



**Civil Aviation
Guidance Material
(CAGM)**

Civil Aviation Guidance Material – 1417

Aerodrome Nominated Post Holder

AERODROME NPH
Civil Aviation Authority of Malaysia

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Introduction

The Civil Aviation Guidance Material 1417 (CAGM 1417) is issued by the Civil Aviation Authority of Malaysia (CAAM) to provide guidance for the approval and acceptance of Nominated Post Holder (NPH) for Aerodrome key positions, pursuant to Civil Aviation Directive 1405 – Certification and Surveillance of Aerodrome (CAD 1405 – Certification and Surveillance of Aerodrome).

Organisations may use these guidelines to demonstrate compliance with the respective provisions of the relevant CAD's issued. Although the appointment of the NPH rests with the aerodrome operator, CAAM is obligated to oversee the required acceptance standards are met. Essentially, NPH will be expected to prove to the Authority that they possess the experience and qualification required for them to be able to fulfil their management role and ensure compliance with the regulations.



(Dato' Captain Norazman bin Mahmud)
Chief Executive Officer
Civil Aviation Authority of Malaysia

Civil Aviation Directive Components and Editorial Practices

This Civil Aviation Guidance Material is made up of the following components and are defined as follows:

Standards: Usually preceded by words such as “*shall*” or “*must*”, are any specification for physical characteristics, configuration, performance, personnel or procedure, where uniform application is necessary for the safety or regularity of air navigation and to which Operators must conform. In the event of impossibility of compliance, notification to the CAAM is compulsory.

Recommended Practices: Usually preceded by the words such as “*should*” or “*may*”, are any specification for physical characteristics, configuration, performance, personnel or procedure, where the uniform application is desirable in the interest of safety, regularity or efficiency of air navigation, and to which Operators will endeavour to conform.

Appendices: Material grouped separately for convenience but forms part of the Standards and Recommended Practices stipulated by the CAAM.

Definitions: Terms used in the Standards and Recommended Practices which are not self-explanatory in that they do not have accepted dictionary meanings. A definition does not have an independent status but is an essential part of each Standard and Recommended Practice in which the term is used, since a change in the meaning of the term would affect the specification.

Tables and Figures: These add to or illustrate a Standard or Recommended Practice and which are referred to therein, form part of the associated Standard or Recommended Practice and have the same status.

Notes: Included in the text, where appropriate, Notes give factual information or references bearing on the Standards or Recommended Practices in question but not constituting part of the Standards or Recommended Practices;

Attachments: Material supplementary to the Standards and Recommended Practices or included as a guide to their application.

The units of measurement used in this document are in accordance with the International System of Units (SI) as specified in CAD 5. Where CAD 5 permits the use of non-SI alternative units, these are shown in parentheses following the basic units. Where two sets of units are quoted it must not be assumed that the pairs of values are equal and interchangeable. It may, however, be inferred that an equivalent level of safety is achieved when either set of units is used exclusively.

Any reference to a portion of this document, which is identified by a number and/or title, includes all subdivisions of that portion.

Throughout this Civil Aviation Directive, the use of the male gender should be understood to include male and female persons.



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1 General

1.1 Aerodrome Operator Responsibilities

1.1.1 Tasks and responsibilities of the aerodrome operator.

- a) The aerodrome operator should arrange for internal audits of the safety management system, including inspections of the aerodrome facilities and equipment;
- b) The aerodrome operator should ensure that the internal audit reports, including the report on the aerodrome facilities, services and equipment, are prepared by suitably qualified personnel;
- c) The aerodrome operator should retain a copy of the report(s) referred to in paragraph (b) above for a period to be agreed with CAAM. CAAM may request a copy of the report(s) for its review and reference;
- d) The report(s) referred to in paragraph (b) above should be prepared and signed by the persons who carried out the audits and inspections;
- e) The aerodrome operator should maintain a procedure for preventive action to ensure that potential causes of problems that have been identified within the system are remedied;
- f) The aerodrome operator should maintain a process to capture staff suggestions for improvement, followed by management review and possible implementation of those suggestions;
- g) The aerodrome operator should maintain an internal quality audit programme to audit the aerodrome certificate holder's organisation for conformity with the procedures in its manual and achievement of the goals set out in it.

