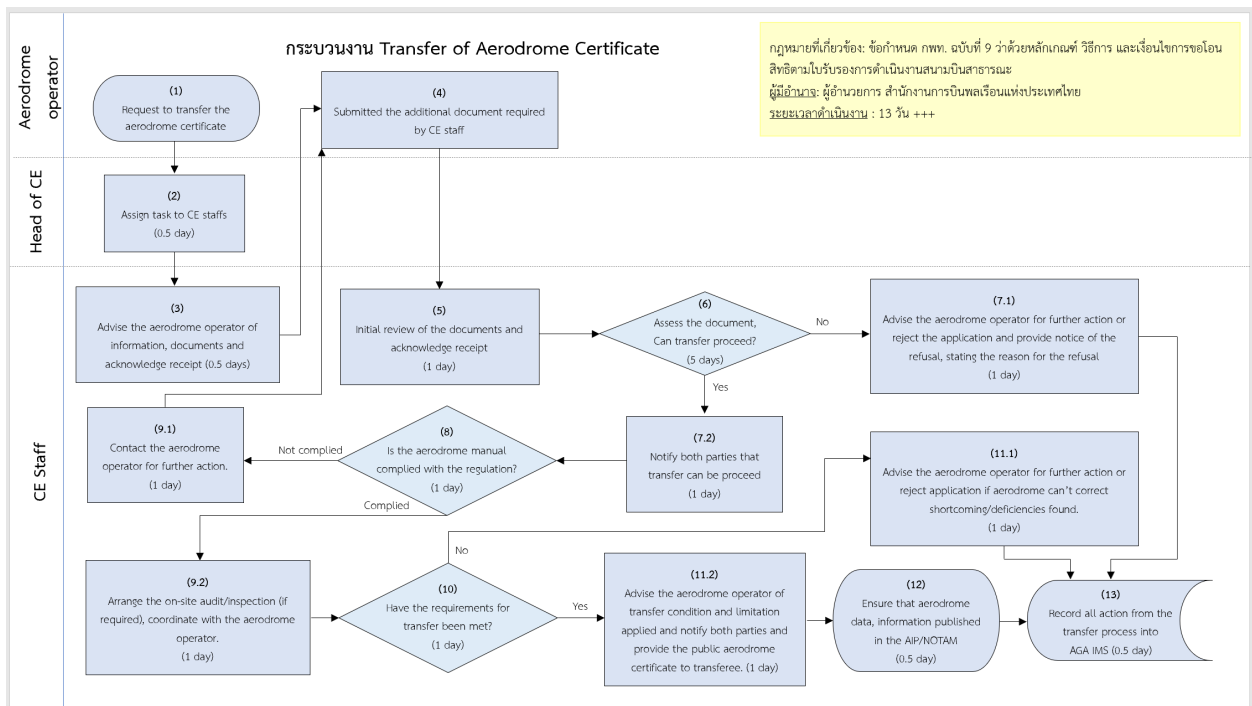
Document filling process



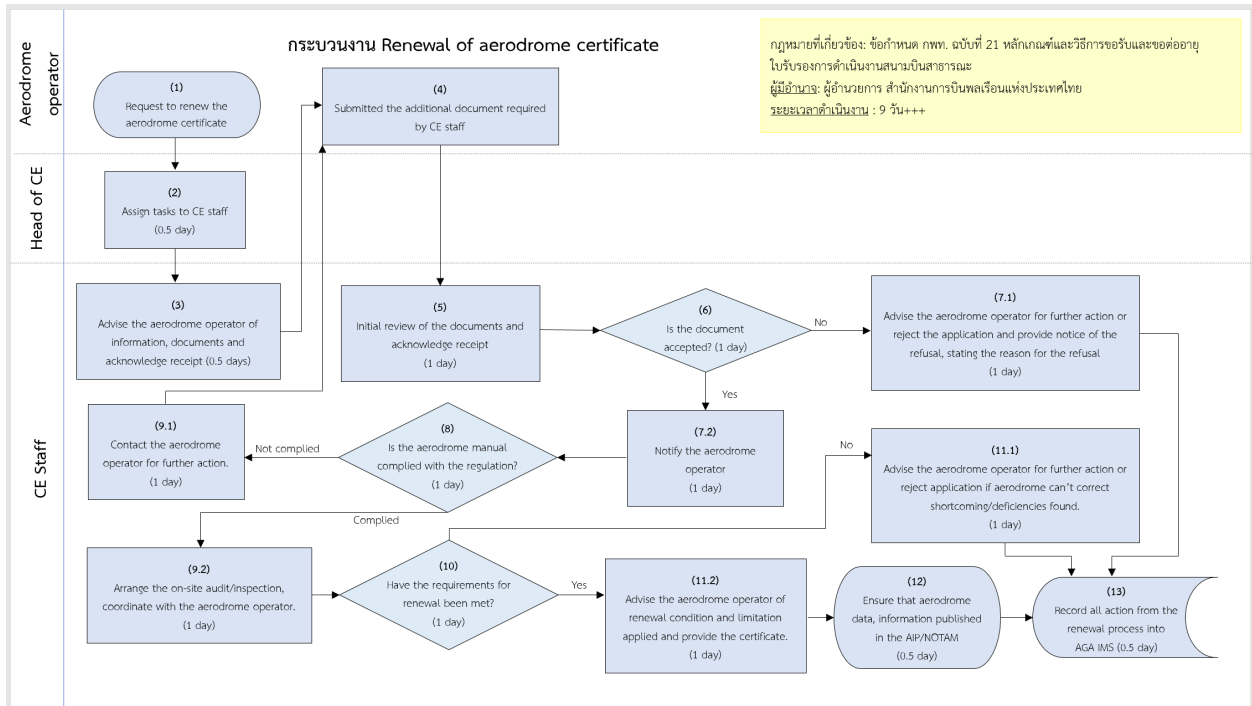
### 2.4.2 TL-CE-02: Amendment of Aerodrome Certificate



