ҚАЗАҚСТАН РЕСПУБЛИКАСЫ
ИНДУСТРИЯ ЖӘНЕ
ИНФРАҚҰРЫЛЫМДЫҚ ДАМУ
МИНИСТРЛІГІ

АЗАМАТТЫҚ АВИАЦИЯ КОМИТЕТІ

МИНИСТЕРСТВО
ИНДУСТРИИ И
ИНФРАСТРУКТУРНОГО РАЗВИТИЯ
РЕСПУБЛИКИ КАЗАХСТАН

КОМИТЕТ ГРАЖДАНСКОЙ АВИАЦИИ

БҰЙРЫҚ

15 июня 2021 г.

Нұр-Сұлтан қаласы

ПРИКАЗ

№ 32

город Нур-Султан

Об утверждении инструктивных материалов для авиационных инспекторов АО «Авиационная администрация Казахстана»

В соответствии с подпунктом 2-1) пункта 1 статьи 14 Закона Республики Казахстан от 15 июля 2010 года «Об использовании воздушного пространства Республики Казахстан и деятельности авиации», **ПРИКАЗЫВАЮ:**

1. Утвердить прилагаемые:

1) процедуру по организации и проведению сертификации, постоянного надзора за обеспечением безопасности полетов эксплуатантами аэродромов (вертодромов) гражданской авиации и совместного базирования/использования, осуществления контроля за обеспечением безопасности полетов;

2) процедуру анализа и согласования Руководства по аэродрому и Руководства по системе управления безопасностью полетов.

2. Контроль за исполнением настоящего приказа возложить на заместителя председателя Комитета гражданской авиации Министерства индустрии и инфраструктурного развития Республики Казахстан Утепова А.Т.

3. Настоящий приказ вступает в силу со дня его подписания и подлежит ознакомлению.

Председатель **Т. Ластаев**

002395

Name:	**Procedure** **On the organization and conduct of certification, continuous supervision of flight safety by operators of airfields (heliports) of civil aviation and joint basing/use, monitoring of flight safety**		
Reference to the document:	**The Law on the Use of the Airspace of the Republic of Kazakhstan and aviation Activities**	**Issue of number, revision:**	**1, revision 0**
Author:	**Yeroshina S.A.**	**Department:**	**Aerodromes and ground services**
Approved:	**Decree №32**	**Date:15.06.2021**	
Introduced:		**15.06.2021**	
Date of next verification (or date of term ending):		**At least once a year from the date of entry into force**	

Nur-Sultan, 2021

Issue/revision accounting sheet

№, No.	Issue of number/revision	Effective date	Reason	Full name of the person who made the changes	Signature
1	Issue 1	15.06.2021	Chairman's order CAC MIID RK №32 from 15.06.2021	Yeroshina S.A.	

1. Requirements of regulatory legal acts and purpose of the document

This procedure for organizing and conducting inspections within the framework of the certification survey of aerodrome operators (heliports), constant supervision and control over flight safety within the competence of the Department of Aerodromes and Ground Handling (hereinafter referred to as the Procedure) has been developed in accordance with the requirements of the following regulatory legal acts of the Republic of Kazakhstan, standards and recommended practice of ICAO:

The Law of the Republic of Kazakhstan "On the Use of the Airspace of the Republic of Kazakhstan and aviation activities".

1) The rules of certification and issuance of the certificate of airworthiness of the airfield (heliport), approved by the order of the Acting Minister for Investment and Development of the Republic of Kazakhstan dated February 24, 2015;

2) Annex 14 to the Convention on International Civil Aviation, Volume 1 Airfields and Volume 2 Heliports;

3) Annex 19 to the Convention on International Civil Aviation "Safety Management".

4) DOC 9734 Part A Guidelines for the Organization of Safety Control. Part A: Creation of a state system of control over flight safety and management of this system.

5) Doc 9774 of the ICAO "Aerodrome Certification Manual".

6) DOC 9981 ICAO Rules of Air Navigation services "Airfields".

7) Doc 9859 Safety Management Manual.

The procedure serves as an instructional material for aviation inspectors of the Department of Airfields and Ground Services of JSC "Aviation Administration of Kazakhstan" to ensure a unified and effective approach to the implementation of:

- certification inspection of aerodrome operators (heliports),
- supervision of flight safety by operators of certified airfields,
- control over flight safety by operators of non-certified airfields, as well as individuals and legal entities operating in accordance with the sub-paragraphs 6), 8), 9), 10), 12), 13), 14), 15) Articles 10-2 of the Law on the Use of the Airspace of the Republic of Kazakhstan and Aviation Activities (hereinafter - the Law).

2. Terms and abbreviations

The following terms are used in this procedure:

Aviation inspector - is an employer of an authorized organization in the field of civil aviation, authorized to carry out certification, control and supervision in the field of civil and experimental aviation.

Verification - confirmation by means of verification of evidence that a product, process or service meets the established requirements.

The conclusions of the audit are the results of the assessment of the collected evidence of the audit for compliance with the criteria of the audit. The conclusions of the inspection state compliance or non-compliance.

The conclusion of the audit - is the result of the audit, formed after considering the audit objectives and all audit conclusions.

An inspection order is an act of an individual nature issued by an aviation inspector of an authorized organization in the field of civil aviation based on the results of control and supervision to individuals or legal entities to eliminate the identified violations.

Instructional material - is a document including a description of processes and procedures intended for aviation inspectors of an authorized organization in the field of civil aviation, for the purpose of uniform application of the legislation of the Republic of Kazakhstan on the use of the airspace of the Republic of Kazakhstan and aviation activities, standards and recommended practices of the International Civil Aviation Organization (ICAO) during certification, control and supervision, and also, attribution of nonconformities to certification requirements to various categories.

Criteria of Verification (audit) - a set of policies, procedures or requirements used as a benchmark against which objective evidence is compared (ISO 9000:2015).

Nonconformity - non-compliance with the requirement (ISO 9000:2015).

Scope of verification (audit) scope and boundaries of verification (audit). The scope of the audit, as a rule, includes an indication of the physical location, divisions of the organization, activities and processes (ISO 9000:2015).

Verification (audit) is a systematic, independent and documented process for obtaining objective evidence and its objective assessment in order to determine the degree of compliance with the criteria (ISO 9000:2015).

Verification (audit) certificate - records, statement of facts or other information that is significant from the point of view of the criteries of verification (audit) and can be verified.

Certificate of airworthiness of an aerodrome (heliport) is a document issued by an authorized organization in the field of civil aviation certifying that the aerodrome (heliport) and its services comply with all standards for their operation (hereinafter referred to as the certificate).

Certification inspection - an inspection of the airfield, its structural units, equipment, operational procedures, technological processes for the maintenance and operation of the airfield, documentation of the organizational structure, as well as the competence of the applicant's specialists for compliance with certification requirements carried out by an authorized organization.

Accordance - requirement implementation (ISO 9000:2015).

The Flight Safety Management System (hereinafter - SMS) is a systematic approach to flight safety management, including the necessary organizational structure, hierarchy of responsibility, guidelines and procedures (ISO 9000:2015).

A requirement - is a need or expectation that is established, usually assumed, or is mandatory.

Note 1 to the definition: "Usually assumed" means that it is a specific or generally accepted practice for the organization and stakeholders when the needs or expectations under consideration are assumed.

Note 2 to the definition: An established requirement - is a requirement that is defined, for example, in documented information.

Aerodrome (heliport) operator is an individual or legal entity of the Republic of Kazakhstan, as well as a foreign state in accordance with international treaties ratified by the Republic of Kazakhstan, which uses an aerodrome (heliport) on the right of ownership or other legal grounds.

The following abbreviations that are used in this procedure

AAK – JSC "Aviation Administration of Kazakhstan";
AS – airfield service;
AC- aircraft;
CAP – Corrective action plan;

RK – Republic of Kazakhstan;
SMS - flight safety management system;
AIS – Aeronautical Information Service;
ICAO - International Civil Aviation Organization;
AIP – Aeronautical Information Publication (collection of aeronautical information);
NOTAM - notice to airmen (notification to flight personnel);
OLS – Obstacle Limitation Surfaces;
RFF – Rescue and fire fighting (search and rescue and fire fighting service);
SARPS – Standards and Recommended Practice.

3. General provisions

3.1 Certifications

3.1.1 According to paragraph 2 of Article 66 of the Law, a classified airfield (heliport) is allowed to operate after the operator of the airfield (heliport) receives a certificate of its suitability and notifies the authorized organization in the field of civil aviation about the opening of the airfield (heliport).

According to paragraph 2 of the Rules of Certification and issuance of the certificate of airworthiness of the airfield (heliport), aerodromes (heliports) used for commercial activities of civil aviation are subject to certification.

According to paragraph 3 of Article 16 of the Law, the certification of airfields (heliports) is carried out by an authorized organization in the field of civil aviation.

JSC "Aviation Administration of Kazakhstan" (hereinafter - AAK) by Decree of the Government of the Republic of Kazakhstan dated 25.07.2019 No. 530 is defined as an authorized organization in the field of civil aviation.

3.1.2 Certification of airfields (heliports) is carried out by the Department of Airfields and Ground Services of the AAK in accordance with the Regulations on the department and job descriptions of aviation inspectors of the department. Aviation inspectors of the Aviation Safety Department and the Transportation Department take part in the certification, as far as they are concerned, who separately develop instructional material.

3.1.3 The fact of issuing a certificate to an aerodrome (heliport) is evidence for aircraft operators and other organizations using the aerodrome that, at the time of certification, the aerodrome meets the requirements for the aerodrome complex and its operation and, in the opinion of the certifying authority, it provides opportunities to comply with these requirements during the validity period of the certificate.

3.1.4 The scope of certification covers the assessment of compliance with all relevant technical requirements provided for by the regulatory framework applicable to a particular airfield.

1. The relevant technical requirements follow from the Standards and Recommended Practices (SARPS) of Volume I (Airfields), II (Heliports) of Annex 14 and include other additional requirements. These technical requirements are set out in the following regulatory acts of the Republic of Kazakhstan, which form the certification requirements:

2. Standards of serviceability of airfields (heliports) of civil aviation (based on the requirements of Annex 14, Volume 1, 2 of ICAO, ICAO DOC 9157);

3. Rules of airfield support in civil aviation (based on the requirements of Annex 14 Volume 1, 2, ICAO DOC 9137 Part 2, 6, 9, ICAO PANS 9981);

4. Rules of electric lighting support of civil aviation flights of the Republic of Kazakhstan (based on the requirements of Annex 14 Volume 1, 2, ICAO DOC 9137 Part 4.5, ICAO PANS 9981);

5. Rules of ornithological support of civil aircraft flights in the Republic of Kazakhstan (based on the requirements of Annex 14 Volume 1, ICAO DOC 9137 Part 3, ICAO PANS 9981);

6. Rules of emergency and rescue support of flights at airports of the Republic of Kazakhstan (based on the requirements of Annex 14 Volume 1, 2, ICAO DOC 9137 Part 1, 7, ICAO PANS 9981);

7. Rules for the organization of special transport at airports of the Republic of Kazakhstan (based on the requirements of Annex 14 Volume 1, ICAO DOC 9476, ICAO PANS 9981, ICAO DOC 10121);

8. Rules for the provision of aviation fuels and lubricants for civil aircraft (based on the requirements of ICAO DOC 10121);

9. Rules for providing Aeronautical information in Civil Aviation (based on the requirements of Annex 15, ICAO DOC 10066);

10. Civil Aviation Safety Program, standard instructions for airport safety management (based on the requirements of Annex 19, ICAO DOC 9859).

