CIVIL AVIATION AUTHORITY
OF NEW ZEALAND
Te Mana Rererangi Tūmatanui o Aotearoa

Advisory Circular
AC139-02

Revision 3

Aerodrome Certification Exposition

5 November 2026

General

Civil Aviation Authority (CAA) Advisory Circulars (ACs) contain information about standards, practices, and procedures that the Director has found to be an **acceptable means of compliance** with the associated rule.

Consideration will be given to other methods of compliance that may be presented to the Director. When new standards, practices, or procedures are found to be acceptable they will be added to the appropriate AC.

Purpose

The AC describes an acceptable means of compliance with the Aerodrome Certification Exposition (ACE) requirements in Part 139 of the Civil Aviation Rules. It is intended for organisations who need to develop an exposition to comply with the rule requirements relevant to their role.

Related Rules

This AC relates specifically to rule 139.77 *Aerodrome Certification Exposition*.

Change Notice

Revision 3 makes the following changes:

- Removes specific form numbers and updates language to reflect the Civil Aviation Act 2023 (CA Act 2023)
- Adds a paragraph on procedures when operating in low visibility to the section on rule 139.119, to align with ICAO requirements
- Updates content throughout in the section for advice on specific rule parts
- Adds an Abbreviations section, a Version History, and makes other stylistic and formatting updates.

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Version History

AC Revision No.	Effective Date	Summary of Changes
AC139-02, Rev. 0	21 Dec 1992	Initial Issue
AC139-02, Rev. 1	27 Apr 2007	Re-formatted and re-numbered from AC 139-02 to AC 139-2 as part of a project to standardise the numbering of all ACs
AC139-02, Rev. 2	30 Jan 2013	Included guidance material regarding new security training requirements introduced in the 16 Jan 2013 amendment to Part 139
AC139-02, Rev. 3	5 November 2026	Removes specific form numbers and updates language to reflect the Civil Aviation Act 2023 Adds a paragraph on procedures when operating in low visibility to the section on rule 139.119 Updates content in the section for advice on specific rule parts Makes formatting and stylistic updates Adds an Abbreviations section and Version History

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Table of Contents

1 Introduction 3

2 Abbreviations 4

3 How to draft or update an Aerodrome Certificate Exposition (ACE) 5
Starting to draft or update your ACE 5
Using a third-party provider 6
Organising the contents of the ACE 6
Using the ACE 6

4 Advice on specific rule parts 7
Rule 139.17 Deviations 7
Rule 139.55 Personnel Requirements 7
Rule 139.77 Exposition 9
Rule 139.59 Rescue and Firefighting — Category Determination 10
Rule 139.61 Rescue and Firefighting — Extinguishing Agents 10
Rule 139.63 Rescue and Firefighting — Vehicles 10
Rule 139.65 Rescue and Firefighting — Personnel Requirements 10
Rule 139.67 Rescue and Firefighting — Response Capability 10
Rule 139.69 Public Protection 10
Rule 139.71 Wildlife Hazard Management 11
Rule 139.73 Notification of Aerodrome Data and Information 11
Rule 139.75 Safety Management 11
Rule 139.103 Aerodrome Maintenance 12
Rule 139.105 Visual Aids for Navigation — Maintenance and Checking 12
Rule 139.107 Assessment of Runway Condition and Provision of Runway Condition Report 13
Rule 139.109 Aerodrome Emergency Plan (AEP) 13
Rule 139.111 Rescue and Firefighting – Operational Requirements 13
Rule 139.115 Apron Management Service 14
Rule 139.117 Aerodrome Inspection Programme 14
Rule 139.119 Ground Vehicles 15
Rule 139.121 Protection of Navigation Aids and ATS Facilities 15
Rule 139.123 Aerodrome Condition Notification 15
Rule 139.125 Unsafe Conditions 15
Rule 139.127 Changes to Certificate Holder's Organisation 16
Subpart D Aerodrome and Navigation Installation Security 18
Additional requirements - Part 12 Accidents, Incidents, and Statistics 20

1 Introduction

In accordance with rule 139.77 an applicant for the grant of a Part 139 aerodrome certificate needs to provide the Director with an Aerodrome Certificate Exposition (ACE), in which the applicant explains how they comply with relevant rules and:

- sets out how a certificate holder defines its operation
- shows both the personnel and CAA how the certificate holder will conduct their day-to-day business
- is a tool to help management run the business, and
- gives CAA assurance that an organisation has procedures to maintain compliance with applicable rules and that it is appropriate for CAA to grant it entry into the system.

