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GOVERNMENT OF INDIA
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
TECHNICAL CENTRE, OPPOSITE SAFDARJUNG AIRPORT, NEW DELHI

CIVIL AVIATION REQUIREMENTS
SECTION 4 – AERODROME STANDARDS
& LICENSING

SERIES 'A', PART I, Issue I

11th February 2009

EFFECTIVE: FORTHWITH

Subject: Secondment of Aerodrome Inspector from Aerodrome operators and engagement of Consultants for supplementing Aerodrome Standard Directorates' work in DGCA.

1. Introduction

- 1.1 The Directorate General of Civil Aviation has to ensure that an applicant for issuance of an Aerodrome license meets the provisions of the Aircraft Rules, 1937 and the relevant Civil Aviation Requirements. It also carries out review/inspection of the aerodrome operator's operational preparedness before the issuance of the license, which may include a series of inspections, to ensure adequacy of facilities, equipment, operating procedures, availability and competence of the trained personnel employed by the applicant to perform critical activities for aerodrome operation and maintenance. In addition, periodic inspections and surveillance of aerodrome license holder are conducted in order to ensure that the required standards for aerodrome operations are maintained. These safety oversight functions consisting of periodic and planned inspections of the aerodrome, during which continued efficiency of the aerodrome operator is monitored.
- 1.2 The Aerodrome Standards Directorate in DGCA is not adequately manned to carry out the above-mentioned functions. In order to augment the manpower, it has been decided, as an interim measure, to utilize the services of the trained manpower available with the aerodrome operators and industry for the purpose of carrying out the tasks relating to the inspection and surveillance of the aerodromes on secondment or contractual basis as consultants.
- 1.3 This Civil Aviation Requirement is issued under the provisions of Rule 133A of

Aircraft Rules, 1937 for information, guidance and compliance by all concerned.

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2. Applicability

This Civil Aviation Requirement shall be applicable to all civil aerodrome operators.

3. Functions

The Seconded Aerodrome Inspectors and Consultants shall carry out following functions relating to aerodrome surveillance and oversight:-

- (a) Inspection of the aerodromes for the issuance/renewal of aerodrome license.
- (b) Periodic inspections and surveillance of aerodrome operators.
- (c) Scrutiny and processing of applications, Aerodrome Manuals and Safety Management Manuals for issue of aerodrome license.
- (d) Examination and processing of the alterations proposed by aerodrome operator in accordance with rule 83.
- (e) Inspection to ensure compliance with requirements for approval of special operations like CAT II & III etc.
- (f) in addition, Consultants shall carry out above functions in their specialized area,
- (g) Inspectors/ Consultants shall also assist DGCA in development of rules, circulars, guidance material and related training modules related to Aerodrome standards and practices.
- (h) Any other function assigned by DGCA from time to time.

4. Criteria for nomination of Aerodrome Inspectors / Consultants

4.1 Each aerodrome operator where International schedule transport services are operated shall nominate at least one Aerodrome Inspector to the DGCA. Airports Authority of India shall nominate at least eight Aerodrome Inspectors to DGCA for performing above functions. Consultants / expert agencies can be hired / engaged on short or long term contract basis to address the shortfall in area of specialized skill such as aerodrome electrical and civil engineering domain, emergency response planning, rescue and firefighting services, wildlife etc.

4.2 The Aerodrome Inspectors / Consultants shall meet the following criteria:

(a) **Knowledge:** He/ She shall have a basic knowledge of airport operations, enabling him/her to administer the regulatory regime pertaining to the licensing of aerodrome and related matters.

(b) **Qualification:** He/ She shall have undergone training programme in the aerodrome certification/licensing and be conversant with the Indian regulations/ requirement and ICAO SARPS and related guidance material.

(c) **Experience:** He /She shall have worked in the field of airside management of an aerodrome for at least 5 years and having specialization in one or more area of expertise like aerodrome emergency and disable aircraft removal planning, rescue and fire fighting, bird hazard reduction, siting of equipment and installations on operational area, aerodrome maintenance, Aeronautical Information Services, Obstacle regulation, aerodrome designing and planning etc.

5. Selection Process and Training

- 5.1 The selection of the Seconded Aerodrome Inspectors and Consultants shall be done by a committee headed by the Director General of Civil Aviation. The selection shall be based on the qualifications, experience and records of the nominated inspectors or Consultants under consideration.
- 5.2 Prior to release of seconded inspector/ consultant for carrying out the functions, they will be provided with training as specified in Aerodrome Inspector's Handbook. They must complete the training requirements before being given the authority to accomplish any inspector function.

6. Terms and Conditions of Secondment

- 6.1 The Seconded Aerodrome Inspector shall be on deputation to DGCA for a period not exceeding two years initially, which may be renewable. He shall have no management responsibilities in his parent organisation nor in any way associated with associations/unions, etc. during his secondment tenure, to avoid clash of interests.
- 6.2 The pay, allowances, progression in service, perks etc. of Seconded Aerodrome Inspector during their secondment to DGCA shall be protected and paid by their parent organisation as per the existing terms and condition of the service.
- 6.3 The Seconded Aerodrome Inspectors shall report to DGCA Headquarters for assignment of duties both for inspections and office work.
- 6.4 The Seconded Aerodrome Inspector shall carry out aerodrome inspections/ surveillance only on behalf of the DGCA and are expected to perform their duties in a manner befitting to a Government servant.

- 6.5 The Seconded Aerodrome Inspector shall be accountable to DGCA for all the inspection/surveillance etc. functions performed by him.
- 6.6 Before assigning on inspection/ surveillance duties, the Seconded Aerodrome Inspector shall undergo orientation training and Aerodrome Inspector's standardization course conducted in DGCA from time to time including on-the job training under the supervision of DGCA officers.

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7. Terms and Conditions of Engagement of Consultants

- 7.1 The offer of appointment shall be for a period of one year, from the date of assumption of charge. The appointment shall be subject to performance assessment from time to time.
- 7.2 The pay, allowances, perks, working hours, leave etc. of the Consultant during their appointment / engagement to DGCA shall be governed by the guidelines issued by Central Government from time to time.
- 7.3 The Consultant shall report to DGCA Headquarters for assignment of duties both for inspections and office work and shall carry out aerodrome inspections/ surveillance only on behalf of the DGCA and are expected to perform their duties in a manner befitting to a Government servant.
- 7.4 Before assigning on inspection/ surveillance duties, the Consultant shall undergo orientation training and Aerodrome Inspector's standardization course conducted in DGCA from time to time including on-the job training under the supervision of DGCA officers.
- 7.5 On completion of tenure, subject to requirement, Director General may extend the contract on mutual consent. The contract can be terminated by either side by giving one month notice or pay in lieu thereof to the other party.

8. General Requirements

- 8.1 DGCA may cancel the secondment/engagement of any Aerodrome Inspector / Consultant for reasons to be recorded in writing. In case of an aerodrome inspector, the aerodrome operator may be asked to nominate additional inspectors as replacement.
- 8.2 DGCA may grant dispensation from any of the requirement specified above in any case where he is satisfied that it is expedient to do so.
- 8.3 DGCA shall retain flexibility to review any of the above-mentioned requirements.

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Director General of Civil Aviation

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