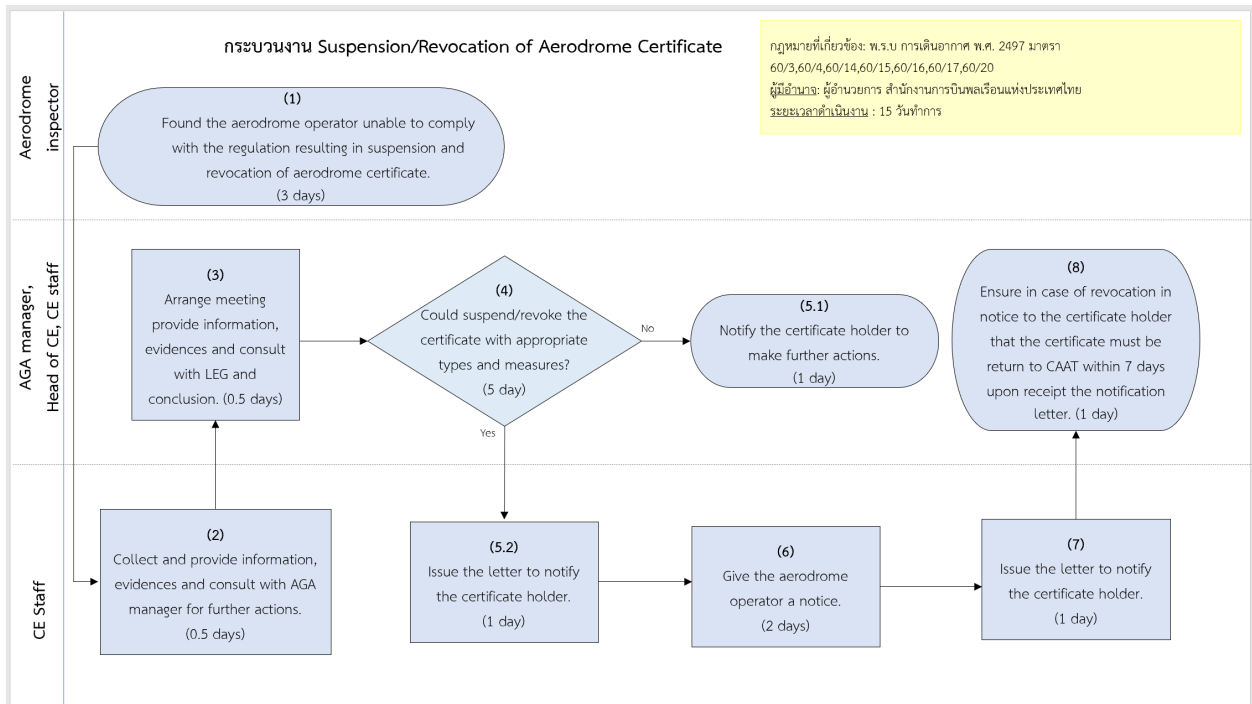
### 2.4.3 TL-CE-03: Transfer of Aerodrome Certificate



**2.4.4 TL-CE-04: Renewal of Aerodrome Certificate**



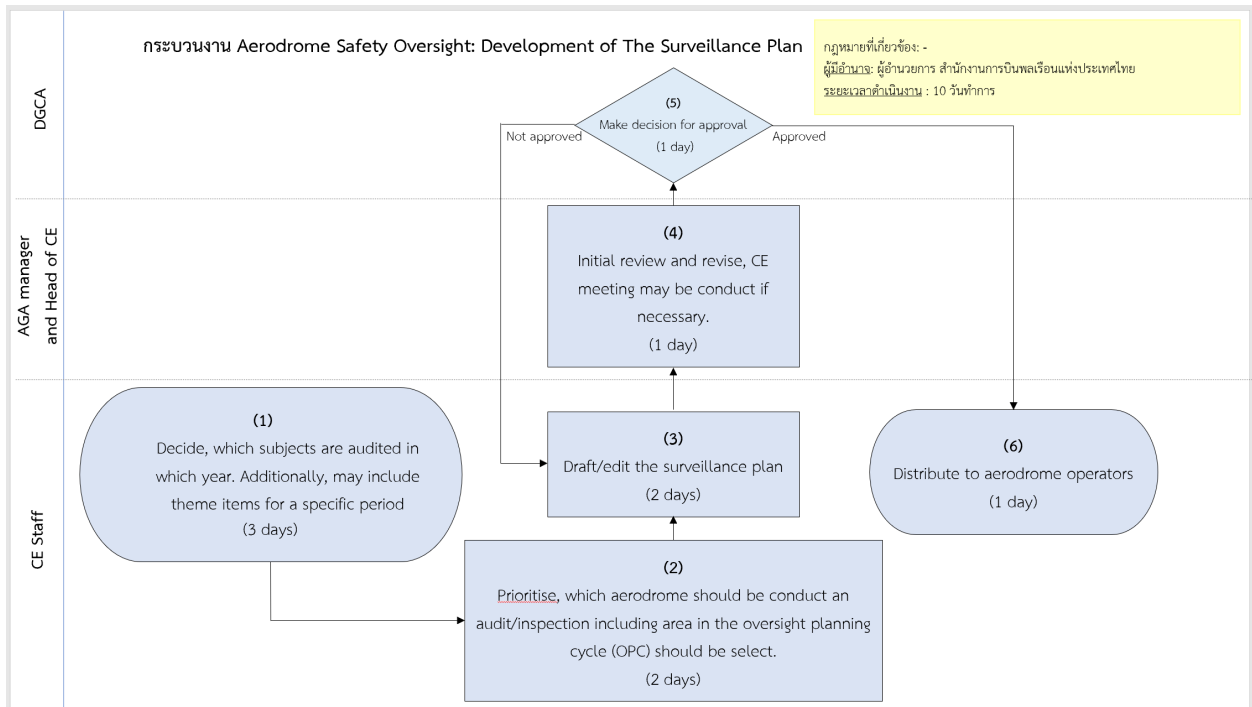
**2.4.5 TL-CE-05: Suspension/Revocation of Aerodrome Certificate**