The administration and management section of the ACE is normally one document starting with the corporate commitment by the Chief Executive (CE). The rest of the ACE may be made up of separate procedures manuals, as long as they are cross-referenced in the management section of the ACE for easy reference.

An ACE should be made accessible to staff who need to see it. In particular:

- managers should have access to, or hold copies of, the parts of an ACE which affect their areas of responsibility, and
- training staff should have access to and be familiar with parts which affect their job.

The ACE will only be accepted by the Director if it meets all the rule requirements appropriate to the organisation. A certificate cannot be issued until the ACE is accepted by the Director.

2 Abbreviations

While most abbreviations used in this AC are standard abbreviations from Rule Part 1, *Definitions and Abbreviations*, they have been listed here for convenience.

Abbreviations	
AC	advisory circular
ACE	Aerodrome Certificate Exposition
AIS	Aeronautical Information Service
ATS	Air Traffic Service
AEP	Aerodrome Emergency Plan
CAA	Civil Aviation Authority
FOD	Foreign object debris
FPP	Fit and proper person
LVP	Low visibility procedures
NASP	National Aviation Security Programme
NOTAM	Notice to Airmen
SMS	Safety Management System

3 How to draft or update an Aerodrome Certificate Exposition (ACE)

Starting to draft or update your ACE

Because Part 139 is written broadly enough for all aerodromes covered by the rules, it can be difficult to know where to start and what to cover.

In general, it is recommended that operators:

Be Comprehensive: Work through the Part 139 Compliance Matrix form to ensure you include all the Part 139 requirements that apply to your aerodrome.

Operators can find the compliance matrix by going to the 'Forms' tab on the CAA website and clicking on the filter for Part 139.

An ACE should provide all the information that personnel concerned with operating the aerodrome need to comply with the rules. When estimating risks, plan for worst case scenarios and how you will manage them.

It is useful to approach the subject as if you, the aerodrome operator, are leaving instructions for someone to carry on in your absence. At a minimum, outline:

- **WHO** is going to perform the tasks. If urgent action is needed, who will be responsible for making decisions? Who will be responsible for carrying them out? This could be someone who normally has this role or someone who must step in because of absence, in what might be an unfamiliar role, and who might need extra guidance or assistance if problems arise. The information needs to be applicable to either level of experience.

- **WHAT** the tasks consist of. This is closely tied to WHO will do them, HOW they will do them, and WHEN they will do them.

- **HOW** the tasks are to be performed. Unless all the personnel assigned to the task are familiar with the regulatory requirements, the ACE should provide guidance appropriate to the training and experience of the personnel. For example, it may be too vague to write in the ACE that the ground maintenance crew is to "Maintain all safety areas in accordance with the rule" unless the crew knows what Part 139 says about the surface of safety areas and the dimensional standards that apply to each safety area.

- A timeline to ensure things happen **WHEN** you want them to. This may be triggered by circumstances, such as those produced by adverse weather conditions. Can the individual who must take some action read a clear and precise WHEN in the ACE, or is there some vague statement like "When adverse weather conditions dictate" or "The

rescue and firefighting unit will inspect the fuelling areas each day"? Remember to be comprehensive and clear**.**

- Explaining **WHY** an action is done and how it contributes to the safety and efficiency of your organisation is an important step as it shows the thinking behind certain decisions and explains the rationale to personnel carrying out key tasks and procedures.