1.1.2 Pursuant to the Civil Aviation (Aerodrome Operations) Regulations 2016, the aerodrome operator should ensure that there is adequate number of qualified and skilled personnel to perform the duties relevant for aerodrome maintenance and operation and implement any programmes so as to upgrade competency of the aerodrome operator's personnel.

1.2 Personnel

1.2.1 The aerodrome operator should have a nominated Accountable Manager (AM) acceptable to CAAM, who has corporate authority for ensuring that all operations, safety performance and maintenance activities can be financed and carried out to the standards required by CAAM and any other requirements defined by the aerodrome operator.

- 1.2.2 The Accountable Manager is an essential part of the aerodrome operator's management organisation. The term 'Accountable Manager' is intended to mean the person who by virtue of his position has overall responsibility (including finance) for managing the organisation.
- 1.2.3 Nominated Post Holder (NPH) - A person or group of persons should be nominated by the aerodrome operator and accepted by CAAM, with the responsibility of ensuring that the operator remains in compliance with the applicable requirements. Such person(s) should be ultimately responsible to the Accountable Manager.
- 1.2.4 The aerodrome operator should have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements.
- 1.2.5 The aerodrome operator should maintain appropriate experience, qualification and training records to show compliance with paragraph 1.2.3 of this CAGM.
- 1.2.6 The aerodrome operator should ensure that all personnel are aware of the rules and procedures relevant to the exercise of their duties.
- 1.2.7 It is emphasised that such qualifications and number of personnel are established: firstly, prior to certification of an aerodrome; and secondly, during any change to NPH(s) at an aerodrome which is already certified.

1.3 Applicability

- 1.3.1 This guidance applies to all aerodrome operators certified under Civil Aviation Regulations (Aerodrome Operations) 2016; Regulation 6.

2 Abbreviations

AIP	Aeronautical Information Publication
AM	Accountable Manager
CAAM	Civil Aviation Authority of Malaysia
CAD	Civil Aviation Directive
CAGM	Civil Aviation Guidance Material
CAP	Corrective Action Plan
NPH	Nominated Post Holder
OLS	Obstacle Limitation Surfaces

PIC	Person in Charge
SMS	Safety Management System
SSP	State Safety Programme

3 Aerodrome Operator Key Management Personnel

3.1 Job Description Requirement

- 3.1.1 The aerodrome operator should develop a complete description of the qualifications required for and the duties and responsibilities of the key management personnel.
- 3.1.2 The aerodrome operator should have nominated post holders acceptable to CAAM, who are responsible for the management and supervision of the following areas:
- a) Aerodrome operator's organisation (Accountable Manager);
 - b) Safety and compliance;
 - c) Aerodrome operations;
 - d) Aerodrome maintenance (Technical);
 - e) Aerodrome rescue and firefighting services; and
 - f) Person in Charge (Applicable for Heliport only).

3.2 Nominated Post Holders (NPH)

- 3.2.1 NPH should possess the appropriate experience and competencies, which are listed in paragraphs 3.2.2 and 3.2.3 below. The aerodrome operator may nominate candidates who do not meet the requirements in full, together with justification as being comparable and the ability to perform effectively the functions associated with the post and with the scale of the operation.
- 3.2.2 NPH should possess the fundamental skill set that makes it possible to apply the knowledge in the wide range of operational and management situations, but not limited to:
- a) plan, develop, implement and direct the organisation's/division's operational performance;
 - b) analyse the effects of long-term growth initiatives, planning, new strategies, and regulatory actions;

- c) implement, improve, and enforce policies and procedures that will increase the operational effectiveness of the organisation;
- d) communicate effectively and establish credibility throughout the organisation and with the management as an effective developer of solutions to aviation challenges;
- e) improve the planning and budgeting process continually by human resource division;
- f) provide strategic input and guidelines as subject matter experts on decision-making issues affecting the organisation;
- g) evaluate the division's operational for continual improvements and operating efficiencies;
- h) mentor and interact with staff members at all levels to foster growth and encourage development among the senior officers and all staff members; and
- i) practical experience and expertise in the application of aviation safety standards and safe operating practices.

