

The following aspects must be included in the letter by the Host Airport:

1. The commitment by the Host Airport Senior Management to engage in the APEX in Safety Programme with the aim to improve the safety standing at the airport concerned
2. The name and address of the airport for which the Safety Review is being requested
3. The name and address of the airport operator
4. The tentative dates requested for the ACI Safety Review Team visit

Please find attached/enclosed a Request Letter template for your reference.

Confidentiality

The results from the Safety Review are **confidential**. ACI and ICAO cooperate to ensure the protection of the data related to the Safety Review. This data is used for the purpose of the Safety Review and for designing mitigating measures which contribute to the improvement of operational safety.

ACI Contact Information

ACI World

Ms. Angela Gittens
Director General
Phone: +1 514 373 1200
Email: agittens@aci.aero

Mr. Danny Boutin
Senior Manager, APEX
Programmes
Phone: +1 514 373 1234
Email: dboutin@aci.aero

ACI Africa

Mr. Ali Tounsi
Secretary General
Phone: +212 660 156 916
Email: atounsi@aci-africa.aero

ACI Asia-Pacific

Ms. Patti Chau
Regional Director
Phone: +852 2180 9449
Email: patti@aci-asiapac.aero

Mr. S. L. Wong
Senior Manager Technical & Industry Affairs
Phone: + 852 2989 8001
Email: sl@aci-asiapac.aero

ACI EUROPE

Mr. Olivier Jankovec
Director General
Phone: +32 2 552 09 72
Email: olivier.jankovec@aci-europe.org

ACI Latin America-Caribbean

Mr. Javier Martinez
Director General
Phone: +507 238 2691
Email: jmartinez@aci-lac.aero

ACI North America

Kevin M. Burke
President & Chief Executive Officer
Phone: (202) 293-8500 x1041
Email: kburke@aci-na.org

Mr. Chris Oswald
Vice President, Safety and Technical Operations
Phone: +1 202 293 8500
Email: coswald@aci-na.org

<Host Airport letterhead>

Reference Number: APEX-SRR2015- <AIRPORT IATA CODE>

<date and place>

Attn.: < name of the ACI Regional Office Head >

Cc: Ms. Angela Gittens, Director General, ACI World
Mr. Danny Boutin, Manager, APEX in Safety

Subject: APEX Safety Review for <name of the Host Airport>

Dear <name of the ACI Regional Office Head>,

The <name of the Host Airport> is committed to implementing a process to enhance the safety standing and to reach a higher degree of conformity with the applicable safety standards. We aim to improve the airport operations, in general, and the level of safety, in particular.

To this end, we would like to invite ACI to conduct an **Airport Excellence (APEX) In Safety Review** at <name of the airport and mailing address>.

We ask ACI to schedule the Safety Review during 2015, taking into account the availability of the expert assessors required to perform this activity. The tentative month proposed for the Review is <specify the month>.

As the Host Airport, we will provide all the necessary safety and other related documentation available and coordinate meetings with the relevant civil aviation authorities and stakeholders operating at the airport, as required. We will also cover all costs related to the organization of the Safety Review and the dispatch of experts for the purpose of the Safety Review, according to the ACI APEX Reference Document (<http://www.aci.aero/About-ACI/Priorities/Safety/APEX-in-Safety>).

All of these areas will be covered during the Safety Review (as applicable at your airport). Please select the top 2 areas you would like us to emphasize.

We ask for the Safety Review to focus **in particular** on:

Runway Safety	
Safety Management Systems (SMS)	
Aerodrome Certification	
Wildlife Hazard Management	
Markings, Signs and Lighting	
Rescue and Firefighting	
Emergency Response	
Airside Driver and Vehicle Management	
Management of Ground Handlers	
Improvement of AIP Documentation	
Low Visibility Procedure	
Obstacle Management	
Winter Operations	
FOD Management	
Movement Area Maintenance	
Movement Area Access	
Aerodrome Works Safety	
Apron Safety Management	
Removal of Disabled Aircraft	
Hazardous Material Handling	
Contractual and Legal Issues	
Other (please specify)	

For the purpose of organizing the Safety Review, the person empowered as the Primary Contact for all communications and coordination of the Safety Review will be **<name of the person and business title>**. The contact details are: phone **<business and mobile number>**, email **<email of the Primary Contact>**.

With best regards,

<name & signature of the airport CEO>