Using a third-party provider

You may prepare your ACE yourself or hire a third party to do it. However, while a third party can save you time and give good advice about what to include, the contents of the ACE are still the organisation's responsibility. CAA expects that:

- all personnel will have a thorough knowledge of the aspects of the ACE that relate to their role, and
- senior persons will have a fundamental knowledge of all aspects of the aerodrome operation.

No matter who prepares it, the ACE becomes an operator's document when CAA grants an Aerodrome Operating Certificate. It is meant to be a practical working document that an organisation will use.

Organising the contents of the ACE

Encouraging aerodrome personnel to use the ACE as a working document will influence the way you want to break up the sections within it. This makes it easier to parcel out specific parts to personnel for their guidance. If in doubt, the subject order in the relevant rules provides a good outline. Using this order will also make it easier to review and update processes.

Using the ACE

The ACE should complement operating procedures, equipment descriptions, training (whether formal or in-house), responsibilities, and other information personnel need to comply with the relevant rule. It is not intended to provide the total instructions on how to do a job.

4 Advice on specific rule parts

All the provisions of Part 139 apply to aerodromes with a certificate. Those aerodromes need to prepare and maintain an ACE that reflects how the aerodrome meets Part 139 requirements. This section gives guidance on how to do this.

While procedures, equipment, and responsibilities vary from aerodrome to aerodrome, the rules include elements that are mandatory for all ACEs. The standards set by the rules are the minimum required, so operators may set a higher standard to improve safety and efficiency.

Outlining some of the provisions in place to meet rule requirements may take some time. Other provisions might be better expressed as an image (figure, table, chart, map, or diagram) which can then be referenced in the main part of the ACE. For example, it may be simpler to draw up an organisation chart and a table of the lines of succession and use them as references, than to repeat that information.

Some requirements are purely administrative. For the rest, explanations of how rule requirements are being met should be written to satisfy the questions **WHO, WHAT, HOW, WHEN, and WHY**, as outlined in Section 2.

Finally, not all sections of Part 139 require explanation and the examples in this AC cannot cover all possible aerodrome situations. Omission of some aspects of Part 139 in this guidance does not mean they are not required or that they are less important. Make sure that you refer to the Rule for all applicable details. If you have any questions about what to include, please forward them to aeronautical.services@caa.govt.nz

The following sections of Part 139 are presented in numerical order:

Rule 139.17 Deviations

There is no precise definition of a deviation, but it generally involves an emergency, or a standard or expected (if rare) situation presenting in an unusual way. For example, this would mean that:

- giving permission to an air transport aircraft with an in-flight emergency to land at your aerodrome, even though the size of the aircraft is beyond your aerodrome rescue and firefighting unit, is a deviation, but
- sending your rescue and firefighting unit to assist in an emergency off the aerodrome not related to aviation is not a deviation (it is a violation). This is because your firefighting unit has responsibility only for situations that occur at the aerodrome.

Rule 139.55 Personnel Requirements

Except where rules require specific training or documentation, CAA presumes that a function well performed indicates sufficient qualified personnel. This includes aerodrome management and supervisory personnel. In this regard a chart or table showing the lines of succession of aerodrome responsibility would be helpful to demonstrate accountability under this rule.

The organisation must nominate a person identified as the CE who:

- has overall authority within the organisation, including financial authority

- ensures that all the necessary resources are available to operate and maintain the aerodrome and its facilities in compliance with Part 139, and
- ensures compliance with the procedures in its exposition.

The person or persons nominated in the exposition must represent the management structure of the aerodrome operator. They are required by Section 80 of the Civil Aviation Act 2023 to be fit and proper persons.

The person(s) nominated are to be identified on the applicable CAA form for an air operator certificate. Their credentials must be supplied with the application. To find the applicable form, go to the 'Forms' tab on the CAA website and click on the tab for Part 139.

When an organisation applies for a certificate or renews one, it needs to include a completed fit and proper person (FPP) form submitted for each person nominated.

The declaration for an FPP assessment (24FPPDEC) may be used by senior persons who have met FPP requirements previously, and can attest that there are no changes to their FPP status, that is:

- their health status and criminal conviction/ transport offence history is unchanged, and
- they are doing the same role for which they were granted FPP status.

