AIRPORTS COUNCIL INTERNATIONAL

APEX IN SAFETY

REFERENCE DOCUMENT

The ACI programme designed for airports to achieve excellence in safety

Version 2.3 | 1 September 2015

Airports Council International is the association of the world's airports. ACI is a non-profit organization, whose prime purpose is to advance the interests of airports and to promote professional excellence in airport management and operations. By fostering cooperation amongst airports, world aviation organizations and business partners, ACI makes a significant contribution to providing the travelling public with an air transport system that is safe, efficient and environmentally responsible.

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Executive Summary

The mission of Airports Council International (ACI) is to promote the collective interest of the world's airports and the communities they serve and to promote professional excellence in airport operations and management. Safety is the top priority.

Recent ACI forecasts indicate that there will be over 12 billion passengers and 136 million aircraft movements per annum by 2031, meaning that aside from other operational measures, the existing world airport capacity would need to double over the next 15 years in order to accommodate this added capacity demand, with the price tag totalling an excess of 1 trillion dollars for capital expenditure projects alone.

The significant growth in the number of passengers, freight volume, and aircraft movements is expected to create additional burdens on a system under constant pressure to maintain safety levels. According to ICAO's Universal Safety Oversight Audit Programme (USOAP) results (with 165 States audited as of August 2010):

- 58% of audited states had not established procedures and 72% had no guidance for airport certification and surveillance;
- 69% of audited states had not established a runway safety program related to runway incursions;
- 65% of audited states had not established a mechanism to rectify safety issues in a timely way;
- 83% of audited states had not implemented airport SMS;
- 59% had not reviewed Aerodrome Manuals periodically.

ACI, pursuing its mission of promoting safer airport operations while contributing to international cooperation between the International Civil Aviation Organization (ICAO), aviation stakeholders and airports worldwide, has developed the **Airport Excellence (APEX) in Safety Programme**.

The programme is based on **ICAO standards**, as well as **ACI best practices**. APEX in Safety combines the mandate for regulatory compliance with the actual day-to-day operational needs of airports to maximize operational efficiency while enhancing the safety standards.

Moreover, APEX in Safety provides several elements tailored to the individual needs of airports and proposes effective solutions which lead to improving the safety standing of the airports who participate in the programme.

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About APEX in Safety

Vision:

- To be the leading enabler of airport safety by increasing the level of compliance with ICAO Standards and Recommended Practices (SARPS) through cooperation with industry stakeholders

Mission:

- To assist airports in their efforts to improve their safety performance; to implement safety management systems; to establish indicators and tools for the reduction of safety incidents, as well as tailor ACI engagement to the airports operating environment, regional aviation safety goals, requirements for airport certification, and establishment of Runway Safety Teams
- To increase the level of compliance with applicable standards and foster the sharing of best safety practices amongst the airport community

Audience and Stakeholders

APEX in Safety is based on **ICAO Annex 14 Standards and Recommended Practices (SARPS)** and **ACI best practices**. It takes the form of a Safety Review, including a self-assessment of: the safety level, gap analysis, recommended solutions and design of an action plan following an on-site visit at an airport which has requested assistance to enhance its level of safety.

Safety Review

A Safety Review is the process of carrying out an on-site safety assessment at an airport based on the results of a self-assessment safety questionnaire, making proposals for an Action Plan, and recommending solutions to optimize the safety standing of the requesting airport.

Host Airport

The Host Airport is the airport that requests the Safety Review.

Host Airport Benefits:

- Ensure an enhanced level of safety by gaining appropriate knowledge of regulatory standards, best operational practices, and training needs/options
- Self-evaluate its safety performance
- Access to a pool of expertise that will enable the Host Airport to mitigate any gaps in safety as required by its specific operating environment

APEX in Safety Benefits
Tailored approach
Measures that can be immediately implemented
Access to global network of safety experts
Practical application
Creation of Action Plan
Effective results within reach
Appropriate solutions based on specific operational environment
ICAO regulatory aspects covered
Access to knowledge data base
Access to documentation
Guidance material provided
Training, workshops, and further assistance available

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Host Airport Documentation

Prior to the Safety Review, the Host Airport fills out and submits a self-evaluation questionnaire to ACI called the **APEX Advance Questionnaire**; the aim of which is to identify key areas where additional time should be spent by the ACI Safety Review Team while conducting the on-site assessment. When submitting the questionnaire, the Host Airport provides an electronic version of the relevant procedures and documentation requested in the **Operational Context Awareness Form**. This is an important step in the evaluation of the operational needs and the selection of the appropriate Safety Partners.