11. Methodology for assessing compliance with the standards of airdromes (heliports) for the operation of civil aircraft.

Accordingly, the scope of certification includes the following aspects:

a) compliance of the infrastructure of the aerodrome (heliport) with the applicable regulations concerning the flights for which the aerodrome is intended;

(b) Operating rules, including their daily use, as appropriate, defining the following:

1) aerodrome data and their presentation;

2) access to the work area;

3) an action plan in case of an emergency situation at the airfield;

4) the activities of the Search and Rescue and Fire Service (RFF);

5) inspection of the working area;

6) maintenance service of the working area;

7) protection from snow and icing and other dangerous meteorological conditions;

8) visual aids and electrical systems of the airfield;

9) ensuring flight safety during work at the airfield;
10) organization of activities on the platform;
11) safety management of activities on the platform;
12) use of vehicles in the working area;
13) prevention of the danger of collision with birds and wild animals;
14) obstacles;
15) removal of an aircraft that has lost the ability to move;
16) flights in conditions of limited visibility;
17) compliance of the flight safety management system (SMS) with applicable regulations.

3.1.5 All information related to the above-mentioned certification area and determining the location of the airfield (heliport), its facilities, services, equipment, operational procedures, organizational and management structure, including SMS, should be contained in the Manual for each certified airfield (heliport).

3.1.6 If the operator of the aerodrome (heliport) is not responsible for some issues covered by the above-mentioned certification area, the aerodrome manual for each such issue should clearly specify the rules and procedure for coordinating the actions of the responsible parties.

3.2 Continuous supervision of flight safety by aerodrome (heliport) operators

3.2.1 After the completion of the process of analysis and verification of compliance of the aerodrome (heliport) with applicable certification requirements, according to the results of which the aerodrome operator is issued a certificate, AAC is constantly monitored to confirm compliance with the certification conditions and subsequent additional requirements by aerodrome (heliport) operators, including the implementation of a corrective action plan.

3.2.2 The Aerodromes and Ground Handling Department of the AAC carries out constant supervision of flight safety by aerodrome (heliport) operators in accordance with the Regulations on the Department.

3.2.3 The scope of permanent supervision corresponds to the scope of certification given in paragraph 2.1.

At the same time, when planning measures of permanent supervision, the effectiveness of flight safety at the airfield (heliport) and risk exposure are taken into account.

3.2.4 A well–established and functioning aviation safety management system (hereinafter referred to as SMS) of the aerodrome should provide a guarantee that the aerodrome operator takes appropriate actions related to ensuring flight safety at the aerodrome.

3.2.5 When an aerodrome has a well-established and fully functioning SMS, the constant supervision of the aerodrome does not necessarily have to be as exhaustive as in the case of an aerodrome where the SMS is still being developed and implemented.

Surveillance measures in this case should be aimed at the SMS itself in order to confirm that it is functioning smoothly and properly.

3.2.6 At the same time, it is necessary to conduct random checks of the aerodrome's compliance with certification requirements and specifications in order to confirm that the SMS detects all deviations when they occur and responds appropriately to them. It also gives an idea of the level of perfection of the SMS.

3.2.7 When carrying out permanent supervision, the cycle of periodic inspections of aerodrome operators should be at least once a year, which includes:

a) at least one SMS check;

b) spot checks of specific issues.

3.2.8 If the SMS of the aerodrome operator is not fully implemented, the SMS supervision measures are carried out in order to confirm that its development is carried out properly and at a normal pace. In this case, appropriate SMS checks should be carried out until it is recognized as sufficiently debugged.

3.2.9 Since the development of SMS can be carried out in stages, therefore, verification can only be carried out of elements implemented at a specific stage.

3.2.10 Thus, the AAC annually adopts a program to ensure continuous supervision, which includes a plan for supervision of each certified airfield (heliport), which is developed taking into account the assessment of the degree of risks of aerodrome operators (heliports) in the field of aerodrome certification described in paragraph 2.1, including taking into account the financial and economic situation the aerodrome operator, and is brought to the aerodrome operators (heliports) by publishing the program on the AAC corporate website.

3.2.11 Supervision of the activities of civil aviation aerodrome (heliport) operators is carried out in the form of inspections, the procedure for which is described in this procedure, as well as in other forms of control and supervision, including monitoring and analysis of the activities of the aerodrome (heliport) operator to ensure flight safety.

3.2.12 Monitoring and analysis of flight safety activities, as well as in order to implement recommendations based on the results of the investigation of aviation accidents and incidents, are carried out on the basis of information, documents and materials provided by aerodrome operators (heliports), individuals and legal entities, government agencies.

3.2.13 Inspections of aerodromes (heliports) operators are divided into selective (planned) and unplanned.

3.2.14 A random inspection is appointed on the basis of a permanent supervision program in accordance with the risk assessment system and taking into account the established time intervals in relation to previous inspections.

3.2.15 Random (planned) inspections of the aerodrome (heliport) are designed to assist the Department of Aerodromes and Ground Services of the AAC and the operator

of the aerodrome (heliport) in planning the involvement of technical and human resources, as well as in ensuring a uniform appropriate level of supervision.

3.2.16 Unscheduled inspections are carried out when it is deemed necessary and are carried out according to the same methodology as random (planned) inspections and can be carried out using similar checklists or be aimed at some specific issue of concern, including, for example:

- cases when the elimination of deficiencies identified at the airfield (heliport) is not provided within the time limits established by the corrective action plan and agreed by the AAC;

- if the flight safety analyses, the events that have occurred, reveal significant problems, violations of flight safety;

- verification of the execution of the inspection order, corrective action plan;

- the appeal of individuals and legal entities about the violation by the aerodrome operator of flight safety requirements;

- implementation of changes, analysis of the safety of work at the airfield;

- if it is necessary to solve other issues of safe operation of the airfield, based on the organization of the airfield's activities, for example, such as obstacle control or control of ground handling activities provided, including by third-party organizations.

3.2.17 Inspections are carried out in accordance with the principle of necessity and sufficiency.

3.2.18 The duration of the inspection should not exceed five working days, unless there are objective reasons for increasing the duration of the inspection.

3.2.19 Based on the results of inspections and other forms of control and supervision, aviation inspectors draw up final documents (acts, inspection orders, etc.) and measures of influence necessary to ensure flight safety can be taken.

3.3 Control over flight safety

3.3.1 According to paragraph 1 of Article 16, the AAK monitors the safety of flights by individuals and (or) legal entities whose activities are not subject to certification by an authorized organization in the field of civil aviation, but relate to the activities provided for in Article 10-2 of the Law.

3.3.2 The competence of the Aerodromes and Ground Handling Department of the AAC includes control over the safety of flights by individuals and (or) legal entities (excluding certified airfields and heliports) that carry out the following activities in the field of civil and experimental aviation:

1) aerodrome support of flights;

2) electric lighting support of flights;
3) ornithological support of flights;
4) training and retraining of aviation personnel (in terms of airfield activities);
5) emergency and rescue support of flights;
6) provision of civil aircraft, facilities and airport services with fuel and lubricants and special liquids;
7) provision of civil aircraft operators and other consumers with special vehicles and equipment;
8) activities provided for in paragraph 1 of Article 90 of the Law, which may pose a threat to flight safety;

3.3.3 Control is carried out through random and unscheduled inspections of individuals and (or) legal entities, the procedure for which is described in this procedure, monitoring and analysis of their activities for compliance with flight safety requirements, as well as reviews of the state of aviation security and tests of the aviation security system.

3.3.4 Random inspections are carried out in accordance with the schedule of inspections approved by the Director General of the AAK.

3.3.5 The grounds for an unscheduled inspection of individuals and (or) legal entities in the exercise of control are:

1) control over the execution of inspection orders on the elimination of detected violations of the requirements of the legislation of the Republic of Kazakhstan on the use of the airspace of the Republic of Kazakhstan and aviation activities as a result of inspection and other forms of control;
2) receiving information and appeals from individuals and legal entities, state bodies, deputies of the Parliament of the Republic of Kazakhstan and local representative bodies about causing or threatening harm to life, human health, the environment and the legitimate interests of individuals and legal entities, the state;
3) initiative appeal of the audited individual or legal entity to conduct an audit of its activities;
4) change of the surname, first name, patronymic (if it is indicated in the identity document) of the checked individual or name, as well as reorganization of the checked legal entity, if a random check was planned for them;
5) repeated verification related to the request of the inspected individual or legal entity to disagree with the initial verification.

Inspections in the implementation of flight safety control are carried out according to the same methodology as inspections under the permanent supervision program (paragraph 2.2) and can be carried out using similar checklists or be aimed at some specific issue of concern.

3.4 Duties and responsibilities of aviation inspectors of the Aerodromes and Ground Handling Department

3.4.1 Certification inspections, inspections of airfields (heliports), control over the safety of flights by individuals or legal entities in accordance with clause 3.3 are carried out by the aviation inspector of the Department of Airfields and Ground Services of the AAK using this procedure.

3.4.2 When exercising state control and supervision, interference in the activities of the aviation inspector of individuals and (or) legal entities, state bodies is not allowed, except in cases established by the laws of the Republic of Kazakhstan.

3.4.3 Aviation inspectors in the performance of their duties have the right:

1) unhindered access to all controlled zones of airports (heliports) of the Republic of Kazakhstan, to aircraft and facilities of civil aviation organizations, including hangars, fuel storage facilities, office premises of aerodrome operators (heliports) and aviation training centers for the performance of official duties;

2) request from operators, aerodrome operators and civil aviation organizations information, documents, including information on the qualifications of aviation personnel, as well as require explanations and materials necessary to perform their functions, with the establishment of deadlines for their provision;

3) issue inspection orders on flight safety issues to officials of operators, operators of airfields (heliports), civil aviation organizations, legal entities and individuals who have violated the requirements of the legislation of the Republic of Kazakhstan in the use of the airspace of the Republic of Kazakhstan and aviation activities with the establishment of deadlines for their implementation.

3.4.4 Aviation inspectors, when exercising control and supervision over compliance with legislation in the field of civil aviation, are obliged to:

1) comply with the legislation of the Republic of Kazakhstan;

2) carry out inspections in accordance with the procedure established by Law and this procedure;

3) not to interfere with the established mode of operation of the civil aviation organization during the inspection period;

4) timely and fully execute the powers granted in accordance with the laws of the Republic of Kazakhstan for the prevention, detection and suppression of violations of the requirements established by the legislation of the Republic of Kazakhstan in the field of airfields (heliports) and ground handling;

5) check the availability of certificates, evidences, permits and other necessary documents, as well as the compliance of airfields (heliports) with the requirements and standards of the International Civil Aviation Organization (ICAO) established by the legislation of the Republic of Kazakhstan, in accordance with the checklist;

6) provide the audited individuals and legal entities with the relevant results of supervision over their security activities;

7) be based on the results of previous supervision, including unscheduled inspections, and priorities in the field of flight safety;

8) provide the authorized organization in the field of civil aviation with information on the absence or presence of violations for taking measures in accordance with article 16-3 of the Law.