Senior persons whose health status or criminal conviction/ transport offence history has changed, or who have taken on a new role with different scope and responsibilities, need to fill in an application for an FPP assessment (24FPP).

In addition to the FPP standard, to be accepted, nominated persons should have adequate knowledge and satisfactory experience in the civil aviation system associated with the operation of aerodromes.

The titles, responsibilities, and numbers of nominated persons will vary dependent on the size and scope of the aerodrome organisation. The exposition should be clear about who is responsible for what area of operations.

Irrespective of job titles or the number of persons nominated, you need to appoint people responsible for the following areas, as applicable to your aerodrome activities.

- **Aerodrome inspection:** Ensuring all regularly scheduled and periodic inspections are conducted and reported on in accordance with the standards and procedures specified in the ACE.
- **Aerodrome maintenance:** Ensuring the conduct of preventive maintenance and timely correction of any reported defects.
- **Aircraft rescue and firefighting:** Ensuring that enough aircraft rescue and firefighting equipment and tools are available for the aerodrome category and that there are enough available trained personnel to ride the vehicles and operate the equipment to its maximum capacity.
- **SMS:** Running the SMS required under rule 139.75.

Rule 139.77 Exposition

This is where you include the CE's statement, a link to Safety Management System (SMS) documentation, a list of senior persons and their reporting line to the CE, and an organisation chart.

If you have been granted an exemption you need to describe what it is for, what it covers, why it was needed, and when it expires. It is important to understand what an exemption is and what it allows you to do or not do.

You also need to explain any limitations that you establish for the safety of aircraft operations at your aerodrome under the provisions of rule 139.53 and why they are necessary. These limitations must be outlined and given prominence in your ACE, so personnel are aware of them.

Rule 139.59 Rescue and Firefighting — Category Determination

State what your aerodrome category is and explain what it means in terms of the aircraft operating at your aerodrome. It would be a good idea to name the largest type of aircraft that your category can serve.

Rule 139.61 Rescue and Firefighting — Extinguishing Agents

State the minimum number of extinguishing agents that you are required to have for your aerodrome category and do not forget to address the reserve supply and replenishment. AC139-4 – *Aerodrome Rescue and Firefighting,* provides further information on extinguishing agents.

Rule 139.63 Rescue and Firefighting — Vehicles

State the minimum number of vehicles that you require for your aerodrome category. Explain how they will meet the requirements for extinguishing agents and the equipment to be carried.

Rule 139.65 Rescue and Firefighting — Personnel Requirements

The personnel requirements are the vital element for an effective rescue and firefighting service. AC139-4 provides detailed guidance regarding personnel, the required protective clothing, and rescue and firefighting equipment. Your ACE should contain a description of the alarm system for rescue and firefighting response and a requirement for a daily test. Air traffic service's role in the alarm system and test should also be included.

Rule 139.67 Rescue and Firefighting — Response Capability

You need to have sufficient rescue and firefighting capacity for the category of your aerodrome. You also need clear instructions about how you will use the rescue and firefighting elements to achieve that response capability. You should establish a daily check system of the serviceability of the vehicles and confirmation of the availability of rescue and firefighting personnel. This capability is the first step of your AEP.

One aspect of your response capability which must be covered in your ACE is the requirement for coverage during operations by aeroplanes with a certified seating capacity of more than 30 passengers that are engaged in regular air transport operations. Your rescue and firefighting unit should maintain a response capability at least 15 minutes before an arrival and 15 minutes after the departure of each aeroplane movement requiring coverage.

Make air transport operators aware of the importance of keeping you informed of any changes to their flight schedules. Provide instructions in your ACE for contacting those operators for information on any flight delays or schedule changes.

Rule 139.69 Public Protection

The ACE should describe the measures taken to prevent accidental or unintended entry of unauthorised people, vehicles, or animals to the aerodrome's secure or operational area (airside). For further information see AC139-18 – *Aerodrome Security,* Subparts B and D.