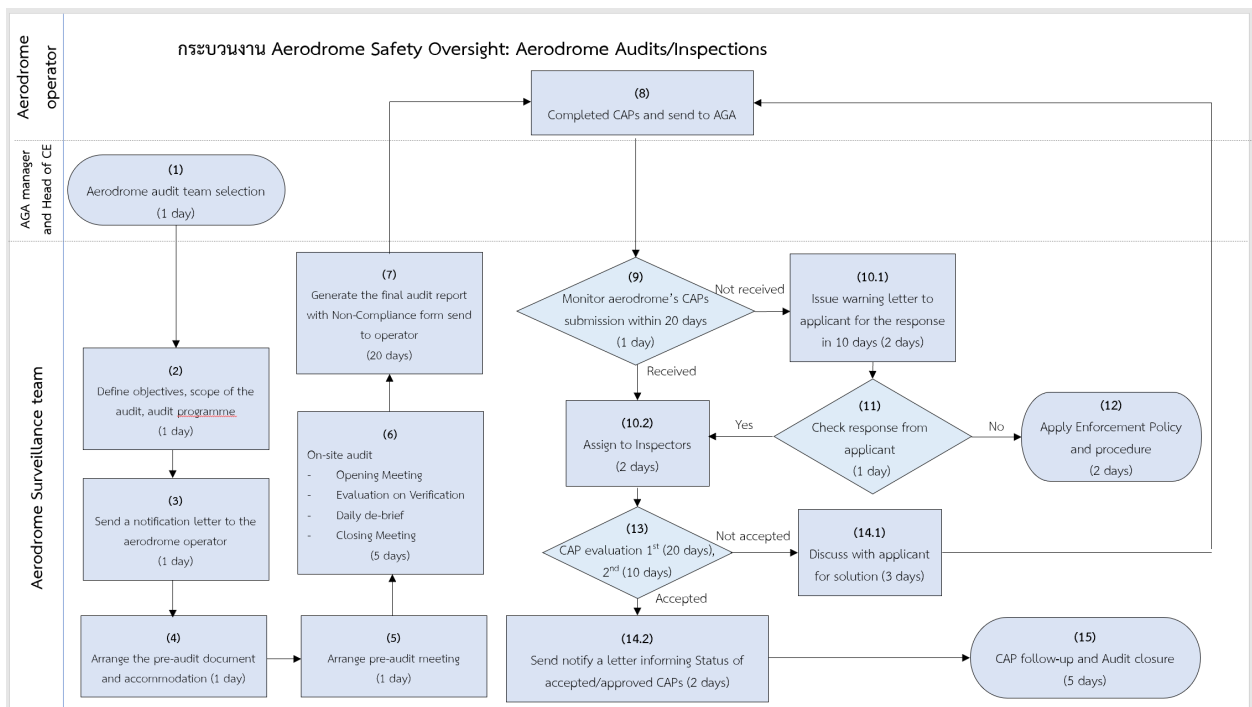


### 2.4.6 TL-CE-06: Aerodrome Safety Oversight

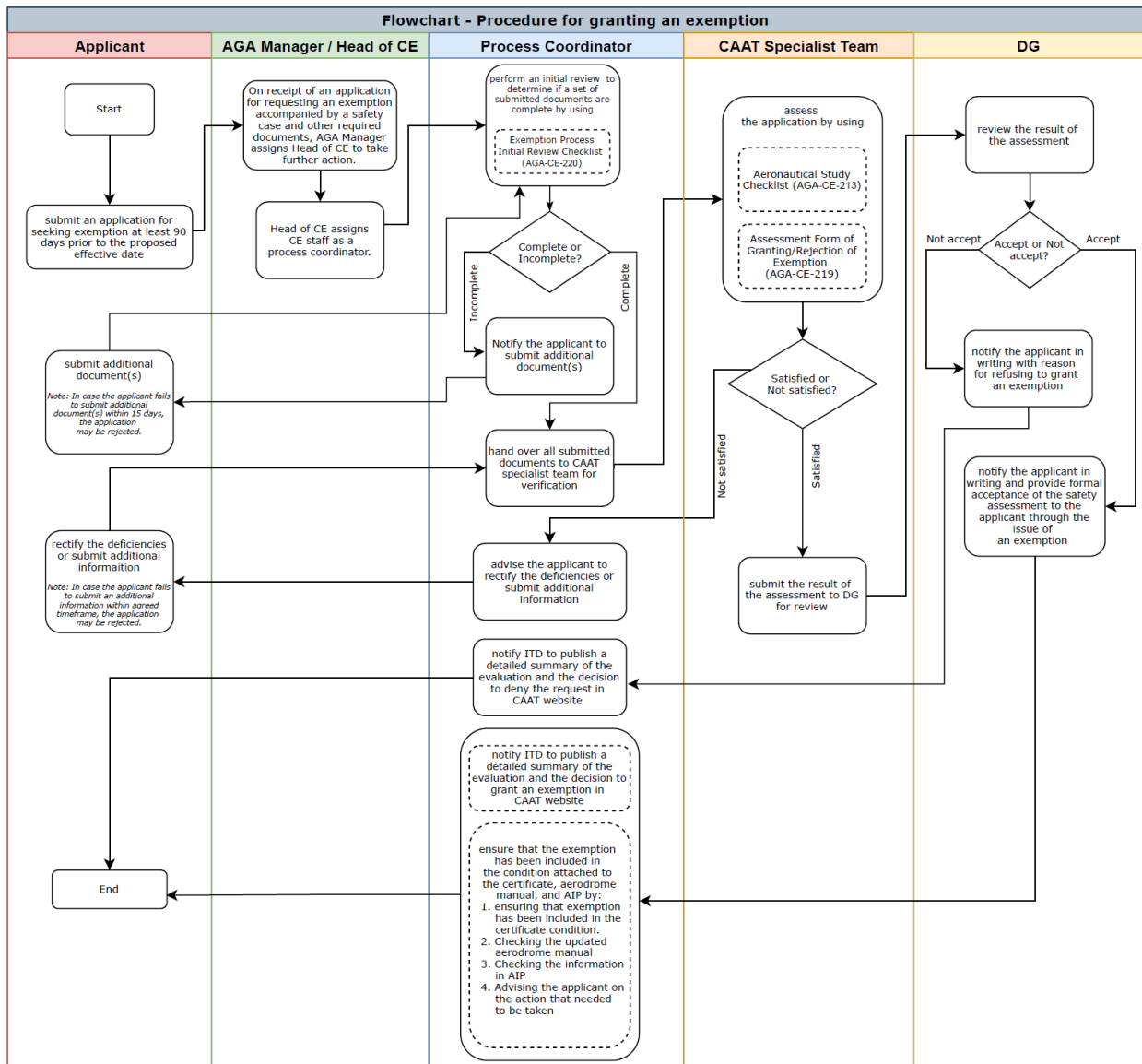
#### Sub-process 1: Development of The Surveillance Plan



