



**CIVIL AVIATION DIRECTIVE – 1405**



# **CERTIFICATION AND SURVEILLANCE OF AERODROME**

**CIVIL AVIATION AUTHORITY OF MALAYSIA**

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## a) Off-site Verification Activities

## b) On-site Verification Activities

*Note. – For detailed process on Aerodrome Inspection/Audit Activities refer to CAGM 1405.*

## 6.3.2 Off-site verification activities

6.3.2.1 Off-site verification refers to the process of reviewing the document and information that are provided by the applicant/aerodrome operator. Off-site verification can be conducted during both Document Evaluation Phase and Demonstration, Audit and Inspection Phase. It provides CAAM inspector with information about both current and impending issues within an aerodrome that may not have been otherwise detected until the next on-site verification. The off-site verification allows CAAM inspector to evaluate the effectiveness of implemented corrective action(s) of the identified finding of non-compliance without an on-site verification activity.

## 6.3.3 On-site verification activities

6.3.3.1 The term “on-site” means that the inspection takes place wherever the subject of the inspection happens to be located. The scope of inspection and audit of aerodrome operations and SMS sometimes extends to all users/stakeholders of aerodrome, including fixed-base operators, ground handling agencies and other organisations that perform activities independently at the aerodrome in relation to flight or aircraft handling.

**6.4 Findings of non-compliance**

6.4.1 An audit/inspection finding is a non-compliance with a particular regulation and/or standard. It is generated in an off-site or on-site verification activity as a result of a lack of compliance with applicable in Civil Aviation (Aerodrome Operations) Regulations 2016 and/or a lack of application of CAAM directives/guidance material or good aviation safety practices. The lack of compliance is expressed in terms of one or more deficiencies.

6.4.2 For all finding of non-compliance identified by the CAAM Inspector, details regarding the non-compliance such as corrective/ preventative actions, will be recorded and communicated via respective tab in the shared CQ.

6.4.3 The aerodrome operator is required to submit a Corrective Action Plans (CAPs) addressing all other audit findings together with the planned implementation date to CAAM for approval within 30 calendar days from the date of receipt of the audit report. Normally, this deadline will not be extended without full justification and CAAM approval.

## 6.5 Corrective Action Plan (CAP)

- 6.5.1 The Corrective Action Plan (CAP) is a written confirmation by the aerodrome operator detailing the measures they intend to take, to address all of the findings of non-compliance. The plan must incorporate actions that will mitigate or remove the deficiency in the short-term and prevent a future re-occurrence.
- 6.5.2 Every Corrective Action Plan (CAP) generated as a result of inspection/audit finding(s) must contain, as a minimum:
- a) immediate corrective action;
  - b) the future corrective action(s); and
  - c) time frame for completion.
- 6.5.3 Where the aerodrome operator fails to submit an acceptable corrective action plan, or to perform the corrective action(s) within the time period accepted or extended by CAAM, the enforcement action, including possible sanctions against an aerodrome operator may be applied.
- 6.5.4 Corrective action(s) can be classified into three categories, based on a period of time for completion of the corrective action(s), as follows:
- a) Level 1 finding – Immediate action required, not exceeding 7 days
    - 1) For Level (1) finding, immediate corrective actions are required. Depending on the nature of finding and risk involved, the CAAM Inspector may restrict some or all of the activities/task before the expiration of the 7 days period. In some cases, work will be completely stopped in order to correct the non-conformity.
  - b) Level 2 finding
    - 1) For Level (2) finding, the default closure timeline is 60 days from the date the finding is raised. The CAAM Inspector based on his judgement, may reduce the target timeline to 30 days for the closure of the finding. Alternatively, he may extend it beyond the default 60 days based on his judgement as per appropriate extension procedure.
  - c) Observations
    - 1) For Observations, which require an action, the default closure timeline is 90 days from the date the recommendation is raised.