Rule 139.71 Wildlife Hazard Management

Your ACE will need to address any hazards to aircraft operations by wildlife at your aerodrome. This may include drafting a wildlife hazard management programme. AC139-16 – *Wildlife Hazard Management at Aerodromes* provides guidance on what the plan needs to contain.

- If there is no wildlife activity at your aerodrome, or at least no activity that you consider needs management, you will need to state this in your ACE.
- If your aerodrome needs an environmental management programme, an outline of this should be a permanent part of your ACE unless a subsequent determination removes that requirement.

If wildlife activity at your aerodrome triggers an environmental study, but it is determined that a management programme is not required, your ACE should contain a brief statement that identifies the type and extent of the activity that triggered this. If future studies are needed, this statement will serve as both a point of comparison and a record of the type of wildlife activity likely to be observed in future. It will also provide some helpful guidance on when the activity may get to the stage of needing an environmental management programme.

Rule 139.73 Notification of Aerodrome Data and Information

The users of your aerodrome use the data and information in the *New Zealand Aeronautical Information Publication (AIPNZ)* to assess the suitability of the aerodrome for the aeroplane types they operate. It is essential that you:

- provide accurate and timely data and information to the aircraft operators through the AIS, and
- that you maintain its currency.

You should discuss this requirement with the AIS and establish procedures for providing the aerodrome data and information. You should also plan for the rapid advice of any changes of aerodrome conditions which require the issue of a NOTAM (Notice to airmen). AC139-09 – *Notification of Aerodrome Data and Information* sets out the information and data that you are required to provide to AIS.

Rule 139.75 Safety Management

You will need to establish a safety management system (SMS) and outline how this works in your ACE.

You will find details on how to run an effective SMS in AC100-1 – *Safety Management*.

Risk and hazard management are key parts of an SMS. Risk management involves the framework, process, and culture of managing risk to achieve an appropriate balance between realising opportunities while minimising threats.

Not all risks can be eliminated, so the expectation is that risks will be managed to a level that is as low as reasonably practicable. The level of risk exposure that is deemed acceptable is determined by the consequences and likelihood (or probability) of the hazardous event occurring.

AC100-1 – *Component 2: Safety Risk Management* (Section 2.3) contains advice on hazard identification and effective risk management processes, and how to set them up and maintain them.

An effective SMS incorporates quality management systems concepts that can result in more structured management practices and continual improvement of operational processes. For more information refer to AC100-1 – *Element 1: Safety policy and accountability* (Section 2.2.1). You may also find the guidance in AC00-3 – *Internal Quality Assurance* useful.

It is recommended that the SMS is a separate section in your ACE. This will also make it easier to send this part to personnel who need to understand the SMS to do their jobs.

Rule 139.103 Aerodrome Maintenance

The rule requires a preventive maintenance programme designed to make sure no element of the aerodrome deteriorates to a state where it might be a hazard to aircraft operations. To carry this out effectively you need schedules and procedures to make sure personnel are checking for damage frequently and thoroughly. This portion of your ACE should describe the tasks your maintenance personnel need to do regularly to maintain your facility and fix issues before they become problems.

The advice in AC139-3 – *Aerodrome inspection programme and condition reporting* on regular and special inspections would be a useful start to set up an effective monitoring and inspection process.

Items you might want to pay particular attention to include:

- possible surface contaminants and foreign object debris (FOD) to look out for
- how to provide specific instructions on the notification of aerodrome users of such a condition
- who has the authority to initiate removal operations.

It is in your interest to avoid disruption to aeroplane operations due to the accumulation of contaminants, so it is suggested you anticipate these conditions and devise a programme for detection and removal which will minimise any disruption to the users.

Rule 139.105 Visual Aids for Navigation — Maintenance and Checking

The location of marked or lit (or both) obstructions that fall within your aerodrome's authority and responsibility should be included in your ACE. The description should be enhanced by locating the objects on a map or chart keying them to the description.

AC139-3 provides guidance regarding the ground and flight checking of visual aids that you can translate into procedures and instructions in your ACE.