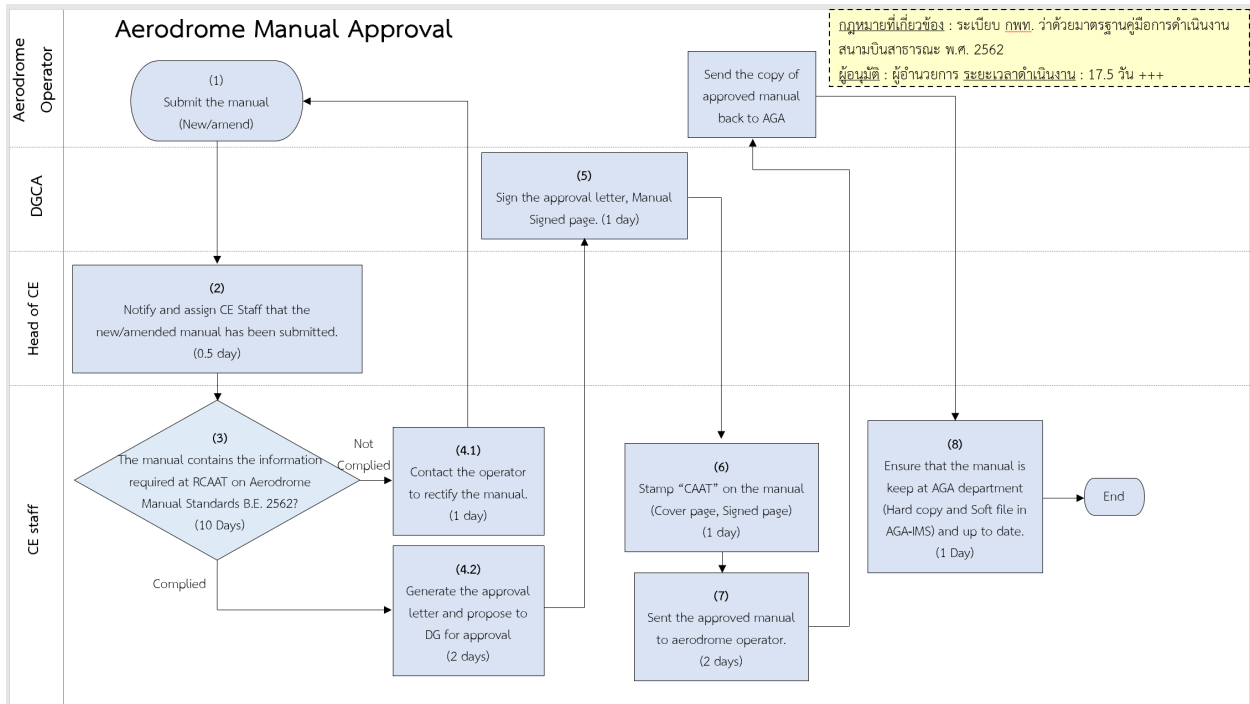
#### Sub-process 2: Aerodrome Audits/Inspections