3.2.3 An aerodrome operator under the certification process and prior to the grant of an aerodrome certificate and on an on-going basis should engage, employ or contract NPH to include the following:

- a) Airport Manager (Accountable Manager) - a person who has the authority within the aerodrome operator's organisation to ensure that all activities undertaken by the organisation can be financed and carried out in accordance with the requirements prescribed by the regulations and Civil Aviation Directives (CADs);
- b) Head of Aerodrome Safety and Compliance - a person who should be the responsible individual and focal point person for the development and maintenance of an effective safety management system and compliance with the regulations;
- c) Head of Aerodrome Operations - a person who is responsible for ensuring that the aerodrome and its operations comply with the requirements of the regulations and CADs. Such nominated person or persons should be ultimately responsible to the Accountable Manager;
- d) Head of Engineering - a person who is responsible for ensuring that the aerodrome's maintenance programmes for safety critical infrastructure comply with the requirements of the regulations and CADs. Among the maintenance responsibilities are the pavements, visual aids and electrical systems. Such nominated person or persons should be ultimately responsible to the Accountable Manager;

- e) Head of Rescue and Firefighting Services – a person who is responsible for ensuring that the aerodrome’s emergency services comply with the requirements of the regulations and CADs. Such nominated person or persons should be ultimately responsible to the Accountable Manager and sufficient and appropriately qualified personnel to manage, operate and maintain the aerodrome rescue and firefighting services and facilities, in accordance with the requirements of CAD 14 Vol I;
- f) Person in Charge (PIC) – is responsible for ensuring the safe and efficient operation of helicopter landings and take offs on heliports include onshore heliports, offshore platforms, vessels, or other facilities equipped with helidecks and shipboard heliports. The responsibilities of the PIC of the heliports include regulatory and safety compliance, emergency response procedure, helideck operations manual, personnel requirement and competency, safety management system and maintenance of helideck including support equipment.

3.2.4 The aerodrome operator should update its Aerodrome Manual including the organisational structure with respect to the accepted NPHs.

3.2.5 The aerodrome operator should implement a programme to maintain the competency of the operations, engineering, aerodrome safety and compliance and rescue and firefighting services personnel including training.

3.3 NPH Responsibilities and Qualifications

3.3.1 The Accountable Manager:

- a) The Accountable Manager is responsible for the followings, but not limited to:
 - 1) Full control of the human resources required for the operations authorised to be conducted under the operations approval certificate;
 - 2) Full control of the financial resources required for the operations authorised to be conducted under the operations approval certificate;
 - 3) Final authority over operations authorised to be conducted under the operations approval certificate;
 - 4) Direct responsibility for the conduct of the organisation’s affairs; and
 - 5) Final responsibility for all safety issues.
- b) The competency criteria for the Accountable Manager are as follows, but not limited to:
 - 1) Knowledge and understanding of the documents that prescribe relevant aerodrome safety standards;
 - 2) Understanding of the requirements for competence of aerodrome management personnel, so as to ensure that competent persons are in place;

- 3) Knowledge and understanding of safety, quality, and security management systems related principles and practices and how these are applied within the organisation;
- 4) Knowledge and understanding of the key issues of risk management within the aerodrome operational aspects;
- 5) CAAM regulatory framework;
- 6) State Safety Programme and Aerodrome SMS;
- 7) Aerodrome Certification Process;
- 8) CAAM Regulatory Oversight Process; and
- 9) CAAM Enforcement Procedure.