Lights

An aerodrome can be a confusing array of obstruction lights with different parties responsible for their maintenance. Be specific in your ACE, identifying which ones are your maintenance

responsibilities and which ones are the responsibilities of others. You should explain who to contact in case of an outage and how they repair it. You also need to be sure that whoever replaces it knows what kind of fixture to use.

In addition, you need to include clear instructions on how many, and in what sequence, lights may be out before the system is considered inoperative as prescribed in AC139-06 – *Aerodrome Design Aeroplanes above 5700 kg MCTOW.*

Markings

You need to have accurate guidance for users on each visual aid used for navigation on your aerodrome, and this includes markings.

Ensure that the procedures for inspection also include the procedures to correct any defects or replace items that are beyond repair. This is an appropriate section to describe your runway and taxiway system of identification, and maybe include a runway and taxiway diagram, especially if your identification system varies from the norm or is otherwise complicated.

Rule 139.107 Assessment of Runway Condition and Provision of Runway Condition Report

Refer to AC139-3, which you can translate into procedures and instructions in your ACE.

Rule 139.109 Aerodrome Emergency Plan (AEP)

Aerodrome operators are required to establish and maintain an AEP. There is more guidance on AEPs in AC139-14 *Aerodrome Certification – Aerodrome Emergency Plan* and AC139-18 – *Aerodrome Security.*

Rule 139.111 Rescue and Firefighting – Operational Requirements

This is one of the most critical areas to write in your ACE. Use the **WHO, WHAT, HOW, WHEN,** and **WHY** prompts as you work through key questions such as the following.

- Do you have full control over the operation of the rescue and firefighting unit that provides your service?
- How much latitude does the unit have before it must request your approval?
- Can the vehicles be dispatched off airport, or conduct some other tasks without your permission?
- Are you reliably informed whenever an element of your rescue and firefighting unit becomes inoperative or unavailable for any reason?

You will want to give your rescue and firefighting unit as much flexibility as possible within the scope of their mission. You will also want to build a fast and reliable information system into your ACE procedures so that you know when you are at a decision point concerning air transport operations.

The air traffic service (ATS) unit, if you have one, can be of great assistance to your rescue and firefighting operation. You should discuss the role of the ATS unit in emergency operations and

the particulars of its interface with the rescue firefighting unit and aerodrome management. It might be beneficial to enter into a letter of agreement with the ATS unit to cover their participation in an emergency condition at your aerodrome. If you do this, copy the agreement in your ACE.

Include the limits for your rescue and firefighting unit in your ACE to avoid misunderstandings and ineffective actions during an actual emergency.

The rule allows a temporary reduction in rescue and firefighting during periods which require a lesser or no level of rescue and firefighting. To do this, you must do the following:

- Identify in your ACE who has the authority to implement the reduction, and the procedures to be followed.
- Make sure there is a system in place for the recall of the full required complement of rescue and firefighting personnel and equipment.
- Notify the Aeronautical Information Service (AIS) prior to implementation of the procedure, and detail appropriate responsibilities and authorities in the ACE.

You must set out instructions for all communication systems in your ACE. If your rescue and firefighting unit needs to communicate with other agencies the opportunities for communication errors increase dramatically, especially in an emergency.

Your ACE also needs to address procedures around inoperative recue and firefighting vehicles. In the rule, an inoperative vehicle is unable to perform its usual functions because of mechanical failure (rather than absence). There should be clear instructions for the procedures to be followed, and who is to accomplish them, when a required item of rescue and firefighting equipment becomes inoperative. You, as the aerodrome operator, must have prompt and accurate knowledge of the status of your rescue and firefighting readiness so that you are able to discharge your responsibilities for notification and limitations on air transport aircraft operations.

Rule 139.115 Apron Management Service

The apron is not part of the aerodrome manoeuvring area with established safety-related rules and procedures for the movement of aeroplanes and any essential ground vehicles. However, you should assess the volume of traffic, aeroplanes, and ground vehicles which use the apron to determine if you need to regulate their use by setting up an apron management service. The objective of this would be to prevent collisions between aeroplanes, and between aeroplanes and obstacles or ground vehicles.