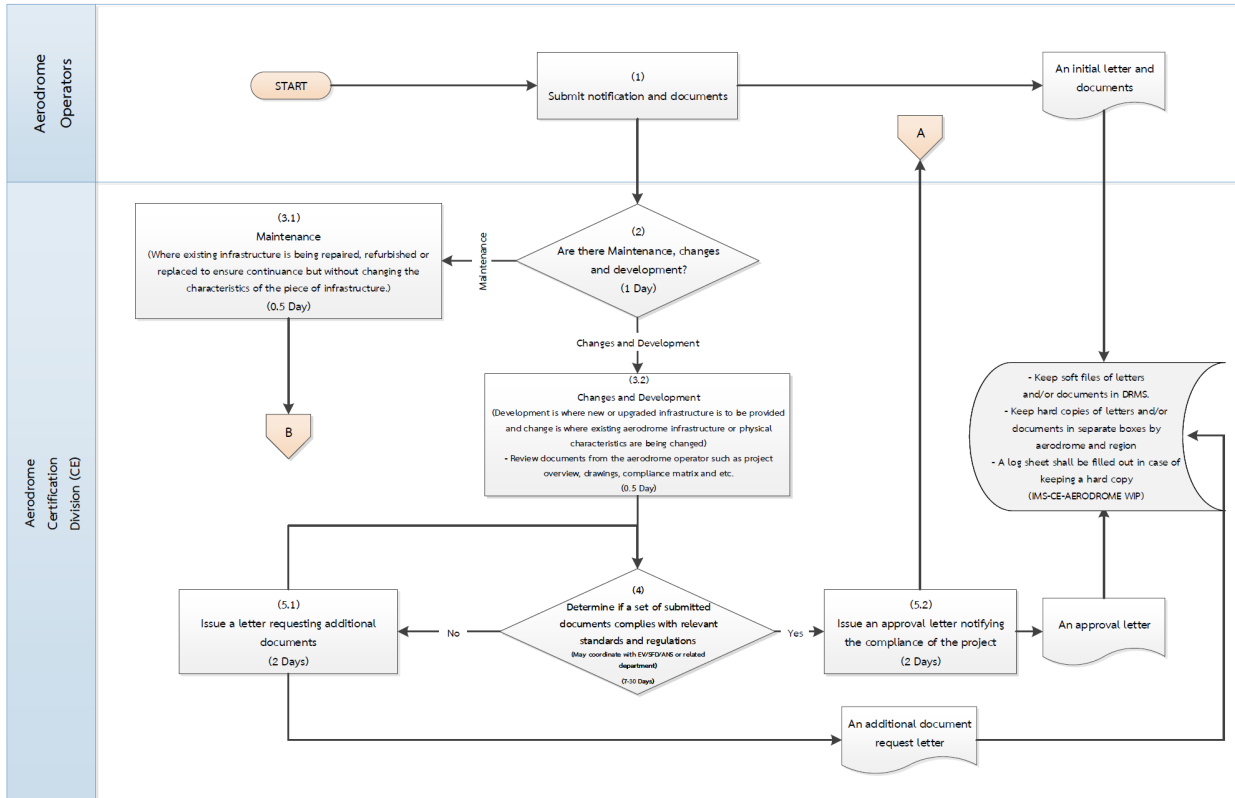
### 2.4.7 TL-CE-07: Granting an Exemption



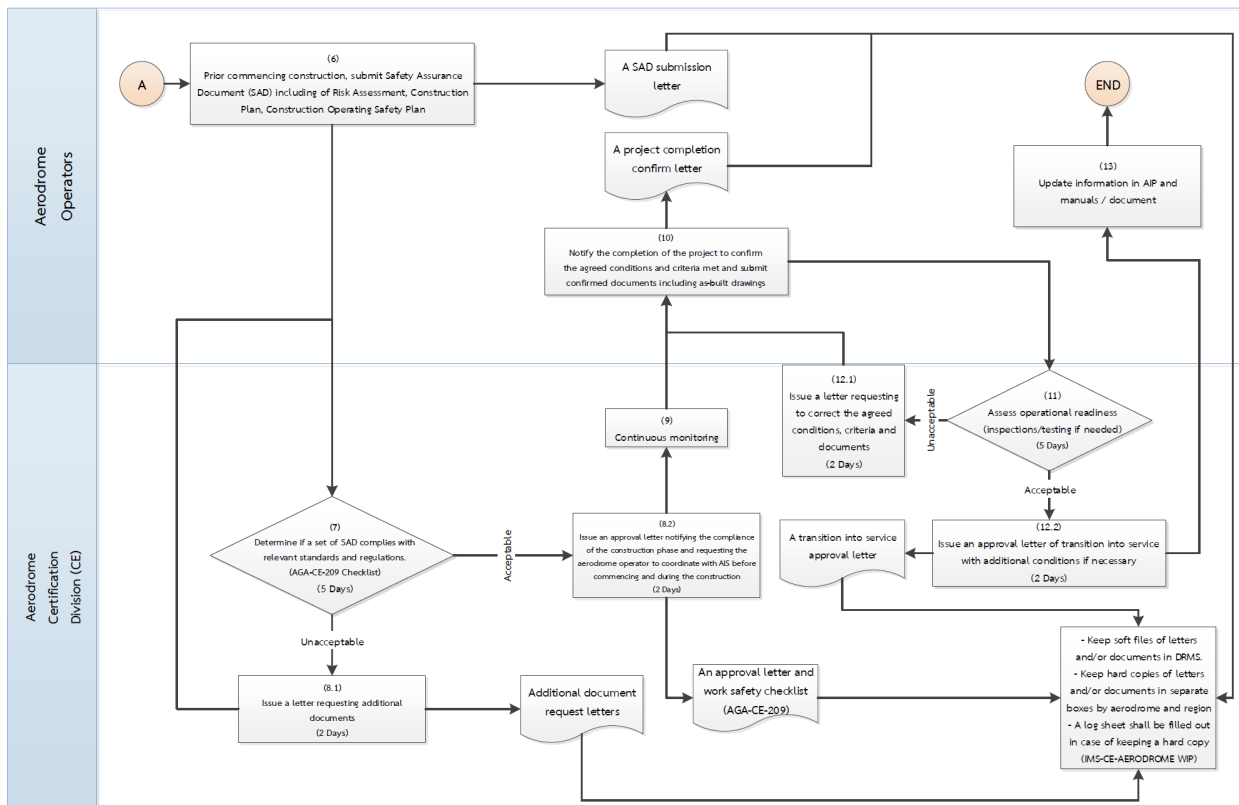
### 2.4.8 TL-CE-08: Aerodrome Manual Approval