3.4.5 Aviation inspectors must follow the following code of ethics:

- perform their duties, ensuring maximum reliability and impartiality regarding the audited civil aviation organization, individual and legal entity;

- before the start of the certification examination, the inspection, inform the director of the department about any relations with the audited civil aviation organization, individuals and legal entities that may affect the objectivity of the inspection and contradict the principle of independence;

- do not accept any gifts, rewards from audited organizations, individuals or other interested people;

-not disclose the results of inspections, identified inconsistencies or any other information obtained during certification surveys, inspections to any third party, provided that this has not been previously approved by the relevant head of the AAK in writing.

4. Certification process

4.1 General provisions

4.1.1 The procedure for certification of the airdrome (heliport) is described in the Rules for Certification and Issuance of the Certificate of Airdrome (heliport) and provides for the following procedures:

1) through the portal, the applicant submits an application to an authorized organization with documents confirming compliance with certification requirements;
2) preliminary assessment and decision-making on the application for certification of the airdrome (heliport) by an authorized organization;

3) carrying out by the commission of the authorized organization of the certification examination with departure to the airfield;

4) after the decision is made, the issuance (refusal to issue) of the certificate is carried out by an authorized organization through the portal.

4.1.2 When opening an aerodrome (heliport) and before initial certification, the operator of the aerodrome (heliport), in accordance with Article 67 of the Law, sends to

the authorized organization in the field of civil aviation an application in any form signed by the authorized head of the operator, with the appendix:

1) copies of the title document on the right (permanent or temporary paid land use) to the land plot or other object on which the airfield (heliport) is located;

2) copies of documents confirming the ownership or possession of the airfield (heliport) (purchase and sale agreement, acceptance certificate, transfer order to the balance sheet, ownership, property lease, trust management, etc.);

3) information on technical characteristics, geographical coordinates and location (locality item) of the airfield (heliport).

The documents of sub-paragraphs 1)-3) determine the status of the organization as an aerodrome operator.

4.1.3 The application for certification may be submitted only by the operator of the aerodrome (heliport).

4.1.4 After the aerodrome (heliport) operator submits an application for initial certification by the Aerodromes and Ground Services Department of the AAC, the compliance of this aerodrome (heliport) with the applicable certification requirements is assessed.

4.1.5 Compliance of the aerodrome (heliport) with the certification requirements is assessed based on the results of:

a) analysis of the aerodrome (heliport) manual and supporting documentation, as well as the acceptability of its relevant parts related to flight safety;

b) technical inspections of the infrastructure of the airfield (heliport) and its equipment in relation to the requirements related to the planned operations;

c) on-site verification of the procedures used by the aerodrome (heliport) operator, its organizational structure and its SMS described in the aerodrome (heliport) manual.

4.1.6 Technical checks and verification are carried out during the certification survey.

4.1.7 The block diagram of the certification process is given in Appendix 1 to this instruction.

4.2 Preliminary assessment and decision-making on the application for certification of the airdrome (heliport), preparation for certification

4.2.1 In accordance with paragraph 12 of the Rules for Certification and Issuance of the certificate of airworthiness of the aerodrome (heliport), during the preliminary assessment of the application, the availability of documents confirming the legal status of the applicant (the status of the aerodrome operator), the availability of documents specified in the Rules, including the aerodrome manual, are established.

4.2.2 The Director of the Aerodromes and Ground Handling Department, having received notification of the application for certification in the electronic e-license system, within two working days appoints an aviation inspector responsible for reviewing the application and preparing for the certification examination, assigning him a task in the electronic e-license system.

4.2.3 The responsible aviation inspector checks the application and attached documents in the electronic e-license system within up to two working days.

The following documents are attached to the application

1) electronic copies of the contracts of interaction between the operator and the provider of air navigation services and aviation security (when purchasing services);

2) electronic copies of the current acts of flight inspections of the flight signal support system (for airfields equipped with MTR);

3) electronic copies of the aerodrome (heliport) manual, a plan for the operational conduct of rescue operations and extinguishing fires in the area of the aerodrome (heliport);

4) electronic copies of documents confirming the training and maintenance of the professional level of aviation and engineering personnel (AS, SPASOP, ESTOP).

When checking the contracts of interaction of the aerodrome operator (heliport) with the air navigation service provider, the inspector checks the list of data and information on the aerodrome that should be provided to the AIS for publication in AIP, NOTAM, data quality requirements, description of methods of obtaining, terms of provision.

In cases of submission of an incomplete package of documents and (or) expired documents, the responsible aviation inspector prepares a reasoned refusal to further consider the application, the responsible head of the AAK signs the refusal in the electronic e-license system within up to 5 working days.

In the absence of comments on the application and the submitted documents, the responsible aviation inspector sends a decision on the application for certification of the airdrome (heliport) in the electronic e-license system and notifies the director of the Department of Airfields and Ground Services.

4.2.4 The Director of the Aerodromes and Ground Handling Department within up to two working days determines the aviation inspectors of the Aerodromes and Ground Handling Department who will participate in the certification survey, and also requests the directors of the Aviation Security Department and the Transportation Department to submit candidates for aviation inspectors who will be included in the certification inspection commission.

The members of the commission are appointed in such a way that their qualifications ensure the verification of all areas of the certification examination.

4.2.5 The responsible inspector prepares a draft order on the appointment of the commission and the conduct of the certification survey, coordinates it with the Director of the Department of Airfields and Ground Services and is signed by the authorized head of the AAK (a sample of the order is given in Annex 2) before the start of the certification survey.

4.2.6 During the preliminary assessment by the members of the certification commission, the aerodrome (heliport) manual is considered.

Since compliance with all the rules of the aerodrome (heliport) operator concerning flight safety is assessed in the field verification process, the adoption of the manual at this stage is to verify that all the information that should be contained in the aerodrome (heliport) manual is given in it.

The information that the Aerodrome (Heliport) Manual should contain is specified in the Procedure for Analyzing and Approving the Aerodrome (Heliport) Manual and the Safety Management System Manual.

4.2.7 During the preliminary assessment, the responsible aviation inspector must make sure that the aerodrome (heliport) manual provided by the aerodrome operator contains all the necessary information (all sections and data about the aerodrome (heliport).

4.2.8 The members of the commission should consider in the aerodrome (heliport) manual all procedures within the framework of aerodrome (heliport) certification, which will be evaluated during the certification survey.

4.2.9 All aviation inspectors of the Aerodromes and Ground Handling Department, who are members of the commission, must prepare checklists of their field of inspection prior to the certification examination. Standardized checklists are given in Appendix 3. The use of checklists ensures uniformity of checks.

4.2.10 Aviation inspectors supplement the standard checklists, taking into account changes in legislation, by checking the measures taken by the aerodrome

operator for incidents that occurred at the aerodrome (heliport), developed as a result of investigations and analyses, checking the measures and their effectiveness of the equivalent levels operating at the operator, eliminating previously identified inconsistencies.

4.2.11 Thus, each aviation inspector of the aerodromes and Ground Handling Department, before leaving for the certification examination to prepare checklists, checks the list of previously identified inconsistencies and reports on their elimination, the register of risks to the safety of this aerodrome, the list of equivalent safety levels adopted at the aerodrome for the certified aerodrome.

4.3 Certified examination

4.3.1 The certification examination is carried out by the commission appointed by the order within up to 10 working days. The period required for the certification examination is determined based on the size of the airfield (heliport), the type and number of operations at the airfield (heliport), the maturity of the safety management system, the number and magnitude of the risk of flight safety problems identified during the previous certification examination and/or inspections within the framework of ongoing safety supervision, dynamics and the effectiveness of their elimination, as well as from the number of aviation inspectors participating in the survey.

4.3.2 On the first day of the certification examination at the aerodrome (heliport), the chairman of the commission at the introductory meeting with the management staff of the aerodrome (heliport) operator introduces the members of the commission, explains the goals, objectives, plan of the certification examination, provides a copy of the order appointing the commission and conducting the certification examination to the first head or an official authorized by him for familiarization, discusses organizational issues to ensure an effective certification examination (support, a vehicle for performing the survey, an office for studying and processing documentation with the necessary office equipment, Internet access).

4.3.3 The certification survey consists of technical inspections of the infrastructure of the airfield (heliport), its equipment and verification of operational procedures for compliance with the aerodrome (heliport) manual.

4.3.4 Technical inspections of the airfield (heliport) include:

- inspection of infrastructure, obstacle limitation surfaces (OLS), visual and non-visual means, as well as special equipment and equipment intended for the maintenance of the airfield (heliport) and aircraft maintenance,

- inspection of fire trucks and other emergency rescue equipment;

- inspection of technical means and equipment intended for the control of birds and animals.

4.3.5 If technical inspections were previously carried out and depending on the changes that occurred at the airfield (heliport) after the last inspection, instead of a full technical inspection, a control check can be carried out, which should include:

a) an assessment that the prevailing conditions at the airfield (heliport), which underlie the conclusions of previous technical inspections, according to-still have force;

(b) Consideration of any new regulations;

c) analysis of the implementation of the previously adopted plan of measures to eliminate deficiencies.

4.3.6 Technical inspections are carried out by visual inspection of objects, equipment, measurements of geometric dimensions, examination of evidentiary documentation compiled, for example, based on the results of topographic surveys, verification of certificates, test certificates, measurements, interviewing airport employees.

When conducting technical inspections, the aviation inspector relies on the instructional material given in the Methodology for Assessing Compliance with the standards of suitability of airfields (heliports) for the Operation of civil aircraft.

4.3.7 The scope of issues for verification covers all aspects provided for by the aerodrome (heliport) manual.

Verification confirms that operational operations are effectively carried out in accordance with applicable rules and regulations, as described in the manual.

Verification is carried out by direct observation by an aviation inspector of the performance of operational operations by specialists of the aerodrome operator, by examining the certificates of performance of operational operations, by interviewing specialists of the aerodrome operator (heliport).

4.3.8 On-site verification carried out at the initial certification stage usually includes an assessment of the SMS at the airfield, however, depending on the status of SMS implementation, a special SMS verification may be carried out separately.

4.3.9 Since the SMS of the aerodrome operator (heliport) may not be fully involved during its development and implementation, its effectiveness will be evaluated in the process of constant supervision.

4.3.10 SMS-related requirements also apply to subcontractors of the aerodrome operator (heliport) in relation to issues within the scope of certification.

4.3.11 The functioning of the SMS of aerodrome operators is carried out in accordance with the State Flight Safety Program, which is being developed in accordance with the standards and recommended practices of ICAO and Article 13 of the Law of the Republic of Kazakhstan dated July 15, 2010 "On the Use of the Airspace of the Republic of Kazakhstan and aviation activities".

4.3.12 An effective SMS should be based on approaches to flight safety management.

4.3.13 The SMS should include four components:

-safety policy;

- flight safety management;

- ensuring flight safety;

- popularization of flight safety.