3.3.2 Responsible Person for Safety and Compliance:

- a) Responsible Person for Safety and Compliance should be responsible for the followings:
 - 1) Responsible individual and focal point for the development and maintenance of an effective safety management system;
 - 2) Ensure that processes needed for the SMS are established, implemented and maintained;
 - 3) Reportable directly to the Accountable Manager on the performance of the SMS and on any need for improvement;
 - 4) Ensure safety promotion throughout the organisation;
 - 5) The role of the safety manager & compliance should be :
 - i) to facilitate hazard identification, risk analysis, and management;
 - ii) to monitor the implementation and functioning of the safety management system, including the necessary safety actions;
 - iii) to manage the safety reporting system of the aerodrome;
 - iv) to provide periodic reports on safety performance;
 - v) to ensure maintenance of safety management documentation;
 - vi) to ensure that there is safety management training available and that it meets acceptable standards;
 - vii) to provide advice/mitigation measures on safety matters; and
 - viii) to initiate and participate in internal occurrence/accident investigations.
- b) The competency criteria are as follows, but are not limited to:
 - 1) practical experience and expertise in aerodrome operations, maintenance or similar area;
 - 2) knowledge of the Aerodrome Manual;
 - 3) comprehensive knowledge of the applicable requirements in the area of aerodromes;
 - 4) CAAM Regulatory framework;
 - 5) Aerodrome SMS and State Safety Programme (SSP);

- 6) CAAM Aerodrome Certification Process;
- 7) knowledge of CAAM Technical Guidance Material;
- 8) knowledge of CAD 14 Vol I, CAD 15, CAD 19, CAGMs and related ICAO Documents (Aerodromes);
- 9) managing findings and recommendations, preparation and implementation of Corrective Action Plan (CAP) from the certification/continuing surveillance of aerodrome;
- 10) implementation of Aerodrome Emergency Plan;
- 11) implementation of Wildlife Hazard Management;
- 12) Aerodrome Projects Management;
- 13) Aerodrome Engineering;
- 14) CAAM Regulatory Oversight Process; and
- 15) CAAM Enforcement Procedure

3.3.3 Responsible Person for Aerodrome Operations:

- a) Responsible Person for Aerodrome Operations should be responsible for the followings:
 - 1) ensure that aerodrome certification requirements are met and that the aerodrome operates in accordance with certificate conditions and regulatory requirements;
 - 2) accountable for day-to-day aerodrome operations;
 - 3) ensure an understanding by the aerodrome management of the certification requirement and status of the Aerodrome Manual;
 - 4) responsible for the management of the operational services and maintenance of the aerodrome;
 - 5) management and/or coordination of foreign object debris control, wildlife hazard management, vehicle and access control, and spillage management;
 - 6) manage and/or perform serviceability inspections to check runways for foreign object debris, pavement surface condition for defects, marking and its condition and visual aids;
 - 7) analyse auditing findings and inspections to CAAM and initiate actions;
 - 8) use feedback from auditing and inspections to recommend appropriate changes to movement areas;
 - 9) safety management procedures and ensure implementation;
 - 10) monitor airside planning and development for compliance; and
 - 11) develop proactive working relationships with aerodrome users/third parties.
- b) The competency criteria are as follows, but are not limited to:
 - 1) practical experience and expertise in aerodrome operations or maintenance (or similar area) respectively;

- 2) comprehensive knowledge of the applicable requirements in the area of aerodromes;
- 3) appropriate level of knowledge of safety and quality management;
- 4) knowledge of applicable CADs, CAGMs and ICAO guidance materials;
- 5) understanding the physical characteristics of aerodrome movement areas, obstacle limitation surfaces (OLS), aerodrome markings, markers and lighting;
- 6) knowledge of aerodrome conditions such as weather, airside works and the works limits, AIS components and impacts to the OLS;
- 7) CAAM Regulatory Framework;
- 8) Safety Management System/State Safety Programme;
- 9) CAAM Aerodrome Certification Process;
- 10) Aerodrome Projects;
- 11) CAAM Regulatory Oversight Process; and
- 12) CAAM Enforcement Procedure