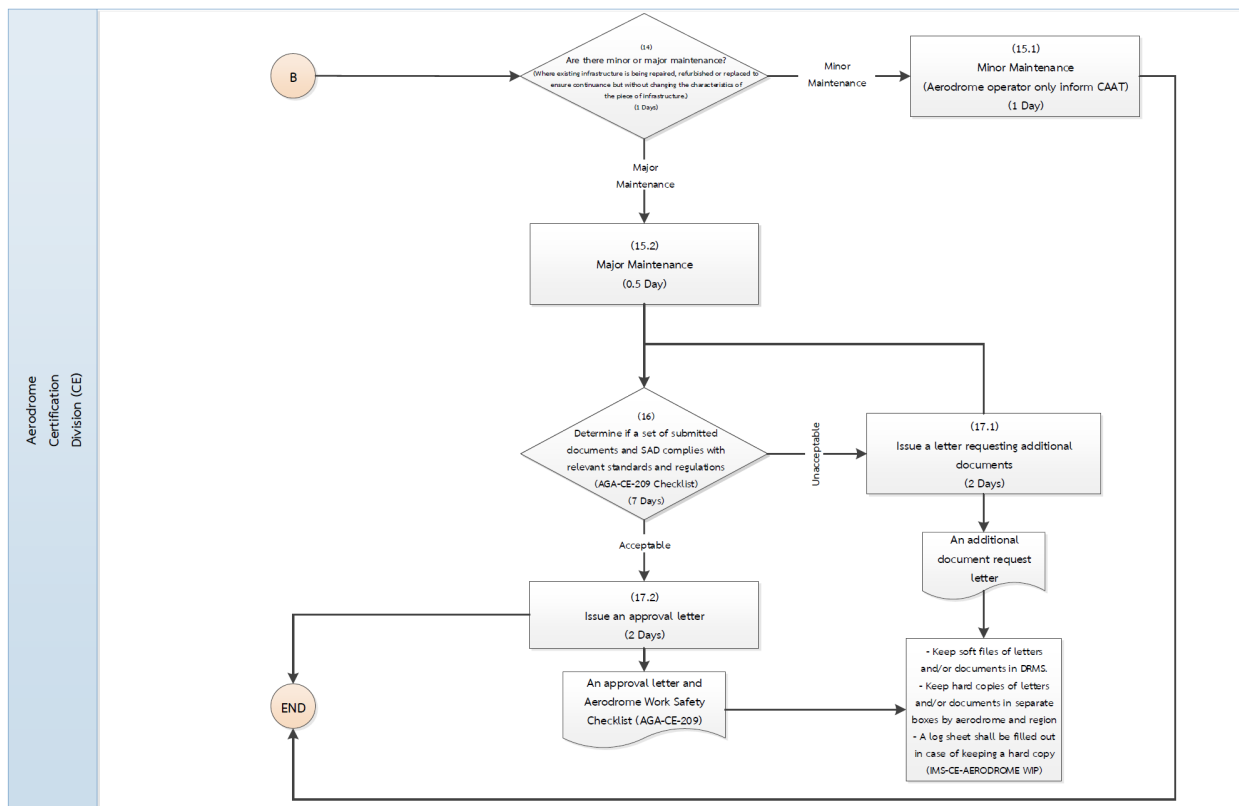
### 2.4.9 TL-CE-09: Aerodrome Work in Progress Aerodrome Work in Progress Chart (1)



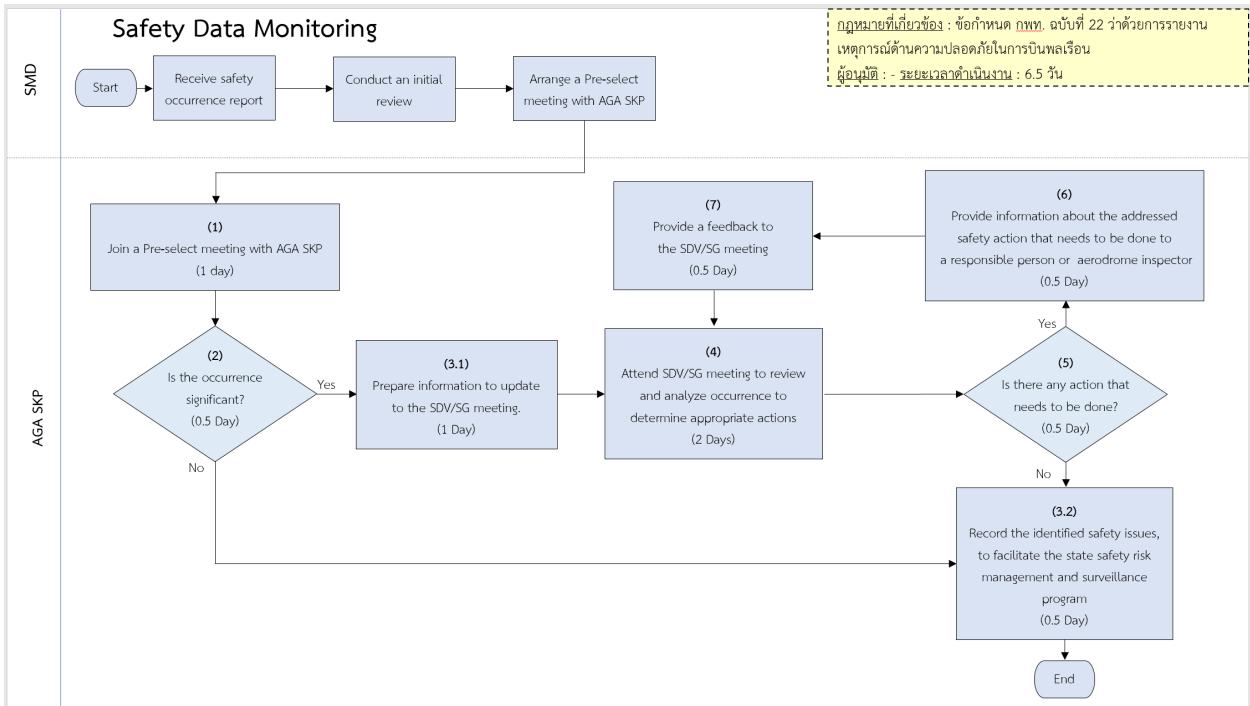
Aerodrome Work in Progress Chart (2)