The listed components must include 12 elements in accordance with ICAO Annex 19.

4.3.14 Requirements for the development, implementation and operation of SMS are determined by the Standard Instruction on Flight Safety Management at Airports approved by Order No. 173 of the Minister of Transport and Communications of the Republic of Kazakhstan dated March 28, 2011.

4.3.15 Detailed recommendations and instructional material on the implementation and maintenance of the effective functioning of SMS are set out in ICAO DOC 9859.

4.3.16 The SMS of aerodrome operators is described either in the relevant section of the aerodrome manual or in a separate SMS manual, which are compiled in such a way that the components and elements of the SMS, the organizational structure, the SMS processes are clearly reflected.

4.3.17 The SMS manual is coordinated with the authorized head of the AAC and approved by the head of the aerodrome operator.

4.3.18 The procedure for checking and approving the SMS manual is given in the Procedure for Analyzing and Approving the Aerodrome (Heliport) Manual and the Safety Management System Manual.

4.3.19 In the case where certification surveys and inspections have already been carried out, verification takes into account the results of previous inspections and appropriate corrective actions, where appropriate.

4.3.20 If the aerodrome (heliport) operator is not directly responsible for certain activities related to the scope of certification, the on-site verification confirms that there is proper coordination of the actions of the aerodrome (heliport) operator and other partners.

4.3.21 The certification examination is carried out according to the standard certification examination program given in the Rules for Certification and Issuance of the Certificate of Airworthiness of the airfield (heliport).

4.3.22 The standard program is actually a certification examination plan, which lists the main areas and issues of the survey. The program is supplemented with detailed checklists (checklists) developed for each verification area.

4.3.23 Standardized checklists are given in Appendix 3.

The use of checklists ensures uniformity of checks.

4.3.24 In the course of continuous supervision during inspections, the aviation inspector is based on the same checklists.

4.3.25 The checklists are prepared by the aviation inspector responsible for the relevant inspection area before the certification examination (see clause 4.2).

4.3.26 On the basis of the checklists filled out by aviation inspectors, a standard program and a consolidated list of nonconformities are filled in, indicating the program item to which the nonconformity relates.

4.3.26 The standard program specifies the category of nonconformity. Non-compliance with certification requirements identified during the certification examination are divided into three categories: category 1, category 2 and category 3. In fact, the categories determine the risk levels according to the risk assessment matrix adopted in the AAK.

4.3.27 Category 1 includes non-compliance with certification requirements that does not interfere with the implementation of activities and is subject to its elimination during the improvement of production (risk level green).

4.3.28 Category 2 includes non-compliance with certification requirements that does not interfere with the implementation of activities, provided it is eliminated within the time agreed with the authorized organization in the field of civil aviation, or the introduction of restrictions (level risk orange).

4.3.29 Category 3 includes non-compliance with certification requirements that prevents the implementation of activities (risk level red).

4.3.30 According to the results of the certification examination submitted by all members of the verification commission, the chairman of the commission within two working days from the end of the certification examination, a certificate of certification examination (hereinafter referred to as the Act) is drawn up, in accordance with Annex 8 to the Rules of Certification and issuance of the certificate of airworthiness of the airfield (heliport) in two copies indicating the actual condition of the airfield (heliport), conclusions, recommendations and conclusions about the possibility (impossibility) of issuing a certificate. The act is signed by all members of the Commission and submitted to the operator of the airfield (heliport) by hand or by e-mail for review. In the future, the original of the Act is sent.

4.3.31 On the last day of the certification survey, a meeting is held with the management staff of the aerodrome operator (heliport), at which the chairman and members of the commission present the results of the survey.

4.3.32 During the certification examination, the Chairman of the commission organizes interim meetings with the members of the commission and discusses the progress and results of the certification examination, finds out the problems that may hinder the effective conduct of the certification examination and further resolves possible problematic situations with the management of the aerodrome operator (heliport).

4.4 Analysis of conclusions and monitoring of the implementation of relevant action plans to eliminate inconsistencies

4.4.1 During the certification examination, the ability of the aerodrome (heliport) operator to perform the declared type of activity, the availability of funds and resources for this, as well as his financial and economic situation and legal capacity are assessed.

4.4.2 Non-compliance with Category 3 certification requirements is characterized by the applicant's inability to ensure the protection of human life and health, the

environment, flight safety and aviation safety, based on the applicant's technical and financial capabilities.

4.4.3 In case of non-compliance with the certification requirements of category 3, the aviation inspector in the Act formulates a conclusion that it is impossible to issue a certificate of airworthiness of the airfield or suggests restrictions on the scope of the certificate until the identified inconsistencies are eliminated.

4.4.4 In case of non-compliance with the certification requirements of category 2, it is possible to issue an airworthiness certificate, however, the aerodrome (heliport) operator must develop a corrective action plan in the form given in Annex 4 and the responsible representative of the operator must send it by e-mail to aerodromes@caakz.com for preliminary approval and further after approval for approval in the AAK within a period of no more than five working days after receipt of the Certificate. The terms of corrective actions should not exceed three months from the date of signing the Act.

The Chairman of the commission consolidates the conclusions of all members of the commission and forms in the Act the conclusion of the commission on the possibility of issuing a certificate of airworthiness of the airfield (heliport), as well as possible restrictions.

4.4.5 The responsible aviation inspector controls the submission by the aerodrome (heliport) operator of the corrective action plan within the established time frame. The members of the commission check the corrective measures proposed by the operator of the airfield (heliport), assessing their sufficiency, effectiveness, and coordinate them before approval. According to the results of the inspection, the plan is sent for revision to the operator of the airfield (heliport) or for approval by the AAK.

4.4.6 The corrective action plan is approved by the authorized head of the AAK.

4.4.7 The period specified in the corrective action plan (hereinafter referred to as the CAP) may be extended provided that the aerodrome (heliport) operator provides justification for the need to change it. The extension of the terms of corrective actions is possible after the request of the aerodrome operator (heliport), provided that the deadlines approved by the AAK have not expired and a reasoned justification and evidence of the need to extend the terms are provided. At the same time, if nonconformities affect flight safety, the aerodrome (heliport) operator should provide equivalent measures and/or risk control measures for the time of elimination of nonconformities. The form for extending the CAP is presented in Appendix 5.

4.4.8 The operator of the aerodrome (heliport) on a regular basis, at least once a quarter before the 5th day of the month following the reporting one, submits a report on the performance of the CAP for corrective actions for which the established deadlines for execution occurred during the reporting period, in the form provided in Annex 6 of this instruction. The report is accompanied by documents, photos and video materials that confirm the implementation of corrective actions.

4.4.9 The aviation inspector responsible for the airfield (heliport) controls the timeliness of submitting an application for the extension of the terms of the CAP, as well as reports on the implementation of the CAP. Within up to 15 working days, coordinates the extension and reports on the execution of the CAP with aviation inspectors participating in inspections, provides the extension of the CAP for approval to the responsible head of the AAK, sends the approved forms to the operator of the airfield (heliport).

4.4.10 The performance and effectiveness of the CAP, if necessary, is checked by aviation inspectors during random and unscheduled inspections. At the same time, the decision on the need for on-site inspections of the execution of the CAP is made on the basis of the risks to flight safety that the identified inconsistencies represent, as well as based on the nature of the measures, i.e. if it is possible to check them only at the airfield (heliport).

4.4.11 If the aerodrome (heliport) operator does not submit an acceptable corrective action plan or does not perform corrective actions within the time limits set by the AAK, non-compliance with Category 2 certification requirements becomes non-compliance with Category 3 certification requirements and the AAK refuses to issue a certificate or revokes a previously issued certificate.

4.4.12 In case of non-compliance with the certification requirements of category 1, a corrective action plan is not required.

4.4.13 Corrective action plans adopted based on the results of initial certification, subsequent control checks or technical inspections are monitored by aviation inspectors until all their points are fulfilled, in order to confirm that corrective actions have been taken in accordance with established standards and within the agreed time frame.

4.5 Issuance or refusal to issue the certificate of airworthiness of the airfield (heliport)

4.5.1 If no Category 3 nonconformity was detected during the certification examination or after the approval of the CAP for the elimination of category 2

nonconformities and with a positive conclusion of the certification commission in the Act, the responsible aviation inspector, no later than two days before the expiration of 35 working days from the filing of the application for certification, submits for consideration to the Director General of the AAK a list of inconsistencies with the decision on the possibility of issuing an airworthiness certificate after prior approval from the Director of the department and the supervising Deputy Director General of the AAC with an expiration date.

4.5.2 After approval by the Director General, the responsible aviation inspector issues an airworthiness certificate in the e-license system for signature by the Director General of the AAK.

4.5.3 An appendix is issued to the certificate containing the scope of validity of the certificate of validity, the restrictions of activity established by the commission (if any).

4.5.4 When determining the validity period of the certificate of airworthiness of an aerodrome (heliport), the number and categories of inconsistencies identified during the certification examination, the degree of perfection of the safety management system developed by the operator of the aerodrome (heliport), the number of aviation personnel required to conduct the certification examination, its complexity, the number of airfields (heliports) on which certification is required may be taken into account and spot checks.

4.5.5 Refusal to issue a certificate of airworthiness of an aerodrome (heliport) is made in the following cases:

1) category 3 inconsistencies have been identified and it is impossible to impose restrictions on the scope of the certificate or replace it with temporary equivalent measures until these inconsistencies are eliminated;

2) in relation to the operator of the airfield (heliport), there is a court decision prohibiting him from providing this type of service.

3) the operator of the airfield (heliport) does not meet the requirements established by paragraph 1 of Article 64 of the Law.

4) if the aerodrome operator has not submitted a corrective action plan in due time.

4.5.6 If the certification commission decides that it is impossible to issue a certificate, the responsible aviation inspector sends a list of inconsistencies with the decision to refuse to issue an airworthiness certificate to the Director General of the AAK for consideration, having previously agreed with the Director of the department and the supervising Deputy Director General of the AAK.

4.5.7 After approval by the Director General, the responsible aviation inspector issues a refusal to issue an airworthiness certificate in the e-license system for signature by the Director General of the AAK.

4.6 Deviations from the certification requirements and the norms of airworthiness for the operation of the airfield

4.6.1 In agreement with the AAK, temporary deviations from the standards of serviceability of airfields (heliports) and other certification requirements are allowed, if such deviations are compensated by the introduction of additional measures ensuring a level of flight safety equivalent to the established one.

4.6.2 When developing an equivalent level of flight safety (hereinafter referred to as ELFS), the aerodrome (heliport) operator conducts a safety assessment within the framework of the aerodrome (heliport) operator's safety management system, during which the following procedures are performed:

- a problem in the field of flight safety is determined and compliance with the standards is assessed;
- hazard factors for flight safety are determined, their analysis is carried out;
- risk assessment is being carried out and risk reduction measures are being developed to ensure an equivalent level of flight safety;
- a plan for the implementation of these measures is being developed.

4.6.3 The safety assessment is carried out in accordance with the instructional material given in the Rules of Air Navigation Services. Airfields (ICAO DOC 9981).

