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15 November 2019

**To: COSCAP SEA Programme Member States Directors General of Civil Aviation**

**Subject: ICAO COSCAP SEA – EASA Aerodrome Certification Inspector Course  
(ICAO APAC Regional Office, Bangkok, Thailand, 20 - 24 January 2020)**

Dear Sir/Madam,

I am pleased to invite your Administration to nominate participants to attend the Aerodrome Certification Inspector Course to be held at the ICAO Asia and Pacific (APAC) Regional Office, Bangkok, Thailand, from 20 to 24 January 2020. This course has been co-organised with the European Union Aviation Safety Agency (EASA) to support the Member States' prioritised training needs for the implementation of the APAC Beijing Ministerial Declaration safety commitment to "Certify all aerodromes used for international operations by 2020", as prioritised for the South East Asia region, and included in the Work Plan approved by the COSCAP SEA Steering Committee.

The Course is for States' Civil Aviation Authority (CAA) Aerodrome Certification Inspectors and Managers responsible for regulation and safety oversight in the Aerodromes and Ground Aids (AGA) area.

The Course provisional programme, bulletin and participant registration form are attached. There is no participant registration fee. The event information and material will be available on the ICAO APAC Regional Office web site meetings page: <https://www.icao.int/APAC/Meetings/Pages/default.aspx>. Please note that this will be a paperless event and participants are required to bring their own laptop computer.

The Course can accommodate a maximum of **22 participants**, 2 from each Member State of the COSCAP SEA Programme. Please submit completed registration forms by **19 December 2019** to reserve the allocated slots for the Course. Following that date, the remaining slots for the Course will be allocated on a first come first served basis to any COSCAP SEA Member State.

Should you require further information or any assistance, please contact the COSCAP SEA Programme Secretary, Ms. Sudhatai Juntarapatin at [sjuntarapatin@icao.int](mailto:sjuntarapatin@icao.int).

Yours sincerely,



Michiel Vreedenburgh  
Programme Coordinator  
ICAO COSCAP SEA

cc: COSCAP SEA Steering Committee Chairman ([fad@caat.or.th](mailto:fad@caat.or.th))  
ICAO APAC Regional Director ([apac@icao.int](mailto:apac@icao.int))  
COSCAP SEA National Coordinators  
EASA Technical Cooperation Project Manager ([raquel.sanz@easa.europa.eu](mailto:raquel.sanz@easa.europa.eu))  
EASA EU-SEA Aviation Partnership Project Assistant ([thita.pongdara@eu-sea-app.org](mailto:thita.pongdara@eu-sea-app.org))



ICAO COSCAP SEA



**ICAO Cooperative Development of Operational Safety and Continuing  
Airworthiness Programme – South East Asia  
EASA EU-South East Asia Aviation Partnership Project**

**Aerodrome Certification Inspector Course  
ICAO Asia and Pacific Regional Office  
Bangkok, Thailand, 20 - 24 January 2020**

| AERODROME CERTIFICATION         |   |
|---------------------------------|---|
| <b>Scope of training</b>        | This comprehensive 5-day course is based on ICAO Annex 14 and adopting the principles of ICAO Doc 9981 (PANS Aerodromes), guidance material. The course will introduce participants to the certification system and processes, together with pre-certification documentation, including the initial as well as on-going regulatory oversight activities and the steps to take when regulatory intervention is deemed necessary. Important aspects such as regulatory oversight of aerodrome changes (including work in progress (WIP)) and the protection of the obstacle limitation surfaces during such change will also be covered.  |
| <b>Objectives of the course</b> | <p>Participants will be offered a series of checklists to assist with their future regulatory duties, covering aspects of certification. The course will also utilise aerodrome case studies to build on the participants' knowledge and help them plan and undertake the necessary regulatory responsibilities.</p> <p>By the end of this course through presentations and interactive discussions participants' will be able to demonstrate an understanding of the following:</p> <ul style="list-style-type: none"> <li>• Legal Framework for Certification</li> <li>• Building a Certification System in the National Aviation Authority</li> <li>• Initial Certification</li> <li>• Assessing the Certification Application</li> <li>• Aerodrome Manual</li> <li>• NAA oversight system</li> <li>• Assessment of aerodrome complexity and risk</li> <li>• Planning oversight</li> <li>• Conducting an Audit</li> <li>• Audit Report and Follow-up</li> <li>• Enforcement</li> <li>• Managing Changes</li> <li>• Managing Changes – Airfield Works Safety</li> <li>• Safety assurance and how to manage non-compliances</li> <li>• Runway incursions and excursions</li> </ul> |
| <b>Course duration</b>          | 5 days classroom-based training.  |