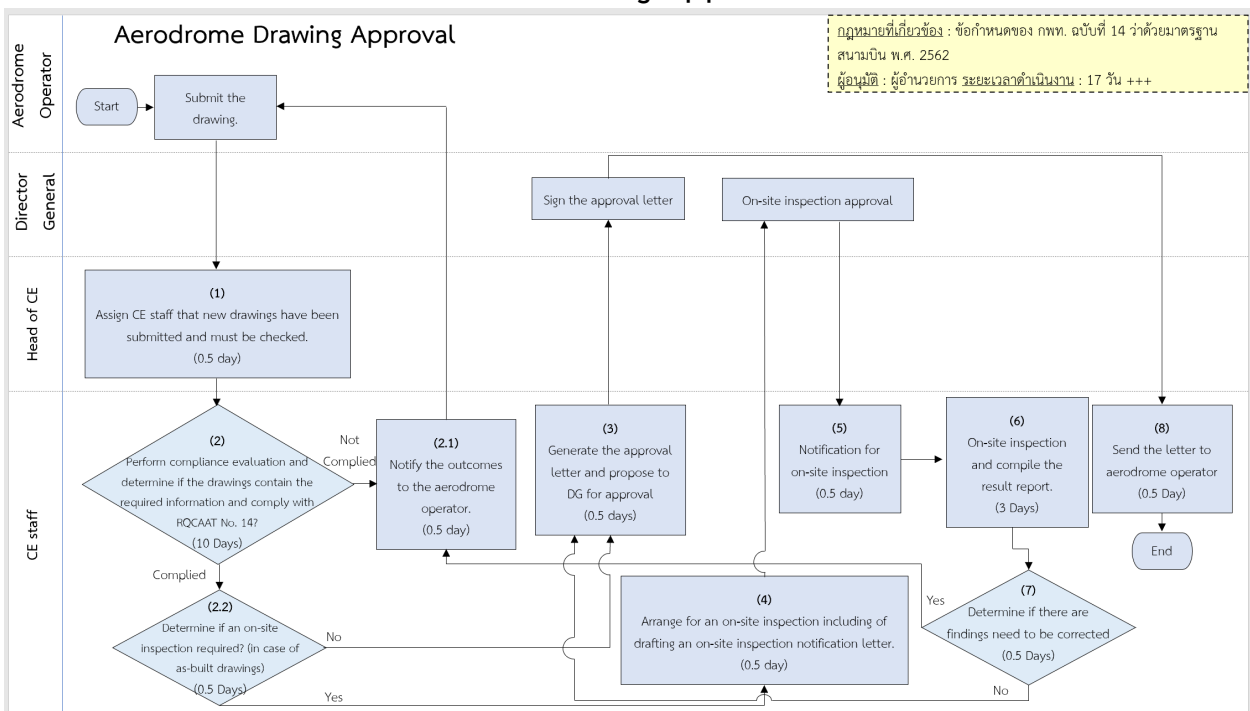
Aerodrome Work in Progress Chart (3)