4.6.4 The aerodrome (heliport) operator may involve relevant research and/or other competent organizations to conduct a flight safety assessment to ensure EUBP. When conducting an assessment, the aerodrome (heliport) operator should consult with an aviation inspector with appropriate competence.

4.6.5 Consultations are conducted through the use of available means of communication (corporate email, telephone, meetings).

4.6.6 The flight safety assessment to ensure the EUBP is documented, signed by the authorized head of the aerodrome operator (heliport) and sent to the AAK for consideration before its implementation.

4.6.7 The responsible aviation inspector analyzes the safety assessment within up to 10 working days and makes sure that:

- the aerodrome (heliport) operator has carried out proper coordination with all interested parties (signatures are available);
- the types of risks are properly identified and assessed on the basis of documentary materials (for example, studies of physical phenomena or aspects of the human factor, analysis of previous aviation accidents and incidents);
- the proposed risk reduction measures appropriately reflect the risk;
- the timing of the planned implementation is acceptable.

4.6.8 If necessary, the responsible aviation inspector engages other competent employees from other departments for analysis.

4.6.9 Upon completion of the analysis of the flight safety assessment to ensure ELFS, the responsible aviation inspector:

- coordinates the assessment with the responsible head of the AAK and sends a notification to the operator of the airfield (heliport) on the acceptance of the flight safety assessment;

- or, if some types of risk are assessed or not fully defined, coordinates with the operator of the airfield (heliport) actions to reach agreement on the acceptability of the safety assessment;

- or, if agreement cannot be reached, rejects the proposal, bearing in mind the possible re-presentation of the evaluation procedure by the aerodrome (heliport) operator;

- or initiates restrictive measures to ensure flight safety.

4.6.10 During the inspections, the aerodrome operator checks the performance of all developed ELFS measures and evaluates their effectiveness.

4.6.11 If the measures are not carried out or are not effective, the responsible inspector initiates the cancellation of the previously agreed ELFS from the supervising head and, if necessary, the imposition of restrictive measures.

4.6.12 All agreed and valid ELFS are registered by the responsible inspector in the corresponding journal posted on the AAK electronic portal.

4.6.13 Information about all operating ELFS should be given in the aerodrome manual. The responsible inspector must verify that after the approval of the AAK ELFS, the aerodrome (heliport) operator has made appropriate adjustments to the aerodrome manual and sent the changes to the AAK, and, if necessary, published this information in AIP, NOTAM.

4.6.14 After the aerodrome (heliport) operator ensures compliance with the requirements of the airdromes (heliports) airworthiness standards and other certification requirements that were previously provided through the EUBP, he sends a notification to the AAK that the ELFS ceases to operate, and the requirements of legislation are fully met, as well as relevant amendments to the aerodrome manual, if necessary, makes changes to the AIP, publishes NOTAM.

4.6.15 The responsible inspector makes appropriate adjustments in the ELFS registration log, updates the aerodrome manual, checks the AIP and NOTAM publications.

4.7 Amendments to the certificate of airworthiness of the airfield (heliport)

4.7.1 In the event of a change in the name of the aerodrome operator (heliport), its organizational and legal form, appropriate changes are made to the certificate without conducting a certification examination. In this case, the operator of the airfield (heliport) within up to 5 working days after the changes submits an appropriate application for changes through the e-license system, to which supporting documents are attached.

4.7.2 The responsible inspector makes the appropriate adjustments within no more than 2 working days and sends them for signing by the responsible head of the AAK.

4.7.3 In case of changes concerning types of flights, conditions of approach and take-off, physical and geometric characteristics of runways, taxiways, aircraft parking areas, aprons, installation, reconstruction or modernization of lighting, electrical equipment, category changes in the level of required fire protection due to changes in

emergency rescue equipment and infrastructure, as well as in case of long-term changes related to third-party contracting works at the airfield (reconstruction, major repairs) require changes to the certificate of airworthiness of the airfield (heliport), including for the imposition or removal of restrictions previously established in the certificate of airworthiness.

In this case, the aerodrome (heliport) operator, no later than 30 working days before the planned introduction of changes, sends a notification to the AAK about the planned changes and documents describing the relevant changes, operational procedures taking into account the planned changes, including the necessary adjustments to the aerodrome (heliport) manual.

4.7.4 In relation to these changes, the aerodrome (heliport) operator, as part of the change management process, as an element of the current SMS, conducts a flight safety assessment in order to identify dangerous factors and develop measures to reduce their danger that affect the operation of the aerodrome (heliport) and current operations. Guidance material on conducting safety assessments is provided in ICAO DOC 9981. The safety assessment is also sent to the AAK along with the notification of changes.

4.7.5 The responsible aviation inspector reviews the submitted documents and, if necessary, requests additional information and documents within up to 10 working days, if necessary involving aviation inspectors with appropriate qualifications.

4.7.6 If the documents are submitted in full, the responsible inspector informs the operator of the aerodrome (heliport) about the decision of the AAK and the timing of the certification inspection of the modified infrastructure facilities and initiates a certification inspection with the participation of aviation inspectors who are specialists in the relevant field of knowledge in accordance with clause 4.3.

4.7.7 Based on the results of the certification examination, an Act is drawn up and appropriate changes, restrictions or suspension of the certificate of airworthiness of the airfield (heliport) are made.

4.7.8 If the documentation and materials on the changes do not fully describe the changes, the safety assessment has not been carried out or has not been fully carried out, the responsible inspector notifies of the refusal on the part of the AAK to allow changes and the need to carry out appropriate revision on the part of the aerodrome operator (heliport).

4.7.9 If the changes are insignificant, do not require the reissue of the certificate of airworthiness of the aerodrome, are defined in the agreed AAK SMS of the aerodrome operator as subject to consideration only by the aerodrome operator within the SMS, the documentation provided by the aerodrome operator on the description and assessment of the impact of changes on flight safety provides for the implementation of measures to ensure an acceptable level of risk, or an equivalent level is presented, which if an on-site examination is not required, then a certification examination may not be carried out on the territory of the airfield. In this case, the measures taken are equivalent, are agreed

with the AAK, changes must be made to the aerodrome manual and agreed with the AAK, the necessary information (data) on the aerodrome must be published in accordance with the requirements of the rules for providing aeronautical information in civil aviation.

The responsible inspector ensures control over the implementation of these provisions.

4.8 Dissemination of information on the status of certification

4.8.1 The responsible aviation inspector, after issuing the certificate of airworthiness of the airfield (heliport), notifies the aviation inspector of the department, who provides information to the AIS. The latter within five working days sends an application to the AIS on the status of aerodrome certification for publication in the collection of aeronautical information, including:

a) the name of the aerodrome and the location indicator accepted by ICAO;

b) the date of certification and the validity period of the certificate;

(c) Comments, if any.

4.8.2 In cases where deficiencies are noted in ensuring flight safety at the airfield, and the certificate is accompanied by special conditions or operational restrictions, the conditions and restrictions are also published in the aeronautical information collection or sent out using NOTAM until an action plan to eliminate the deficiencies is implemented.

4.8.3 Information on the suspension, revocation or cancellation of the certificate of airworthiness of an aerodrome (heliport) is also published in the aeronautical information collection or sent out using NOTAM.

4.9 SMS verification

4.9.1 At the initial certification of the aerodrome operator, at least the following issues must be resolved:

1) flight safety policy: the flight safety policy has been approved by the responsible manager and reflects the organization's obligations regarding flight safety;

2) organizational structure of the operator: the aerodrome operator has appointed a responsible manager and administrator of the flight safety system.

4.9.2 The administrator of the flight safety system must be independent of any operational tasks related to the safety of the operation of the airfield.

4.9.3 It is necessary to assess the capabilities and scope of authority of the aerodrome operator in order to ensure that the administrative obligations and responsibilities for ensuring the safety of flights at the aerodrome are sufficient. This is usually achieved through the scope of authority of the responsible manager:

1) duties and tasks: the aerodrome operator has officially defined the duties of each employee regarding flight safety, as well as the scope of his responsibility;

2) training: the aerodrome operator officially monitors the training of its personnel and employees of subcontractors, ensuring the adequacy of training, and, if necessary, takes appropriate actions;

3) presentation of data on aviation accidents and incidents: the aerodrome operator has developed rules providing for the following:

i) personnel and subcontractors provide information about incidents and there is a description of actions that allow them to provide such information;

ii) incidents are quickly analyzed and the actions then taken are monitored;

iii) reports and results of incident analysis are stored;

iv) information about incidents is reported to the State;

(v) Coordination with other partners is ensured;

4) existing hazardous factors at the aerodrome: the aerodrome operator must develop rules for the identification, analysis and assessment of factors that pose a danger to the safe operation of aircraft flights, as well as the implementation of appropriate measures to reduce such a danger;

5) risk assessment and reduction of the risk of changes: rules have been developed according to which, in the event of any change at the airfield, its consequences for flight safety are analyzed and the resulting dangerous factors that may occur are listed. These rules specify who conducts such an analysis, when and how dangerous factors are controlled, what actions are then taken, including the criteria for conducting this analysis. The results of these assessments are recorded and stored;

6) flight safety indicators: the aerodrome operator establishes and controls its own flight safety indicators reflecting flight safety criteria in order to be able to analyze potential deficiencies.

Note. These indicators are coordinated with the previously mentioned flight safety indicators, which are established by the State.;

7) flight safety inspections: the aerodrome operator has developed a flight safety inspection program, which includes a training program for inspectors;

8) improving flight safety: the aerodrome operator should develop a process for disseminating information related to flight safety.

5. The process of constant supervision of flight safety

5.1 Planning of inspections

5.1.1 The Director of the Department of Aerodromes and Ground Handling on an annual basis until December 15 organizes work on the preparation of an annual program of continuous supervision of flight safety (hereinafter referred to as the Supervision Program) by aerodrome operators (heliports). As indicated in paragraph 2.2, the supervision program is developed taking into account the risk assessment, but the frequency of inspections should be at least once a year. At the same time, if in the coming year the validity period of the certificate of validity expires for the operator of the airfield

(heliport) and a certification examination is expected, then random inspections can not be included in the Supervision Program.

5.1.2 The developed supervision program is sent to the Director of the Department of Quality Control and Safety Analysis by December 15 to form a consolidated program of control and supervision of the AAK.

5.1.3 Risk assessment is carried out on the basis of the register of risks for aerodrome operators (heliports), which is maintained by the Department of Aerodromes and Ground Handling in the AAK information system, as well as based on the results of previous inspections. When studying the existing risks, shortcomings identified as a result of previous inspections, and the degree of their elimination by the operator of the airfield (heliport), the maturity of the SMS, the director of the department determines the areas and issues to be checked, and aviation inspectors with the necessary qualifications are appointed to conduct the inspection.

5.1.4 No later than one month before the planned inspection of the aerodrome operator (heliport) in the Supervision Program, the Director of the department determines the dates, deadlines for the inspection and aviation inspectors who will participate in the inspection and notifies them via corporate means of communication (e-mail, MS Teams). The Senior Aviation Inspector is responsible for the organization and conduct of the inspection (determined by the Director of the Department, if necessary).