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|---|---|
| <p><b>Recommended participant profile</b></p> | <p>This course is primarily designed for National Aviation Authorities, for both managers and inspectors. It will lend itself very well to understand what is involved in the certification process as well as understanding the importance of managing safety assurance and non-compliances.</p> <p>To enable participation in interactive discussions participants should have a working knowledge of aerodrome technical terms.</p>  |
| <p><b>Key topics</b></p>                      | <p>Training will cover the following topics:</p> <ul style="list-style-type: none"> <li>• Legal Framework for Certification</li> <li>• Building a Certification System in the National Aviation Authority</li> <li>• Initial Certification</li> <li>• Assessing the Certification Application</li> <li>• Aerodrome Manual</li> <li>• NAA oversight system</li> <li>• Assessment of aerodrome complexity and risk</li> <li>• Planning oversight</li> <li>• Conducting an Audit</li> <li>• Audit Report and Follow-up</li> <li>• Enforcement</li> <li>• Managing Changes</li> <li>• Managing Changes – Airfield Works Safety</li> <li>• Safety assurance and how to manage non-compliances</li> <li>• Runway incursions and excursions</li> </ul> |
| <p><b>Method of delivery</b></p>              | <p>Classroom training includes PowerPoint presentations, case studies, group exercises and group discussions, providing both the theoretical knowledge, and the practical context to underpin the participants' learning.</p> <p>It would be beneficial for the participants to have an awareness and appreciation of the following publications prior to the course:</p> <ul style="list-style-type: none"> <li>• ICAO Annex 14 Volume 1 – Aerodrome Design and Operations</li> <li>• ICAO Document 9774 – Manual for the Certification of Aerodromes</li> <li>• ICAO Document 9981 – PANS Aerodromes</li> <li>• ICAO Document 9859 – Safety Management Manual</li> </ul>  |



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**ICAO Cooperative Development of Operational Safety and Continuing Airworthiness  
Programme – South East Asia  
EASA EU-South East Asia Aviation Partnership Project**

**ICAO COSCAP SEA – EASA Aerodrome Certification Inspector Course  
(ICAO APAC Regional Office, Bangkok, Thailand, 20 - 24 January 2020)**

| PARTICIPANT REGISTRATION FORM |       |                    |            |             |
|-------------------------------|-------|--------------------|------------|-------------|
| <b>State</b>                  |       |                    |            |             |
| <b>Name</b>                   | Title | Surname (capitals) | First name | Middle name |
|                               |       |                    |            |             |
| <b>Position / Title</b>       |       |                    |            |             |
| <b>Organization</b>           |       |                    |            |             |
| <b>Department / Division</b>  |       |                    |            |             |
| <b>Telephone (office)</b>     |       |                    |            |             |
| <b>Telephone (mobile)</b>     |       |                    |            |             |
| <b>E-mail (office)</b>        |       |                    |            |             |
| <b>E-mail (alternate)</b>     |       |                    |            |             |

**NOTE: Participants are expected to arrange their own visa, travel and accommodation.**

**Please send completed form(s) by 19 December 2019 to:**

ICAO COSCAP-SEA Programme Secretary

E-mail: [sjuntarapatin@icao.int](mailto:sjuntarapatin@icao.int) or Fax: +66 2 537 8198