**2.4.10 TL-CE-10: Safety Data Monitoring**

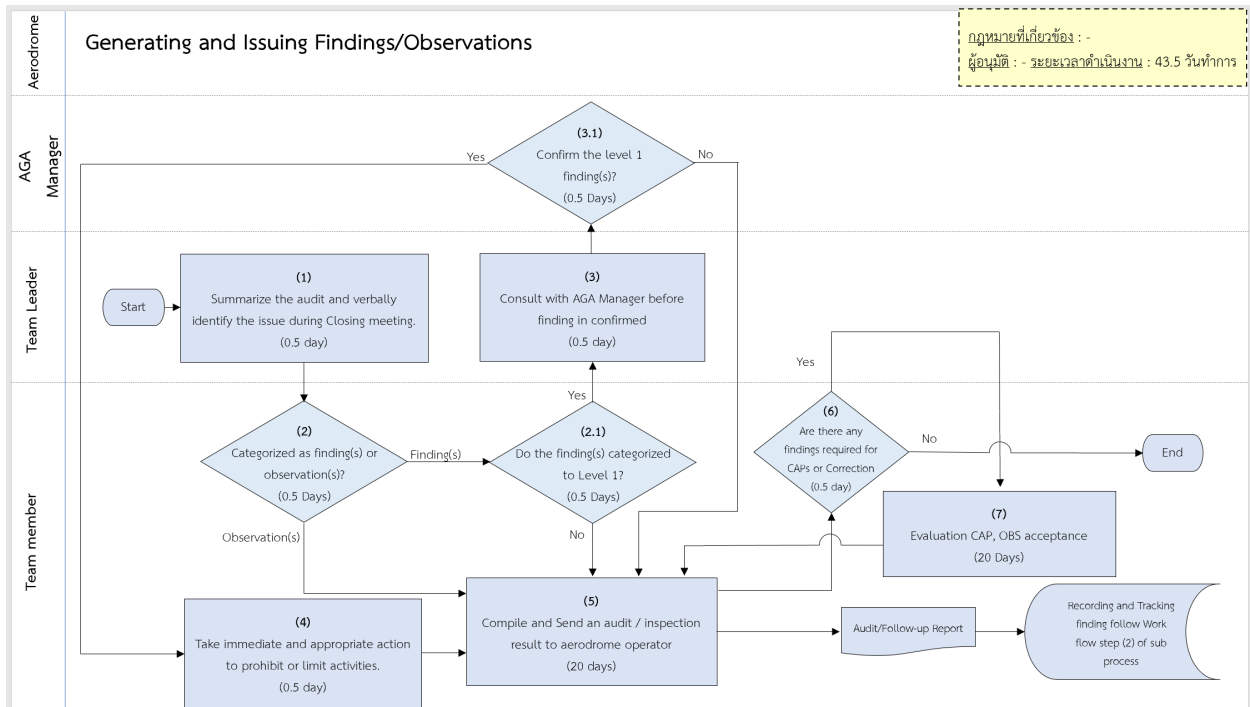


**2.4.11 TL-CE-11: Aerodrome Drawing Approval**

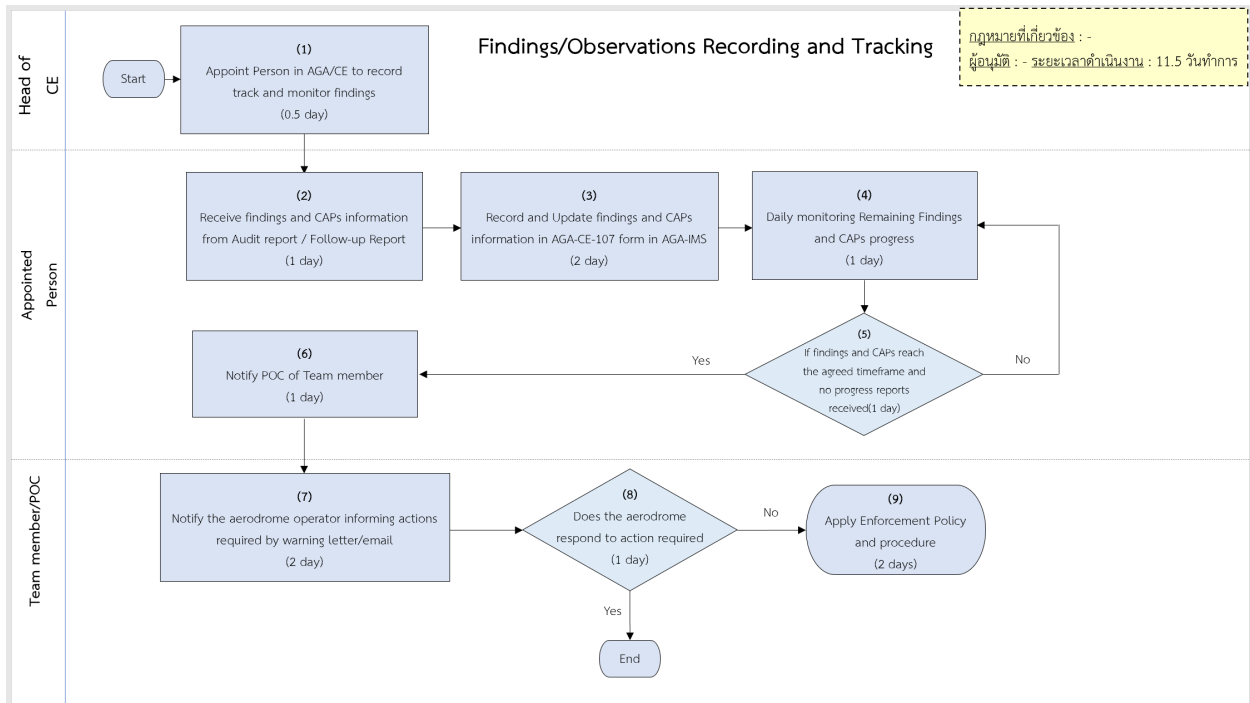


### 2.4.12 TL-CE-12: Management Findings and Observation

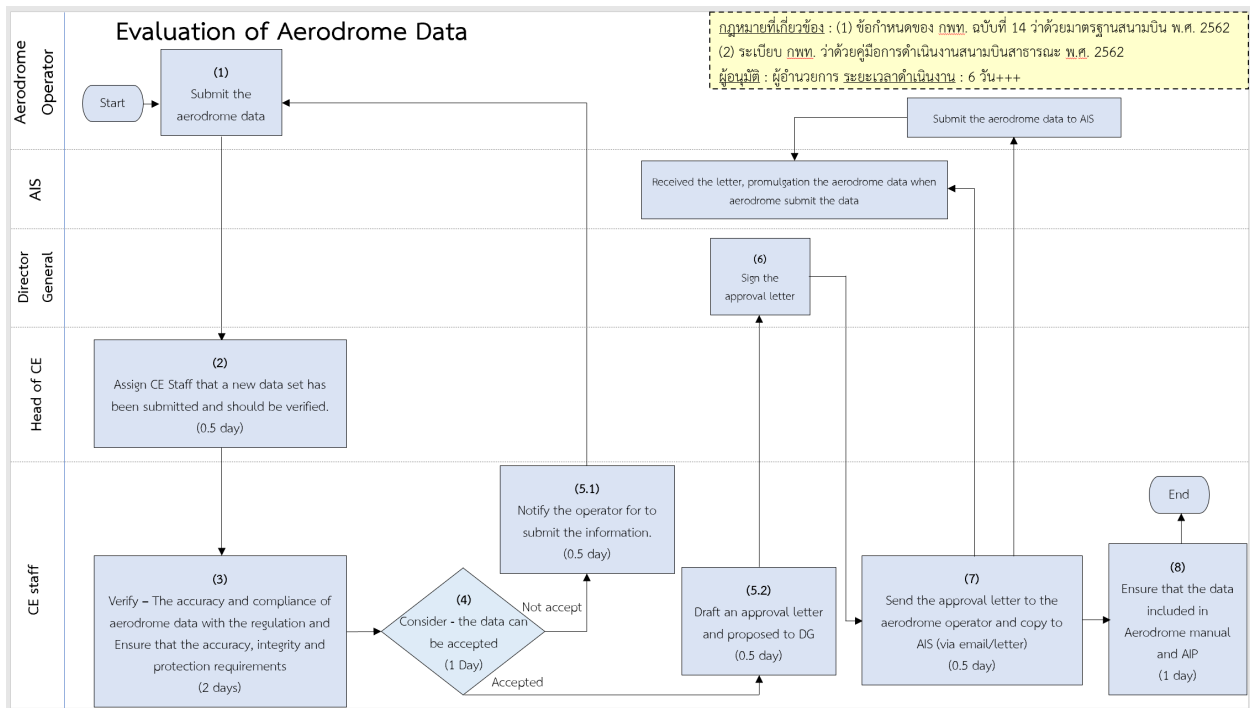
#### Sub-process 1: Generating and Issuing Findings/Observations



#### Sub-process 2: Findings/Observations Recording and Tracking



2.4.13 TL-CE-13: Evaluation of Aeronautical Data



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