If this type of service is needed, you must then determine who is going to be affected and issue appropriate procedures and instructions to your personnel and to the apron users so traffic is managed safely.

Rule 139.117 Aerodrome Inspection Programme

This is very important because it impacts on so many other areas of compliance and enables you to monitor aerodrome conditions to help you comply with other requirements of the rules.

AC139-3 – *Aerodrome Inspection Programme and Condition Reporting* will help you structure a comprehensive programme for the aerodrome.

Note: Daily inspections are not always required as there may be periods of no aeroplane movements at your aerodrome but be wary of a long interval between inspections. The schedule of inspections and accompanying responsibilities should be included in your ACE.

Rule 139.119 Ground Vehicles

Tight control of ground vehicles can forestall many problems on your aerodrome movement areas, and clear, precise procedures in your ACE can help ensure that control.

If your aerodrome has an ATS unit, your ACE should also contain any procedures you have jointly agreed to with them, including radio or other communication requirements.

Note: The operation of any radio equipment in the aeronautical mobile frequency band must be in accordance with applicable requirements of Part 171.

If your aerodrome has no ATS unit, or for those periods when ATS is not in attendance, your ACE should contain the procedures to control ground vehicles on the movement areas through prearranged signs or signals.

Operating in low visibility presents a unique set of safety risks. A set of low visibility procedures (LVP) and associated visual aids should be developed to ensure that there is adequate separation between aircraft taxiing and using the runway for take-off or landing. Where LVP is in effect, persons and vehicles operating on an apron should be restricted to the essential minimum.

If you have written agreements with your tenants concerning vehicle discipline in compliance with this rule, you should add an appendix in your ACE to clarify procedures for the personnel responsible for policing them.

Rule 139.121 Protection of Navigation Aids and ATS Facilities

Your ACE should reflect the assignment of specific personnel to be alert to what may distract from a navigation aid. Depending on the placement of the navigation aids, you may also need to add procedures and assignments in the ACE for security patrols, fence maintenance, and so on.

Rule 139.123 Aerodrome Condition Notification

You must advise aircraft operators, as soon as practical, of any condition on the aerodrome which may affect the safe operations of aircraft at your aerodrome. AC139-03, , particularly the sections on runway condition reports, contains information for you to address this requirement in your ACE.

Rule 139.125 Unsafe Conditions

Avoid noncomplying or unsafe conditions by building processes and checks into your ACE that provide you with the timely and accurate information you need to comply with each rule.

Personnel also need clear instructions to inform you of any circumstances that require your timely action to maintain compliance. If you delegate responsibility, or if tasks fall on someone else in

your absence, a rigorous and detailed ACE that provides the information and guidance needed by your aerodrome personnel to maintain safe aerodrome operations will be invaluable.

Should some element of Part 139 not be met, to the extent that an uncorrected unsafe condition exists on your aerodrome, aircraft activity on that area must be halted. Your ACE should carry this message clearly to all aerodrome personnel. If someone discovers such a condition, they need to be confident that, at the very least, the information will be passed to a specific level of aerodrome authority without delay.

Because of the range of things that could go wrong on a facility like an aerodrome, this is likely to be a large part of your ACE. It is important to work through the exposition and Appendices A to H in detail and add genuine checks and processes that will highlight and correct issues before they become problems.

Rule 139.127 Changes to Certificate Holder's Organisation

Amendments to an ACE need to be forwarded to CAA as soon as practical following an amendment's incorporation into the ACE.

The exceptions to this are changes to:

- the CE
- the listed senior persons
- the system for safety management (SMS), if the change is a material change.

These require prior acceptance by the Director before a certificate holder makes any change.

You may want to consider providing CAA with a draft before detailed or complicated changes are incorporated in the ACE.

When the revision to your ACE has come into effect, pay particular attention to any area of the aerodrome operation which was affected. Changes in working procedure or other requirements are easier to implement if those who must change either had a role in formulating the changes or are at least aware of them and their implications for normal work.

The ACE must be kept current. This can be a huge part of someone's workload or a relatively minor task. The difference is largely in how you prepare for the review and revision process.

