

Inspections and Surveillance of Airports on Facilitation

1.0 PURPOSE

1.1 This advisory circular is issued to provide information and guidance to Airport Operators related to surveillance and inspection of airport facilities and operations by the Authority to ensure their compliance with Airport Facilitation Programme (AFP), National Air Transport Facilitation Programme (NATFP) and ICAO Annex 9 (Facilitation).

2.0 REFERENCES

- 2.1 The Civil Aviation Act
- 2.2 The Civil Aviation (Licensing of Air Services) Regulations
- 2.3 ICAO Annex 9 (Facilitation)
- 2.4 National Air Transport Facilitation Programme (NATFP)
- 2.5 Airport Facilitation Programme (AFP)
- 2.6 Aeronautical Information Circular – Delegation of duties and notification of authorised inspectors.
- 2.7 Other relevant legislations covering various subjects contained in ICAO Annex 9.

3.0 GENERAL

- 3.1 This Advisory Circular is issued by KCAA to Airport Operators and contains information on inspection and surveillance of airports on Facilitation of air transport.
- 3.2 The surveillance and inspection will include the following areas;
- 3.3 Availability and currency of the AFP
- 3.4 Implementation of the AFP and NATFP by the airport operator and all relevant agencies
- 3.5 Implementation of the provisions of ICAO Annex 9
- 3.6 Existence and active Airport Facilitation Committee
- 3.7 Facilities and services for processing airport traffic



3.8 Efficient and seamless flow of airport traffic

3.9 Directional, facilities and services signage

4.0 GUIDANCE AND PROCEDURE

4.1 INSPECTION

- 4.1.1 The airport operator will be notified at least ten working days in advance of the date of inspection.
- 4.1.2 There will be an entry meeting with the airport operator and respective agencies before commencement of the inspection.
 - 4.1.2.1 The airport operator will be responsible for planning and hosting the entry meeting.
 - 4.1.2.2 The entry meeting will be used to guide on how the inspection will be conducted
 - 4.1.2.3 An attendance register will be signed by all present.
- 4.1.3 The airport operator will facilitate inspection of all areas and coordinate respective agencies within the airport.
- 4.1.4 The airport operator and respective agencies will facilitate access to inspection areas and provide required information and documentation.
- 4.1.5 The airport operator and respective agencies will avail competent personnel to facilitate the inspection.
- 4.1.6 There will be an exit meeting with the airport operator and respective agencies at the end of the inspection.
 - 4.1.6.1 The airport operator will be responsible for planning and hosting the exit meeting
 - 4.1.6.2 The Inspectors will provide an interim report of inspection findings.
 - 4.1.6.3 The airport operator and respective agencies may provide comments on the interim report.
- 4.1.7 An attendance register will be signed by all present
- 4.1.8 The Authority will send a Corrective Action Request (CAR) to the Airport Operator within ten working days from the date of the exit meeting.
- 4.1.9 The airport operator will provide a Corrective Action Plan (CAP) within thirty days from the date of receipt of the CAR.

4.2 SURVEILLANCE

- 4.2.1 The Authority will carry out Surveillance of Airport facilitation for but not limited to a specific purpose, reported incident, received complaint, on request from a relevant agency or for general observation for compliance.
- 4.2.2 The Airport Operator will not be notified of Surveillance.
- 4.2.3 The airport operator and respective agencies will be required to facilitate access to inspection areas and provide required information and documentation.
- 4.2.4 The inspector may issue a report to the airport operator.
- 4.2.5 The Authority may initiate an inspection of the Airport in case of a surveillance finding.



Civil Aviation Authority