5.1.5 No later than five working days in advance, the responsible aviation inspector prepares a draft order on the appointment of an inspection in accordance with the sample given in Annex 1, sends it for approval and signing by the responsible head of the AAC. No later than two working days in advance, the responsible inspector provides notification to the operator of the airfield (heliport) about the inspection by sending a telegram through the AFTN communication channel indicating the date of the inspection and its duration.

5.1.6 Aviation inspectors assigned to the inspection before the start of the inspection prepare inspection checklists taking into account the issues to be checked on the basis of standard checklists given in Annex 3, supplementing them with questions related to changes in legislation, verification of measures taken by the aerodrome operator on incidents that occurred at the aerodrome (heliport), developed as a result of investigations and analyses carried out, verification of measures and their effectiveness of equivalent levels operating at the operator, elimination of previously identified inconsistencies, which require verification of their elimination, evaluation of the effectiveness of elimination measures or their monitoring.

5.2 Conducting inspections

5.2.1 Before the start of the inspection, the responsible inspector presents to the authorized head of the aerodrome operator a copy of the order on the appointment of the

inspection for review, takes a signed copy. All inspectors must present their official identification.

5.2.2 The inspection begins with the presentation of the aviation inspectors involved in the inspection, the definition of the main objectives, the scope of the inspection.

5.2.3 The inspection includes the study and analysis of the documentation that is the subject of the inspection, an interview with the personnel of the aerodrome operator (heliport), as well as the verification of issues within the scope of the inspection. It is not allowed to use the received materials for distribution, copying and other purposes not related to the supervision of flight safety in the air traffic management system.

5.2.4 During the inspection by aviation inspectors, photography tools may be used to document the identified deficiencies. It is not allowed to use the obtained photographic materials for distribution, copying and other purposes not related to the supervision of flight safety.

5.2.5 According to the results of the inspection by aviation inspectors, preliminary conclusions and recommendations are drawn up, which are brought to the attention of the management of the aerodrome operator (heliport) immediately after its completion.

5.2.6 If the aerodrome (heliport) operator does not agree with the preliminary conclusions and recommendations, this may be the subject of additional discussions. The discussion is organized by the operator of the airfield (heliport), during which additional arguments and evidence base presented by the operator of the airfield (heliport) are considered.

5.2.7 The senior aviation Inspector, who heads the group of aviation inspectors (responsible inspector), is obliged not to allow pressure to be exerted on aviation inspectors. In case of pressure exerted on aviation inspectors by officials of the aerodrome operator (heliport), regardless of the position held, the responsible inspector is obliged to make an appropriate entry in the act and report to the supervising Deputy Director General of the AAK.

5.2.8 The final conclusions of the audit are prepared in the form of an act.

5.2.9 The report on the results of the inspection is drawn up in two copies.

5.2.10 The report on the results of the audit shall specify:

1) date, time and place of drawing up the act;

2) the name of the authorized organization in the field of civil aviation;

3) the date and number of the order on the appointment of the inspection, on the basis of which the inspection was carried out;

4) surname, first name, patronymic (if it is indicated in the identity document) and the position of the person who carried out the inspection;

5) surname, first name, patronymic (if it is indicated in the identity document) of the checked individual or the name and details of the legal entity;

6) date, place and period of the inspection;

7) information about the results of the audit, including the violations identified, their nature;

8) information about familiarization or refusal to familiarize with the act of the verified individual or legal entity, their signatures or a record of refusal to sign;

9) signatures of the aviation inspectors who conducted the inspection.

5.2.11 When drawing up an act, the statement must be clear, specific and understandable, general phrases are not allowed, criticism of specific persons is not allowed.

5.2.12 The report on the results of the inspection shall be accompanied (if any) by the conclusions of the conducted studies (tests), examinations and other documents or copies thereof related to the results of the inspection.

Note: acts on the results of the inspection can be worked out and signed at the place of the inspection, if additional analyses, studies and examinations are not required.

5.2.13 One copy of the act is sent to the operator of the airfield (heliport) or handed over to its head, and the second is stored in the Department of airfields of the AAK.

5.2.14 If necessary, the conclusions of the audit may be the subject of additional consultations organized by the operator of the airfield (heliport) with the involvement of experts.

5.2.15 If there are comments and (or) objections based on the results of the audit, the person being checked shall state them in writing. Comments and (or) objections may be attached to the act on the results of the audit, which is marked accordingly.

5.2.16 Violations identified by the results of the audit are divided into violations of the first and second level.

5.2.17 Violations of the first level include significant violations of the requirements established by the legislation of the Republic of Kazakhstan on the use of the airspace of the Republic of Kazakhstan and aviation activities that pose an immediate threat to flight safety and aviation safety (according to the AAK risk assessment system – risk level red).

5.2.18 Violation of the first level includes:

- denial of access to the facilities of the aerodrome operator (heliport) to the aviation inspector;

- obtaining an airworthiness certificate, maintaining compliance with certification requirements by the aerodrome (heliport) operator by falsifying submitted documents;

- commission of illegal actions or illegal use of the certificate of airworthiness by the operator of the airfield (heliport);

- amendments and (or) additions to the documentation subject to approval by the AAK in accordance with the legislation of the Republic of Kazakhstan on the use of the airspace of the Republic of Kazakhstan and aviation activities, without appropriate approval by the AAK;

- failure by the aerodrome (heliport) operator to submit a corrective action plan to the AAK within the prescribed period for its assessment or failure to perform corrective

actions within the time limits established or extended by the AAK, in case of violation of the second level;

- other cases on the basis of which the validity of the certificate of validity of the airfield (heliport) is suspended or the certificate is revoked.

5.2.19 Violations of the second level include all violations of the requirements established by the legislation in the field of civil aviation, which are not included in violations of the first level (according to the AAK risk assessment system, the risk level is orange).

5.2.20 If violations of the second level are detected during supervision, the responsible aviation inspector, on the basis of an act drawn up based on the results of the inspection, during which violations of the requirements of the legislation were revealed, within five working days from the date of completion of the inspection, prepares and sends an inspection order to the operator of the airfield (heliport) with the requirement to take corrective actions to eliminate the detected violation.

5.2.21 In case of a violation of the first level, in a case that poses a threat to flight safety, the aviation inspector who has identified the violation may immediately issue an inspection order demanding the termination of certain actions on the part of the aerodrome operator (heliport).

5.2.22 In case of a violation of the first level, the AAK takes measures to revoke the certificate of validity, its partial restriction or suspension of its validity in in cases and in the manner prescribed by law until the elimination of the identified violations (see clause 5.3).

5.2.23 In case of violations of the second level, the operators of the airfield (heliport) develop and submit for approval to the AAK plans to eliminate deficiencies, corrective action plans identified during the inspection.

5.2.24 The deadline for providing the RCD is no more than 10 working days after familiarization with the Inspection Report (inspection order).

5.2.25 The form of the RCD, the procedure for its submission, the procedure for consideration, approval, extension and control of implementation are similar to those given in paragraph 4.4 of this instruction.

5.2.26 The aerodrome (heliport) operator may take appropriate measures to eliminate deficiencies, violations identified during the inspection, in agreement with the responsible aviation inspector before drawing up the act. As a rule, this concerns shortcomings that do not have a significant impact on flight safety. Such shortcomings are not included in the act, if there is confirmation of their elimination at the time of drawing up the act.

5.2.27 Responsible aviation inspectors keep records of all detected violations, measures taken and compliance with the established deadlines for their elimination by the operators of airfields (heliports).

5.2.28 When preparing an inspection order, the surname, first name, patronymic (if any) of an individual or the name of a legal entity, the date of issue of the inspection order, the basis for sending the inspection order, requirements are specified about

elimination of the revealed violations and terms of execution of the inspection order, the procedure of appeal.

5.2.29 The inspection order must be handed over to an individual or legal entity or their representatives personally or in any other way confirming the fact of sending and receiving.

5.2.30 An inspection order sent by postal communication by registered letter with notification or in electronic form via electronic communication channels providing guaranteed delivery of messages is considered to have been handed over from the date of receipt from the mail operator of the notification of receipt by the addressee of the postal item or after five working days from the date of sending the notification in electronic form.

5.2.31 The inspection order is mandatory for individuals or legal entities engaged in activities in the field of civil and (or) experimental aviation.

5.3 Revocation, suspension or limitation of the validity of the certificate of airworthiness of the airfield (heliport), application of administrative measures

5.3.1 In case of a violation of the first level detected during inspections, the aviation inspectors performing the inspection prepare a conclusion in the inspection report, depending on the nature of the violation, on the need to revoke the certificate of validity, its partial restriction or suspension of its validity.

5.3.2 In this case, the responsible aviation inspector, within up to two working days after the inspection, sends a list of level 1 violations to the Director General of the AAK for consideration with the conclusion of the aviation inspectors, having previously agreed with the Director of the department and the supervising Deputy Director General of the AAK.

5.3.3 The decision to revoke the certificate of airworthiness of the airfield (heliport), its partial restriction or suspension of its validity is made by the Director General of the AAK.

5.3.4 The decision of the Director General to revoke or suspend the certificate of airworthiness of the airfield (heliport) is issued by order.

5.3.5 Based on the decision taken by the Director General of the AAK, the responsible aviation inspector sends a corresponding notification to the operator of the airfield (heliport) and controls that the relevant information on the revocation, suspension or restriction of the certificate of validity is published in NOTAM and the application is sent for making appropriate changes to the AIP if the period is more than 3 months.

5.3.6 Suspension of the certificate of validity is possible for up to six months.

5.3.7 If the operator of the aerodrome (heliport) has not eliminated the identified inconsistencies of the grounds for suspension within the prescribed period, the

authorized organization in the field of civil aviation revokes the certificate of airworthiness of the aerodrome (heliport).

5.3.8 Failure to comply with the inspection order is also the basis for suspension or revocation of the certificate of validity and entails liability established by the Code of Administrative Offences of the Republic of Kazakhstan (imposition of a fine).

5.3.9 In case of failure to comply with the inspection order within the prescribed time, the aviation inspector who issued the inspection order sends a letter to the KGA of the Ministry of Foreign Affairs of the Republic of Kazakhstan with the attachment of the necessary materials for imposing a fine on aerodrome operator, legal entity or individual.

5.3.10 If the aerodrome (heliport) operator, a legal (natural) person, provides objective reasons for the impossibility of eliminating the violation within the time limits established by the inspection order, then on the basis of the request of the aerodrome (heliport) operator, a legal (natural) person and the submitted materials, the aviation inspector may extend the terms of execution of the inspection order, but not more than 3 months.

5.3.11 The AAC also suspends the validity of the certificate of airworthiness of the airfield (heliport) for up to six months at the request of the operator of the airfield (heliport).

5.3.12 After the suspension of the certificate of airworthiness of the airfield (heliport) or its restriction, the restoration of the validity of the certificate of airworthiness is carried out by the AAC only after the identified deficiencies have been eliminated and supporting documents have been submitted to the authorized organization, based on the results of the certification survey of the area in which the relevant violations and inconsistencies have been identified. If the period of suspension of the certificate of validity is more than 3 months, then a full certification examination of the aerodrome operator (heliport) is carried out.