Lay the Groundwork

- Add the review and revision process to the list of tasks when you design your ACE.
- Plan the document so that it lends itself to parcelling out self-contained sections for review by persons knowledgeable in that area.
- Identify who is to review various parts of the ACE and when they are to do it.
- Set a schedule and keep it. You may wish to schedule portions of the ACE on a staggered basis so that there is not an enormous workload accumulated at one time.

Establish the Process

- Establish procedures for injecting changes or additions into the ACE in between regularly scheduled reviews.

Oversee how the process develops, so you can initiate a timely amendment to the ACE when needed.

Subpart D Aerodrome and Navigation Installation Security

The National Aviation Security Programme (NASP) Reference Manual sets out policy for the implementation of aviation security in New Zealand. Reference to this will enhance your understanding of the requirements of this Subpart and will assist you to provide a description of the security facilities and procedures required at your aerodrome.

If you need a copy of the NASP, please contact the Security Regulations Unit at Security.Regulation@caa.govt.nz

Training requirements apply to people employed, engaged, or contracted by the certificate holder.

Any training required under rule 139.203(8) and/or 139.205(c) is to be carried out by a security instructor who has been trained, and has demonstrated the required level of knowledge, experience, and competency in the subjects to be taught, to the satisfaction of the CE or senior person responsible for security and training.

Appropriate initial and recurrent training needs to be identified and tailored for the different categories of personnel involved in security. Some aspects of training may be the same through all levels of the organisation, but others will have varying levels of detail for different roles.

A simple but adequate method of developing, planning, and documenting the applicable segments of training is the use of a matrix chart in which:

- each category of personnel whose activities involve security is listed on the vertical axis
- the various training modules required are listed on the horizontal axis
- the training segments for each category can be readily identified and security training programmes developed, and
- the areas each category of personnel need to have knowledge of, and be competent in, are easily identified, making it possible to develop a syllabus of different modules for different areas of security knowledge and competence.

Security awareness training must be conducted in such a way as to put the training required for that category of person in context with the overall security requirements of the aerodrome.

As well as ensuring continued knowledge and competence, recurrent training (at no more than three-yearly intervals) must include instruction on changes to:

- regulatory requirements and standards
- the organisation's procedures and programme, and
- the threat factor affecting the organisation's operations.

The certificate holder must have procedures to assess the results of training, such as presentations or examinations. Procedures must show how the operator ensures each competence in the syllabus is assessed to ensure a person has been trained successfully.

The operator must set minimum required levels of competence for each topic, and each person must be assessed to ensure they meet adequate levels.

An example of a grading system would be:

- Grade 1 denoting awareness of the subject
- Grade 2 denoting a basic knowledge of the subject
- Grade 3 denoting the ability to apply a basic knowledge of the subject in a situation that is likely to arise in the course of the person's duties
- Grade 4 denoting the ability to apply a thorough knowledge of the subject in a situation likely to arise in the course of the person's duties
- Grade 5 denoting the ability to apply a thorough knowledge of the subject and to exercise sound judgement in situations likely to arise during the person's duties.

Training records must be maintained to provide an accurate record for every person who is trained. These should be more than a record of attendance and include information on:

- when a person was trained in each segment of training that is undertaken
- the method of assessment
- results of test or examinations or comprehension exercise
- a complete picture of that person's instruction, and
- a full assessment of that person's competence to understand and perform the security measures in which they have been trained.

Additional requirements - Part 12 Accidents, Incidents, and Statistics

Your ACE must outline your system and procedures in place to meet the requirements of rule 12 with regards to the:

- notification, investigation, and reporting of accidents and incidents
- preservation of aircraft, aircraft contents, and aircraft records following an accident or serious incident
- preservation of records relating to an accident, facility malfunction incident, an airspace incident; or an incident involving incorrect, inadequate, or misleading published information, and
- reporting of aircraft operating and statistical data.

AC12-1 – M*andatory occurrence notification and information* and AC12-2 – *Occurrence Investigation* provide further guidance on how to meet these obligations.