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**BULLETIN**

**1. Dates and Venue**

1.1 The ICAO COSCAP SEA - EASA Aerodrome Certification Inspector Course will be held from 20 to 24 January 2020 at the Meeting Room 1 of the ICAO Asia and Pacific Regional Office Conference Building and will commence at 08:00 hours every day. The ICAO Asia and Pacific (APAC) Regional Office is located at:

252/1 Vibhavadi-Rangsit Road  
Chatuchak, Bangkok 10900  
Tel: +66-2-537-8189

1.2 Further information for visitors to the ICAO APAC Regional Office can be accessed through the Web page: <https://www.icao.int/APAC/Pages/info-for-visitors.aspx>

1.3 Participants need to be pre-registered for the event to be on the security access list and will have to pass through a security check at the gate house with a valid ID before entry to the ICAO premises.

1.4 Vehicle access for participants is not permitted without prior approval by registration with a minimum of 72 hrs. advance notice. Participants will take full responsibility/liability for the vehicle and any incident that may occur.

1.5 Participants are requested to register at the Registration Desk between 08:00 and 08:30 hours on the opening day of the event. Participants are requested to wear the identification badge, which will be issued to them, when they are in the ICAO premises.

**2. Secretariat**

2.1 For information on the event please contact:

1. Ms. Sudhatai Juntarapratin (Khun Nong)  
Programme Secretary, ICAO COSCAP-SEA Programme  
Tel: +66 2 537 8197, +66 2 537 8189 ext. 136  
E-mail: [sjuntarapratin@icao.int](mailto:sjuntarapratin@icao.int)
2. Ms. Thita Pongdara  
Project Assistant, EASA EU SEA Aviation Partnership Project  
Tel: +66 64 956 4239  
E-mail: [thita.pongdara@eu-sea-app.org](mailto:thita.pongdara@eu-sea-app.org)



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### 3. **General information and Event materials**

3.1 General information and materials will be provided on a USB drive and/or available on the Web page: <https://www.icao.int/APAC/Meetings/Pages/default.aspx>

### 4. **Thailand Entry Visa**

4.1 Please note that participants are responsible for their own travel arrangements, including air tickets, visas, hotel reservations, as well as travel and medical insurance. Before leaving their country of origin, all participants must ensure their travel documentation to and from Thailand is valid.

4.2 Participants may require an entry visa to Thailand. Participants may obtain information on Thailand entry requirements by accessing the Ministry of Foreign Affairs Department Web page: <http://www.mfa.go.th/main/en/services/4908>

### 5. **Hotel Reservations and Transportation**

5.1 Information on recommended hotels with UN/ICAO rates is provided at the ICAO APAC Regional Office Web page: <https://www.icao.int/APAC/Documents/info/hotellist.pdf>. Participants should contact the hotel directly for reservation. Centara Grand at Central Plaza Ladprao Bangkok is located within walking distance of the ICAO APAC Regional Office.

5.2 Participants are required to make their own arrangements for transportation from the airport to the city. Suggested options are AOT limousine, taxi/Grab taxi and Airport Rail Link.

5.3 Participants are required to make their own arrangements for transportation from their accommodation to the ICAO APAC Regional Office to attend the event. Suggested options are taxi, BTS and MRT to reach the office. An instruction to be given to the taxi driver in Thai language is provided on the ICAO APAC Regional Office Web page: <https://www.icao.int/APAC/Pages/info-for-visitors.aspx>.

5.3.1 The nearest MRT metro station to the ICAO Regional Office is **Phahon Yothin Station** (10 min walk). At the station, take Exit No. 3 and walk across the Vibhavadi-Rangsit Road using the pedestrian bridge located on the west side of the small park.

5.3.2 The nearest BTS Sky Train stations to the ICAO Regional Office are **Ha Yaek Ladphrao Station** (10 mins walk), connected to the Central Plaza shopping mall and then walk across the Vibhavadi-Rangsit Road using the pedestrian bridge located on the west side of the small park, and **Mo Chit Station** (25 min walk or 10 min drive), a taxi to the Office will cost approximately Baht 45.00.

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