6. Maintaining documents

6.1 Certification examination/verification folders must contain the following documents:

1. The order for the certification inspection/ inspection of the airport;
2. Certificate of certification inspection/inspection of the airport;
3. The inspection order of the airport, in case of **inspection**;
4. Airport Certification Inspection Program;
5. List of inconsistencies to the airport certification inspection program;
6. Checklists;
7. The plan of corrective actions of the certification inspection/ inspection of the airport;
8. Extension of the Corrective Action Plan of the certification inspection/inspection of the airport;
9. Report on the implementation of the Airport's Corrective Action Plan.

6.2 All documents in folders are arranged in the order specified above.

6.3 Electronic documentation in Sharepoint is maintained according to the table below:

Aerodrome Manual/ Руководство по аэродрому	Aerodrome manual airport of … (pdf)/ Руководство по аэродрому аэропорта ... (pdf)
SMS Manual/ Руководство по безопасности полетов	SMS Manual airport of … (pdf)/ Руководство по безопасности полетов аэропорта ... (pdf)
Approval of equivalent safety levels/ Утвержденные Эквивалентные уровни безопасности	Approval equivalent safety levels airport of … (pdf)/ Утвержденные эквивалентные уровни безопасности аэропорта ... (pdf)
Safety Analysis and Materials/ Анализы и материалы по безопасности полетов	1. Quartal safety analysis airport of … (pdf)/ Квартальный анализ безопасности аэропорта ... (pdf) 2. Semi – annual safety analysis airport of … (pdf)/ Полугодовой анализ безопасности аэропорта ... (pdf) 3. Annual safety analysis airport of … (pdf)/ Годовой анализ безопасности аэропорта ... (pdf)
Analysis of ornithological flight provision/ Анализы по орнитологическому обеспечению полетов	1. Quartal ornithological analysis airport of … (pdf)/ Квартальный орнитологический анализ аэропорта ... (pdf) 2. Semi – annual ornithological analysis airport of … (pdf)/ Полугодовой орнитологический анализ аэропорта ... (pdf) 3. Annual ornithological analysis airport of … (pdf)/ Годовой орнитологический анализ аэропорта ... (pdf)
Obstacle and Pavement Data/ Данные по препятствиям и покрытиям	1. Obstacle data airport of … (pdf)/ Данные о препятствиях аэропорта ... (pdf) 2. Pavement data airport of … (pdf)/ Данные о покрытиях аэропорта ... (pdf)
2019, 2020, 2021 ...	**Certification/ Сертификация** **1. Acts/ Акты** 1.1 Order of certification airport of … (pdf)/ Приказ о проведении сертификационного обследования аэропорта … (pdf) 1.2 Act of certification airport of … (word, pdf)/ Акт сертификационного обследования аэропорта … (word, pdf) 1.3 Program of certification airport of … (word, pdf)/ Программа сертификационного обследования аэропорта … (word, pdf) 1.4 The list of findings airport of … (word, pdf)/ Перечень несоответствий к программе сертификационного обследования аэропорта … (word, pdf) 1.5 Checklist of … (pdf)/ Чеклист по … (pdf)

	2. CAP/ План корректирующих действий 2.1 CAP of certification airport of … (word, pdf)/ План корректирующих действий сертификационного обследования аэропорта … (word, pdf) 2.2 CAP prolongation airport of … (word, pdf)/ Продление Плана корректирующих действий сертификационного обследования аэропорта … (word, pdf) **3. Close findings/ Закрытие несоответствий** 3.1 Report on Corrective actions plan airport of (word, pdf)/ Отчет по исполнению Плана корректирующих действий аэропорта … (word, pdf) 3.2 Evidence materials from airport of … (photos, videos, documents, copies of agreements etc.)/ Доказательные материалы от аэропорта … (фотографии, видео, документы, копии договоров и т.д.) **4. Documents for check/Документы для проверки** 4.1 Evidence materials during certification airport of … (photos, documents)/ Доказательные материалы, сделанные во время сертификации аэропорта ... (фотографии, документы) **Inspection (planned, unplanned)/ Проверка (плановая, внеплановая)** **1. Acts /Акты** 1.1Order of inspection airport of … (pdf)/Приказ о проведении пёроверки аэропорта … (pdf) 1.2 Act of inspection airport of … (word, pdf)/ Акт проверки аэропорта … (word, pdf) 1.3 Precept of inspection airport of … (pdf)/ Инспекторское предписание аэропорта 1.4 Checklist of … (pdf)/ Чеклист по … (pdf) **2. CAP/ План корректирующих действий** 1.1 CAP inspection airport of … (word, pdf) / План корректирующих действий проверки аэропорта … (word, pdf) 1.2 CAP prolongation airport of … (word, pdf)/ Продление Плана корректирующих действий проверки аэропорта … (word, pdf) **3. Close findings/ Закрытие несоответствий** 3.1 Report on Corrective actions plan airport of (word, pdf) /Отчет по исполнению Плана корректирущих действий аэропорта … (word, pdf) 3.2 Evidence materials from airport of … (photos, videos, documents, copies of agreements etc.)/ Доказательные материалы от аэропорта (фотографии, видео, документы, копии договоров и т.д.) **4. Documents for check/ Документы для проверки**

	4.1 Evidence materials during inspection airport of ... (photos, documents) / Доказательные материалы сделанные во время инспекции аэропорта ... (фотографии, документы)
ERP/ План аварийного реагирования аэропорта	Emergency Response Plan airport of … (pdf) /План аварийного реагирования аэропорта … (pdf)

7. Feedback in the safety supervision system

7.1 In order to eliminate the shortcomings identified as a result of inspections in the safety supervision system (providing feedback), the Aerodromes and Ground Handling Department prepares annual reports (analyses) on the safety of aerodromes (heliports) operators, which are brought to the attention of all aerodromes (heliports) operators in order to analyze and adopt appropriate mer.

7.2 The annual report (analysis) should include information on:

- monitoring of the flight safety status for the reporting period;

- conducted and/or planned inspections, their objectives;

- the number of identified inconsistencies (violations), the areas in which violations and inconsistencies were identified during the reporting period, including information on new regulatory documents, government programs;

other questions.

7.3 In order to improve the effectiveness of feedback, the Aerodromes and Ground Handling Department may hold meetings, seminars and other events related to the safety of aerodrome (heliport) operators.

8. Obstacle control

8.1 In order to ensure proper supervision of the activities of the aerodrome operator to identify, limit and account for obstacles, the aviation inspector performs the following procedures.

8.2 Before the start of the certification examination, when studying the documentation attached to the application, the responsible inspector examines the evidence documentation on the airfield compiled by a specialized design organization based on the report on the geodetic survey of airfield objects and obstacles. Evidentiary documentation is compiled after construction, reconstruction, as well as changes to the elements of the airfield and periodic inspection of obstacles (at least once every 5 years).

8.3 In the evidentiary documentation, the responsible inspector checks the list and dimensions of obstacle limitation surfaces established in accordance with the class

(code) number of the airfield, the type of runway for their compliance with the requirements of Chapter 6 of the standards of serviceability of airfields (heliports) of civil aviation, plans of obstacle limitation surfaces in accordance with the requirements of paragraph 6 and Annex 14 of the conformity assessment the standards of suitability of airfields (heliports) for the operation of civil aircraft.

8.4 The Aviation Inspector examines the list of critical obstacles and the restriction surfaces through which they penetrate, the list of measures taken by the aerodrome operator to remove them, marking and light-marking.

8.5 When checking at the aerodrome, the aviation inspector visually inspects critical obstacles installed at the aerodrome, identified according to the evidence documentation, to make sure that the aerodrome operator has carried out appropriate measures to eliminate them, marking, light-shielding in accordance with the requirements of the airworthiness standards for civil aviation airfields (heliports).

8.6 The most critical is the obstacle-free zone, which is established for runways equipped for precise landings, in which there should be no fixed obstacles, except for light in weight and on a brittle base, necessary for the purposes of air navigation.

8.7 In addition, the aviation inspector checking the aerodrome support of flights performs a visual inspection of the runway, KZB, SZ to ensure that there are no unacceptable objects or existing objects meet the criteria of fragility.

8.8 If the presence of critical obstacles is revealed during the inspection, the aerodrome operator must show a plan of measures to eliminate or bring obstacles into compliance with the requirements of the standards of serviceability of airfields (heliports) of civil aviation. All obstacles must be taken into account, i.e. there must be data on the coordinates and absolute heights of obstacles in the WGS-84 coordinate system, with established accuracy, there must be confirmation that the specified data has been transmitted, accepted by the Kazaeronavigation RSE and taken into account in the obstacle database.

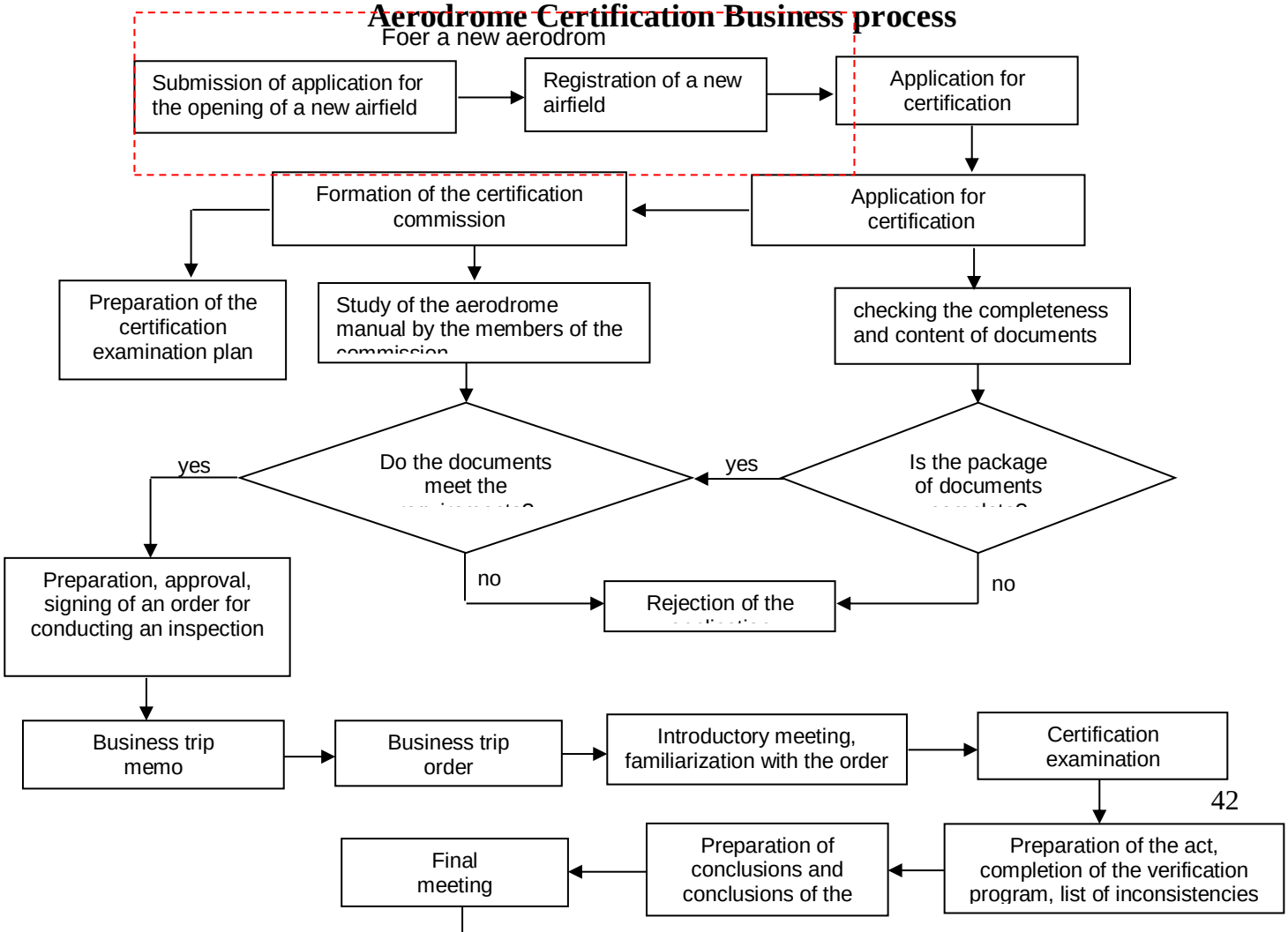
8.9 The Aviation Inspector also checks that the aerodrome operator performs an on-site inspection at least twice a year in order to identify new unaccounted objects that may penetrate the obstacle limitation surfaces, and also checks non-aeronautical lights that may affect the perception of the MTR picture. All surveys should be registered by the aerodrome operator, and references to acts should be filed with evidentiary documentation. The forms of the acts are given in Annex 14 of the assessment of compliance with the standards of suitability of airfields (heliports) for the operation of civil aircraft. According to the identified unaccounted obstacles, the aerodrome operator must identify the owner (developer) and contact him in order to obtain coordinates and absolute heights in the WGS-84 coordinate system, assess the impact on flight safety in accordance with the requirements of the Rules for Issuing Permits for Activities that Pose a Threat to Flight Safety of Government Decree No. 504 of