3.3.4 Responsible Person for Aerodrome Maintenance (Technical):

- a) Responsible Person for Aerodrome Maintenance (Technical) should be responsible for the followings:
 - 1) Ensure that aerodrome certification requirements are met and that the conditions of the aerodrome facilities are accurately reported (Aerodrome Manual/AIP) in accordance with the regulatory requirements;
 - 2) Ensure aerodrome facilities are commensurate with the types and frequency of aircraft in accordance with legislative requirements;
 - 3) Ensure that maintenance policies, procedures and training are compatible with the aerodrome operational requirements;
 - 4) Ensure understanding of regulatory requirements related to electrical systems;
 - 5) Ensure understanding of regulatory requirements related to aeronautical ground lighting and other visual aids such as markings and signage;
 - 6) Ensure understanding of regulatory requirements related to aerodrome pavements;
 - 7) Ensure understanding of role as related to aerodrome reporting systems to include hazard identification, defect identification and reporting of safety critical information to the aerodrome Air Traffic Service Unit;
 - 8) Ensure basic understanding of aerodrome wildlife hazard management;
 - 9) Ensure understanding of requirement for corrective and preventive maintenance programme of the aerodrome facilities, equipment and installations;
 - 10) Ensure understanding of competency standards and evaluation programme for maintenance staff maintaining safety critical assets or working in safety critical areas (including both technical and operational competencies as necessary); and

11) Ensure understanding of Aerodrome Maintenance.

b) The competency criteria are as follows, but are not limited to:

- 1) Qualified in the role with appropriate education, experience and/or certification;
- 2) Practical experience and expertise in aerodrome maintenance;
- 3) Comprehensive knowledge of the applicable requirements in the areas of electrical systems, aeronautical ground lighting and pavements;
- 4) Knowledge of the Aerodrome Manual operational requirements;
- 5) Knowledge of applicable CADs, CAGMs and ICAO guidance materials such as the Aerodrome Design Manual;
- 6) CAAM Regulatory Framework;
- 7) Safety Management System/State Safety Programme;
- 8) CAAM Aerodrome Certification Process;
- 9) Aerodrome Projects;
- 10) CAAM Regulatory Oversight Process;
- 11) CAAM Enforcement Procedure; and
- 12) Process for the reporting and follow-up of accidents, incidents and emergencies on the aerodrome

3.3.5 Responsible Person for Aerodrome Head of Rescue and Firefighting Services:

a) Responsible Person for aerodrome rescue and firefighting services should be responsible for the followings:

- 1) Ensure that aerodrome certification requirements are met and that the aerodrome operates in accordance with the regulatory requirements in the provision of aerodrome rescue and firefighting services;
- 2) Ensure emergency fire and rescue facilities are compatible with sizes, types and frequency of aircraft in accordance with regulatory requirements;
- 3) Ensure that rescue and firefighting policies, procedures and training meet regulatory requirements and are commensurate with aerodrome operations;
- 4) Ensure that procedures for auditing driver training programmes are to established standards;
- 5) Ensure the use of communication protocols and procedures is in accordance with regulations;
- 6) Assess the feasibility of continuing aerodrome operations in an emergency situation;
- 7) Ensure appliances and equipment meet all regulatory requirements; and
- 8) Establish an effective Command & Control System.

b) The competency criteria are as follows, but are not limited to:

- 1) Qualified in the role with appropriate education, experience and/or certification;
- 2) Practical experience and expertise in aerodrome rescue and firefighting services;
- 3) Comprehensive knowledge of the applicable regulatory requirements in the areas of aerodrome rescue and firefighting services and aerodromes;
- 4) Knowledge of CAD, CAGM and ICAO document;
- 5) Knowledge of the Aerodrome Manual;
- 6) CAAM Regulatory Framework;
- 7) Safety Management System/State Safety Programme;
- 8) CAAM Aerodrome Certification Process;
- 9) CAAM Regulatory Oversight Process;
- 10) CAAM Enforcement Procedure; and
- 11) Process and procedure for the reporting and follow-up of accidents, incidents and emergencies on the aerodrome

3.3.6 Responsible PIC of Heliports:

- a) Responsible PIC for Heliports should be responsible for the followings:
 - 1) Ensure compliance with national and international regulations, industry standards, and company policies regarding helicopter operations;
 - 2) Develop, implement, and participate in emergency response plans and drills for helicopter-related incidents;
 - 3) Identify and mitigate potential hazards associated with heliports operations, ensuring a safe working environment;
 - 4) Provide training to personnel involved in heliports operations;
 - 5) Maintain accurate and up-to-date records related to heliports operations, including inspections, drills, and incidents;
 - 6) Develop and oversee the maintenance programs, testing, and certification of heliports equipment, including lighting, firefighting, communication systems and support equipment, to ensure the ongoing reliability and functionality of equipment and systems;
 - 7) Stay abreast of changes in regulations related to heliports operations and ensure ongoing compliance with regulation governing heliports operation;
 - 8) Establish and maintain clear and effective communication relevant authorities and other parties; and
 - 9) Identify opportunities for continuous improvement in operational efficiency, safety, and environmental performance.
- b) The competency criteria are as follows, but are not limited to:
 - 1) Typically, a Heliports PIC should have a background in aviation, with experience in helicopter operations;
 - 2) Possession of relevant certifications;

- 3) Completion of training programs related to heliports operations, safety management, and emergency response;
- 4) Strong communication skills, including the ability to communicate effectively with relevant authorities and other parties;
- 5) Ability to make sound decisions quickly, especially in emergency situations, while prioritising safety;
- 6) Familiarity with emergency response procedures and experience in coordinating responses to heliports emergencies; and
- 7) Leadership qualities and the ability to work effectively as part of a team.

3.4 Obligations of Aerodrome Operator on Competence of Operational Personnel

- 3.4.1 An aerodrome operator is required to ensure that all technical and operational personnel are competent and skilled in their areas of jurisdiction.
- 3.4.2 It is also imperative that the aerodrome operator provides continuous and relevant training to acquaint all personnel with the current operational practices and remain competent in their responsibilities in line with the regulatory requirements.

4 Application for NPH

- 4.1 Aerodrome operators applying for initial application or application for change of post holder should provide the CAAM with the CAAM/ANSA/AONPH/01 form together with the relevant academic qualification, technical qualifications, experience and full details of employment with positions held during the past three (3) years.
- 4.2 Before proposing an NPH to CAAM, the aerodrome operator should ensure that:
 - a) The person is compliant with the minimum requirements addressed in paragraphs 3.2.2 and 3.3 of these guidance materials for the NPH(s);
 - b) Form CAAM/ANSA/AONPH/01 is used and filled according to the checklist in Appendix 1;
 - c) Form CAAM/ANSA/AONPH/01 is signed by the post holder himself attesting that the information is accurate and compliant to the requirements;
 - d) The evidence of training and/or experience as required by the checklist in Appendix 1 are enclosed.
- 4.3 Application form previously accepted by CAAM for a different position or in a different aerodrome operator cannot constitute a demonstration of acceptability for a new position. However, such evidence could be provided as an element to support the new application.
- 4.4 Application form CAAM/ANSA/AONPH/01 is available via the CAAM website (refer to Attachment A).