Safety Partner

The **Safety Partner is an airport** that has the required know-how and volunteers to provide the Host Airport with one or more experts for the purpose of performing the Safety Review. The services of the Safety Partner are provided without charge for the entire duration of the Safety Review with the objective of assisting the Host Airport to improve their safety standards.

Safety Partner Benefits:

- Provides the chance to assist airports improve their safety standing
- Opportunity to learn from the Safety Review process
- Increases the level of cooperation and sense of community among airports worldwide

ACI proudly acknowledges our Safety Partners' contribution to fostering safety and international cooperation through a variety of communication channels and at ACI events worldwide.

Stakeholders

APEX in Safety involves a number of stakeholders, including: airlines, air navigation service providers and regulators/oversight authorities. The safety goals of these stakeholders are harmonized to the greatest extent possible during the Safety Review and are given due consideration during the on-site visit at the Host Airport.

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Safety Review – The Mechanism

ACI coordinates and dispatches an **ACI Safety Review Team of experts** to the Host Airport, with the goal of improving safety in specific areas of interest.

Upon request from the Host Airport, APEX in Safety can provide a Safety Review of any safety area.

<u>**Safety Expertise Include:**</u>

- 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
- Contractual and Legal Issues

- 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

A typical Safety Review lasts **one week.** The number of ACI Safety Review Team members depends on the complexity of the assessment requested. The team should normally include an ACI Regional Office Safety Assessor, an ICAO-designated Safety Officer, and one or more Safety Partners, under the supervision of a Team Leader. Other experts may be included in the team if the extent of the Safety Review so demands.

The Safety Partner does not pursue any commercial interests and acts in the sole interest of the Host Airport during the Safety Review.

The ACI Safety Review Team conducts a gap analysis and assessment of the safety standing at the Host Airport, and provides a **preliminary (draft) report** within four (4) weeks from the end of the visit. A **final report** with recommendations is forwarded to the Host Airport Senior Management within eight (8) weeks from the end of the visit, containing the observations made by the ACI Safety Review Team. The Final Report emphasizes the solutions that could be adopted by the Host Airport to enhance the level of safety.
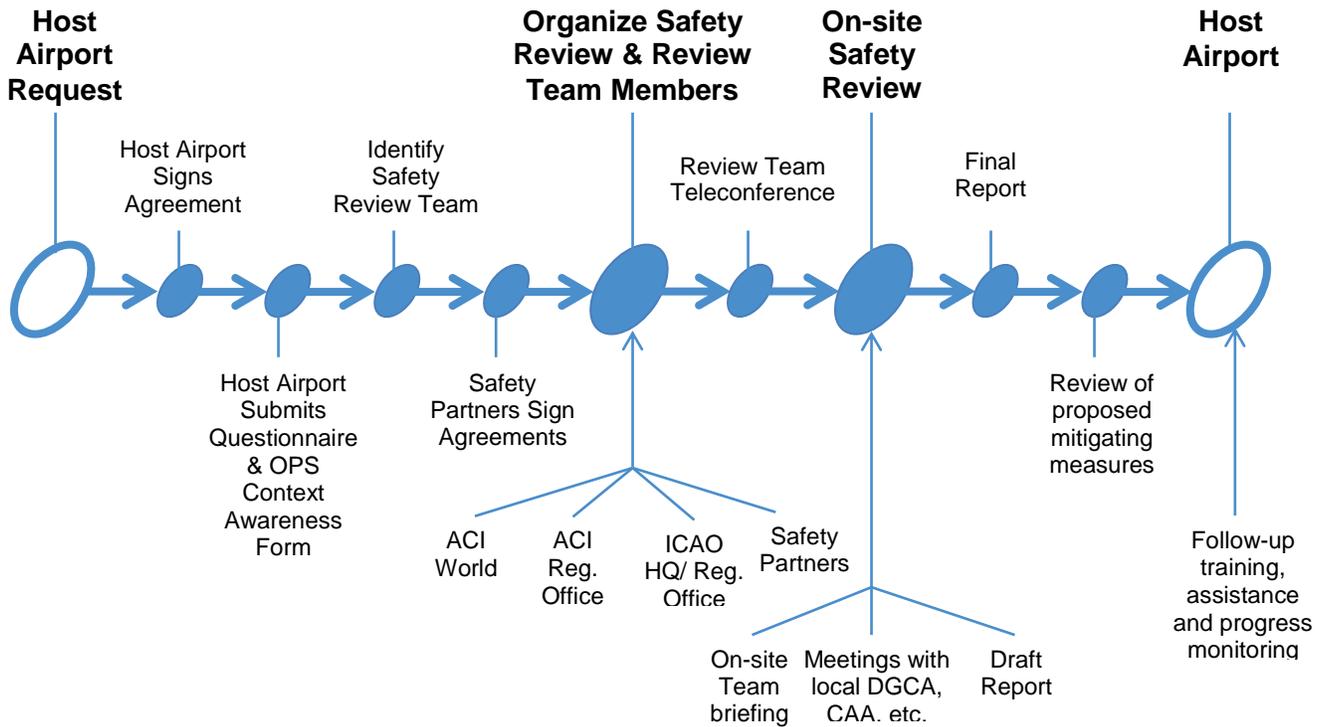
Based on the conclusions from the Final Report, the Host Airport drafts an **action plan** which contains its short, medium, and long-term safety improvement goals, as well as the means and actions that are deemed most appropriate to achieve these results.

