

AERONAUTICAL CIRCULAR CIVIL AVIATION AUTHORITY – MACAO, CHINA

SUBJECT:

Aerodrome Director Responsibilities, Authority and Qualifications

EFFECTIVE DATE:

30 NOV 2011

CANCELLATION:

NIL

GENERAL:

The President of Civil Aviation Authority – Macao, China, in exercise of his power under Paragraph 89 of the Air Navigation Regulation of Macao (ANRM) and Article 35 of the Statutes of Civil Aviation Authority, approved by the Decree-Law 10/91/M, establishes this Aeronautical Circular (AC).

1. General Description

Paragraph 69 of the ANRM establishes that the Civil Aviation Authority may certify any aerodrome in Macao for the take-off and landing of aircraft engaged in flights for the purpose of commercial air transport of passengers, cargo or mail. As part of the certification process the aerodrome operator shall appoint an aerodrome director to supervise the operation of the aerodrome and ensure the compliance with international standards and the Macao SAR laws and regulations, as well as all the procedures established on the Aerodrome Manual and the Security Programme.

2. Aerodrome Director Main Responsibilities and Duties

The aerodrome director is responsible for the management and administration of the aerodrome. The aerodrome director shall plan, direct, and coordinate the work of the aerodrome staff and administer the policies and directives issued by the aerodrome operator.

The aerodrome director key duties and responsibilities include:

- Hire, promote, discipline, and terminate staff employment within the guidelines established by the aerodrome operator;
- Ensure the normal operation of the aerodrome and guaranty the security and safety of the operations;
- Ensure compliance with applicable laws and regulations;
- Ensure compliance with the rules, regulations and instructions issued by the Macao SAR Civil Aviation Authority concerning safety, security and facilitation of air transport;
- Ensure that satisfactory facilities and services are provided for a swift handling and clearance of passengers, crew, baggage, cargo and mail at the aerodrome;
- Ensure adequate staff training and certification in aerodrome operations and air traffic services;
- Supervise the provision of air traffic services, aerodrome operations services, aeronautical information and communication services, radio services, meteorological services and other air navigation services/facilities, fire fighting services, emergency services, maintenance services and other necessary services to facilitate international air navigation/transport, in accordance with the ICAO standards and recommended practices and the requirements established by the Macao SAR Civil Aviation Authority;
- Supervise all operational activities, having the right to request any documents related to any aircraft and its crew;
- Notify the Macao SAR Civil Aviation Authority of all occurrences that may affect the security and safety of the aerodrome;
- Notify the Macao SAR Civil Aviation Authority and the police of any illegal acts occurred in the aerodrome;
- Develop, maintain, amend, as necessary, and ensure compliance with all airport operational procedures, as well as all other documentation, manuals and policies required for the operation of the aerodrome;
- Request the cooperation of all users of the aerodrome, namely on the provision of information regarding any accidents, incidents, defects or failures that may affect the security and safety of the aerodrome;

- Seek the assistance of administrative and/or police authorities to enforce laws and regulations that for reasons of security or safety should have immediate execution;
- Provide recommendations for the aerodrome long term development strategies and the improvement of aerodrome services quality;
- Act as principal liaison officer with Macao SAR Civil Aviation Authority and local government bodies, airlines, airport service providers and other segments of the aviation industry for all aerodrome related matters.

3. Aerodrome Director Power and Authority

The aerodrome director shall have, in the organizational structure of the operator, enough power and authority to ensure that the operation and management of the aerodrome are sufficiently financed and executed in compliance with all safety and security requirements and in accordance with the applicable laws and regulations.

4. Aerodrome Director Qualifications

The aerodrome director must meet the following requirements:

- a) Hold, as a minimum, a Bachelor's degree preferably in Airport Management, Business Administration, Engineering or a related field;
- b) Have a minimum of ten (10) years of relevant management experience at a commercial aerodrome with at least five (5) years at senior level;
- c) Have completed the safety management system training and obtain a certificate;
- d) Be competent in relevant aspects of local and international laws and regulations, economics, business management and administration, human resource and labor affairs.

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