4.5 All forms duly completed should be submitted in writing or through email to:

Director of Air Navigation Services and Aerodrome Division

Civil Aviation Authority of Malaysia

Level 1, Block Podium B, Lot 4G4

No. 27, Persiaran Perdana, Precinct 4

62618 Putrajaya

Malaysia.

4.6 The application turnaround time starts from the submission of fully completed documents and information. The processes and the results will be notified within 60 days.

5 Acceptance of NPH

5.1 Review of Document Evidences

5.1.1 The CAAM/ANSA/AONPH/01 form is aimed to demonstrate that NPH is a person holding the minimum knowledge, background and experience according to the minimum requirements in paragraphs 3.2.2 and 3.3 of this CAGM, which is relevant to the position he holds.

5.2 Interview

5.2.1 The CAAM/ANSA/AONPH/01 form acceptance process may be complemented by an interview of the proposed post holder(s) by CAAM.

5.2.2 The objective of the interview is to ensure through sample checks that the minimum requirements in paragraphs 3.2.2 and 3.3 of this CAGM are met by the NPH(s), with particular reference to the following areas:

- a) An acceptable working knowledge/understanding of organisation procedures and the national aviation legislatives and regulations; and
- b) An acceptable level of English proficiency.

5.2.3 During the initial acceptance process, a meeting with the NPH(s) should be convened to verify his compliance with the criteria outlined in paragraphs 3.2.2 and 3.3 of this CAGM.

5.2.4 Change of NPH(s).

5.2.4.1 In case of change of post holder(s), the decision to conduct an interview is at the discretion of CAAM. However, the interview is to be considered mandatory

in case of frequent and significant changes of the NPH(s) that may compromise the organisational stability.

5.2.5 The formal interview of the proposed post holder(s) will be determined by CAAM.

5.3 Formal Acceptance of the NPH(s)

5.3.1 Once CAAM is satisfied with the documental evidences and interview, he will recommend acceptance of the NPH(s).

5.3.2 Based upon this recommendation, CAAM will formally notify the Aerodrome Operator by letter of its acceptance and a signed copy of the CAAM/ANSA/AONPH/01 form will be attached.

5.3.3 The evidences associated to the NPH(s) are to be kept by CAAM.



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6 Appendices

6.1 Appendix 1 – Application Form Checklist

No.	Subject	Completion Notes	Note
1	Aerodrome operator	Enter the aerodrome operator name	-
2	Address	Enter the aerodrome operator address	-
3	Position Nominated	Enter the position for which the person indicated in item (4) is proposed	i. List of positions are available in CAGM 1417 para 3.2.3 ii. Fill one form for each different position hold
4	Full name of person nominated	Enter the name of the person proposed to hold the position identified in item (3)	Title means any personal title (e.g. Mr., Mrs., Ms, Dr., etc.)
5	Date of birth	Enter date of birth of the person in item (4)	DD/MM/YYYY format
6	Qualifications relevant to the position	Enter the qualifications hold by the person indicated in item (4) which are relevant to the item (3) position	In order to provide the evidences associated to the declared qualifications: i. Attach the relevant evidence to the application form; or ii. Attach endorsed copy of certificate of trainings
7	Work experience relevant to the item position	List the previous work experiences of the person indicated in item (4) which are relevant to the item (3) position	Use the following format: <i>period from/to- Position covered- company/organisation</i>
8	Date	Enter the date in which the application form is signed by the person indicated in item (4)	-
9	Signature	Enter the signature of the person indicated in item (4)	The Form CAAM/ANSA/AONPH/01 should be signed by the proposed person himself
10	Organisation Stamp	-	-



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7 Attachment

7.1 Attachment A – List of NPH Forms

7.1.1 The list of form below is available for download from the CAAM website <https://www.caam.gov.my/e-services-forms/air-navigation-services-aerodrome/>. Applicants are reminded to always refer to the website for the latest version of each form.

No	Form Name	Form No.
1	Application for Nomination of Post Holders for The Aerodrome	CAAM/ANSA/AONPH/01



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