



GHANA
CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR

AC 14-039

KEY MANAGEMENT PERSONNEL/ POST HOLDER REQUIREMENT FOR AERODROME OPERATIONS

SECTION 1 GENERAL

Ghana Civil Aviation Authority (GCAA) Advisory Circulars from Aerodrome Safety and Standards (ASAS) contain information about standards, practices and procedures that the Authority has found to be an Acceptable Means of Compliance (AMC) with the associated Directives.

An AMC is not intended to be the only means of compliance with a Directive, and consideration will be given to other methods of compliance that may be presented to the Authority.

1.1 PURPOSE

This Advisory Circular provides methods, acceptable to the Authority, for showing compliance with Ghana Civil Aviation Directives (GCADs) Directive Part 32 as well as explanatory and interpretative material to assist in showing compliance.

1.2 REFERENCE

The Advisory Circular relates specifically to GCADs.

1.3 RELATED DIRECTIVES

The following directive(s) are directly applicable to the guidance contained in this advisory circular—

- GCAD Part 32

1.4 STATUS OF THIS ADVISORY CIRCULAR

This is the first AC to be issued on this subject.

1.5 FOREWARD

This document provides guidance to aerodrome operators on the requirement and the basis for assessment of competency of key aerodrome personnel whose decisions and actions can impact aerodrome operational safety.

This Advisory Circular is a supplementary to AC 14-022.

1.6

APPROVAL

Issue No: Original	Approved by:  Director-General	OCTOBER 2021



- Advisory Circulars are intended to provide advice and guidance to illustrate a means, but not necessarily the only means, of complying with the directives, or to explain certain regulatory requirements by providing informative, interpretative and explanatory material.
- Where a directive contains the words "prescribed by the Authority," the AC may consider to "prescribe" a viable method of compliance, but status of that "prescription" is always "guidance" (never a directive).

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SECTION 2 PERSONNEL/ POST HOLDER REQUIREMENT FOR AERODROME OPERATIONS

2.1 REQUIREMENT FOR AERODROME OPERATIONS

The holder of an Aerodrome Certificate shall appoint an accountable manager, acceptable to the Authority, who has corporate authority for ensuring that all aerodrome operations and maintenance activities can be financed and carried out to the standards required by Ghana Civil Aviation Directives - Aerodromes.

- (1) The appointment of the accountable manager requires the prior approval of the Authority.
- (2) The accountable manager shall:
- (3) ensure that all necessary resources are available for operations and maintenance of the
 - (a) aerodrome in accordance with the GCADs-Aerodrome;
 - (b) establish and promote the safety.
 - (c) demonstrate a basic understanding of this GCAD.
- (4) The organization shall nominate persons, acceptable to the Authority, whose responsibilities include ensuring compliance with the GCADs. The appointment of the accountable manager requires the prior approval of the Authority.
- (5) The persons nominated as managers shall represent the management structure of the Aerodrome Operator at a particular aerodrome and be responsible for all functions specified in the Aerodrome Directives.
- (6) Nominated managers shall be directly responsible to an accountable manager.
- (7) The persons nominated shall be able to demonstrate relevant knowledge, background and satisfactory experience related to aerodrome operations and maintenance and demonstrate a working knowledge of the Aerodrome Directives and its related documents.
- (8) Procedures shall make clear who deputizes for any particular person in the case of lengthy absence of the said person.
- (9) The holder of an Aerodrome Certificate shall have qualified personnel, with proven competency in civil aviation, available and serving full-time in the following positions or their equivalent:
 - (a) Airport Manager.
 - (b) Operations/Airside Manager
 - (c) Safety/Quality/Environmental Manager

(d) Maintenance/Facilities Manager

(e) Aerodrome Rescue and Fire Fighting (RFFS) Chief

Note.— “Competency in civil aviation” means that an individual shall have a technical qualification and management experience acceptable to the Authority for the position served.

(10) Approval of persons to occupy the positions should be made by the Aerodrome Operator using the requirement established in this AC and other approved guidance.

(11) The Authority may approve positions or numbers of positions, other than those listed, if the Aerodrome Operator is able to show that it can perform the operation with the highest degree of safety under the direction of fewer or different categories of management personnel due to the nature and scale of operation.

(12) The individuals who serve in the positions required or approved and anyone in a position to exercise control over operations conducted under the Aerodrome Certificate must—

- (a) Be qualified through training, experience, and expertise;
- (b) Discharge their duties to meet applicable legal requirements and to maintain safe operations; and
- (c) To the extent of their responsibilities, have a full understanding of the following materials with respect of the Certificate holder’s operation:
 - (i) Aviation safety standards and safe operating practices;
 - (ii) The Aerodrome Directives;
 - (iii) The Aerodrome Certificate holder’s certificate schedule;
 - (iv) All appropriate operations and maintenance requirements of the GCADs;
 - (v) The manuals requirements of certification.

(13) The Aerodrome Certificate holder must notify the Authority within 14 days of any change in personnel or any vacancy in any position listed in paragraph (i)

(14) The Aerodrome Certificate holder shall make arrangements to ensure continuity of supervision if operations are conducted in the absence of any required management personnel.

(15) The minimum initial qualifications for Airport Manager are—

- (a) A degree or appropriate qualifications in civil aviation field, with training in airport management field.

- (b) A minimum of 10 years working experience in a medium sized public use airport, which include at least 5 years' experience in airport administration

(16)The minimum initial qualifications for Operations Manager are—

- (a) A degree or appropriate qualifications in civil aviation field, with training in airport management field.
- (b) A minimum of 7 years working experience in a public use airport which includes
 - (i) at least 3 years' experience in airport operations
 - (ii) At least 3 years supervisory level

(17)The minimum initial qualifications for Safety Manager are—

- (a) A university degree or appropriate qualification in aviation, systems safety, engineering or physical science
- (b) A minimum of 6 years working experience in a public use airport which includes
 - (i) at least 3 years' experience in application of safety management concepts and tools
 - (ii) at least 3 years supervisory experience

(18)The minimum initial qualifications for Aerodrome Rescue and Fire Fighting Chief are—

- (a) A minimum of 8 years working experience, in an airport rescue and firefighting department which includes
 - (i) At least 3 years supervisory experience and considerable firsthand practical experience

(19)The minimum initial qualifications for Maintenance Manager are—

- (1) A university degree in civil engineering, aerodrome engineering, electrical engineering or equivalent qualification
- (2) A minimum of 6 years working experience in an airfield lighting or civil/building department of a public use airport which includes
 - (ii) at least 3 years supervisory experience