The overarching APEX in Safety goal of improving safety is reached when the Host Airport acts upon the proposed mitigating measures.

An ACI support team will guide the Host Airport in the implementation of the most appropriate safety measures.

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Timeline

The estimated time required to complete the entire process, from the time the agreement is signed with the Host Airport until the final report is issued, is on average **16 weeks**.

Under the APEX in Safety Programme, the Host Airport directly benefits from dedicated ACI support staff to achieve the goals set in the Action Plan. Various means of assistance are available, such as access to: **pools of experts, training, workshops, seminars, and working groups at local, regional and international levels**.

The APEX in Safety Programme also benefits ICAO by providing valuable insight regarding the current safety standing and the future capabilities of the visited airports to close the safety gaps identified. The data collected may be used by ICAO as part of the integrated global aviation safety net, with the ultimate goal of improving aviation safety worldwide.

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Cost of the Safety Review

The Host Airport is responsible for covering the **direct costs** for the ACI Safety Review Team for the duration of the Safety Review adhering to ACI World travel policy where flights under 8 hours will be booked in Economy Class

No consultancy fees will be charged by ACI. Also, the project management cost is provided at cost to the Host Airport by ACI World.

The Safety Review is performed on a **non-remunerative basis**. When scheduling and setting up the ACI Safety Review Team, ACI makes every effort to keep **costs to the minimum**.

Evaluation, Tracking and Follow-up

An important part of the APEX in Safety Programme is to ensure that effective assistance is provided to the Host Airport for: the implementation of a Safety Management System, the achievement of regional aviation safety goals and airport certification requirements, the establishment of runway safety teams as well as mitigation of other safety-related deficiencies.

As the Host Airport implements mitigating measures, a periodic evaluation of the airport's safety performance is needed and highly recommended. The Safety Review results should be updated accordingly to reflect the progress made.

How to Request a Safety Review

ACI delivers the APEX in Safety Programme **to every member airport** interested in achieving excellence in safety.

To request a Safety Review, a letter signed by the **Senior Management of the Host Airport** should be sent to the **ACI Regional Office**, with a copy forwarded to **ACI World.**

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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 of the airport for which the Safety Review is requested
3. 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

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<**Host Airport Letterhead**>

<**Host Airport Reference Number: APEXSRR2014- 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, Senior Manager, APEX Programmes

Subject: APEX Safety Review for <**NAME OF THE HOST AIRPORT**>

Dear <**Name of the ACI Regional Office Head**>,

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**>.

We ask ACI to schedule the Safety Review during 2014, 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**>. The contact details are: phone <**Telephone number**>, email <**Email of the Primary Contact**>.

With best regards,

<**Name & signature of the Airport CEO**>