8.10 If the owner (developer) does not provide the data requested by the aerodrome operator, does not eliminate objects that pose a threat to flight safety, then the aerodrome

operator applies to the AAK for the application of administrative measures (inspection orders, fines).

8.11 During the inspections, the aviation inspector, having previously studied the terrain map, together with an employee of the airfield service, goes to inspect the approach zones within a radius of 4 km to identify and evaluate objects that may pose a threat to flight safety in terms of obstacles, non-aeronautical lights, deterioration of visibility of aeronautical lights, etc.

Appendix 1
Aerodrome Certification Business process



Brief description of the certification business process

№, No.	Action	Performer	Tools, deadlines, documents
1	Submission of an application for the opening of a new airfield with the attachment of documents for the land, airfield facilities, description of the airfield	Aerodrom operator	Letter to AAK.
2	Registration of a new airfield	Department Inspector	Electronic registration log address
3	Application for certification	Aerodrome operator	E-Government Portal
4	Appointment of a responsible inspector	Director of the Department	e-license
5	Formation of the certification commission	Director of the Department	E-mail message to the responsible inspector
6	Study of the aerodrome manual by the members of the commission	Members of the Commission	Provided by the responsible inspector
7	Preparation of the certification inspection plan and provision to the responsible inspector	Members of the Commission	Plan
8	Checking the completeness and content of documents	Responsible Inspector	15 working days from the date of submission of the application
9	If the package of documents is complete and the content meets the established requirements, a decision on certification examination is made.	Responsible Inspector	e-license
10	If the package of documents is incomplete and the content does not meet the established requirements, rejection of the application, elimination of inconsistencies, submission of the application	Responsible Inspector	e-license

11	Preparation of a draft order for the certification examination, sending for approval to the Director of the Department and the Deputy Director General for Ground Support	Responsible Inspector	
12	Business trip memo	Responsible Inspector	
13	Conducting an introductory meeting, familiarization with the order and plan	Certification Commission	
14	Conducting technical inspections and verification with the aerodrome manual	Members of the Commission	Verification checklists
15	Preparation of the act, completion of the verification program, list of inconsistencies	Members of the Commission	
16	Preparation of conclusions and conclusions of the audit	Members of the Commission	
17	Holding a final meeting, familiarization with the act, the list of inconsistencies and the decision	Members of the Commission	No later than 25 working days after submitting the application
18	If the decision is negative, the notification of the State Duma and the preparation of the refusal to issue the certificate and the signing of the refusal by the Director General	Responsible Inspector, General Director of AAK	e-license
	If the decision is positive, preparation of a draft corrective action plan, referral for approval to the AAK	Aerodrome operator, Responsible Inspector	Within 5 working days after the final meeting
19	Approval of the agreed PKD	Deputy Director General for Ground Support, Airfield Operator	No later than 7 working days after the final meeting
20	Execution of the decision to issue a certificate	Responsible Inspector	No later than 33 working days after submitting the application for certification

21	Certificate issuance	General Director of AAK	No later than 35 working days after submitting an application for AAK e-license certification
22	Filling in the database for inconsistencies	Inspector responsible for the airport	Database of accounting for identified inconsistencies address
23	Filling out the form for the implementation of the annual supervision program	Responsible Inspector	form of implementation of the annual supervision program address
24	Application to the SAI for entering data into the AIP about the validity period of the certificate	The inspector appointed to work with SAI	Application to SAI

Appendix 2

Sample order on the appointment of the commission for the certification inspection of the airfield (heliport)

БҰЙРЫҚ **ORDER** **ПРИКАЗ**

Қазақстан Республикасы
Нұр-Сұлтан қаласы

Nur-Sultan city
Republic of Kazakhstan

город Нур-Султан
Республика Казахстан

About conducting a certificate check

Article 16-1 of the law of the Republic of Kazakhstan dated July 15, 2010" on the use of airspace and aviation activities of the Republic of Kazakhstan", the annual plan of control and supervision, as well as the Acting Minister for investment and development of the Republic of Kazakhstan. In accordance with paragraph 15 of the rules for certification and certification of the serviceability of the airfield (helipad), approved by Order No. 187 of February 24, 2015, I order the Department of aerodromes and ground services of JSC "Aviation Administration of Kazakhstan" together with the Department of transportation of the Department of aviation security:

1. for the purpose of conducting a certification audit, create a commission (hereinafter referred to as the Commission) in the following composition:

2. Senior aviation inspector of the Department of aerodromes and ground services Turlybekov Mukhtarbek Shekerbekovich, senior aviation inspector of the Department of aerodromes and ground services Alpysbayev Tokhbergen Isingeldinovich, senior aviation inspector of the Department of aerodromes and ground services Abilpeisov Aslan Kadyrzhanovich, aviation inspector of the Department of aerodromes and ground services Ostrovsky Leonid Medortovich, director of the Department of Transportation - Chief aviation inspector Malaev Nurzhan Sarsenbayevich from May 25 to 28, 2021 to conduct a certificate inspection of the airfield of JSC "Aktau International Airport" in Aktau.

3. senior aviation inspector of the Department of aviation security Adilbekovich Dauletbek from May 25 to 26, 2021 to conduct a certification inspection of the airfield of JSC "Aktau International Airport" in the direction of aviation security in Aktau.

4.based on the results of the work carried out, it is obliged to submit an appropriate inspection report.

5.this order comes into force from the date of signing.

The CEO's flight deputy for security **N. Bekmukhambetov**

«ҚАЗАҚСТАННЫҢ АВИАЦИЯЛЫҚ ӘКІМШІЛІГІ» АҚ
АО «АВИАЦИОННАЯ АДМИНИСТРАЦИЯ КАЗАХСТАНА»
JSC «AVIATION ADMINISTRATION OF KAZAKHSTAN»

БҰЙРЫҚ **ORDER** **ПРИКАЗ**

Қазақстан Республикасы
Нұр-Сұлтан қаласы

Nur-Sultan city
Republic of Kazakhstan

город Нур-Султан
Республика Казахстан

About the certification examination

In accordance with Article 16 of the Law of the Republic of Kazakhstan dated July 15, 2010 "On the use of the Airspace of the Republic of Kazakhstan and aviation activities", the annual control and supervision plan, paragraph 15 of the Rules for Certification and Issuance of the certificate of Airworthiness of the airfield (heliport), approved by the order of the Acting Minister for Investment and Development of the Republic of Kazakhstan dated February 24, 2015 No. 187, the Department of Airfields and Ground Handling, together with the Department of Aviation Security and the Department of Transportation of JSC "Aviation Administration of Kazakhstan", I ORDER:

1. Create a commission for the purpose of conducting a certification examination consisting of:

Full name of the inspectors - members of the commission	- Position of inspectors – members of the commission (specify the chairman and members of the commission)

2. The Commission in the period from _____ to _____ 20__ to conduct a certification inspection of the airfield _____(name of the aerodrome) of which the operator is _____(name of the aerodrome operator).

2. According to the results of the work carried out, submit an appropriate inspection report.

3. This order comes into force from the date of signing.

Responsible (authorized)
head of AAC **N. Bekmukhambetov**

Appendix 3

Airfield inspection checklists

1. Checklist for checking the physical characteristics of the airfield and airfield flight support

Name of the person being checked:	
Date of verification:	
Place of verification:	
The Inspector **Position:** **Full name:** **Signature:**	
Representative of the person being checked: **Position:** **Full name:** **Signature:**	

№, No.	Requirment	Name and paragraph of the standart(regulatory document)	Compliance With/N/na	Description of the discrepancy	Explanations for the inspector
1.	**1. Availability and compliance of the documentation set**				
1.1	Application and documents confirming compliance with the certification requirements for obtaining the certificate of airworthiness of the airfield*	Rules for certification and issuance of the certificate of airworthiness of the airfield (heliport) – hereinafterж - RC&ISAA			

		P1.1 of the Standard Certification Examination Program – hereinafter referred to as the Program			
1.2	Applicant's Charter (foundation agreement)*	RC&ISAA P1.2 Programs			
1.3	Certificate* or certificate of state registration (re-registration) of a legal entity. Note: *the certificate of state (accounting) registration (re-registration) of a legal entity (branch, representative office) issued before the entry into force of the Law of the Republic of Kazakhstan dated December 24, 2012 "On Amendments and Additions to Some Legislative Acts of the Republic of Kazakhstan on state registration of legal entities and registration of branches and representative offices" is valid until the termination of the activity of the legal entity	RC&ISAA P1.3 Programs			
1.4	Organizational structure, staffing of the applicant (aerodrome operator), sufficiency to perform the assigned functions*	RC&ISAA P1.4 Programs			
1.5	Job descriptions defining the duties and responsibilities of the management staff and specialists (employees)	RC&ISAA P1.5 Programs			
1.6	Aerodrome Manual developed in accordance with ICAO Doc 9774 AN\969	RC&ISAA P1.6 Programs			
2.	**Physical characteristics of the airfield**				
2.1	Code designation and airfield class	P12.13 AAS CA of RK			
2.2	The code designation (class) of the RD, the aprons of the RD, the parking of the aircraft, the inclusion of code designations in the aerodrome manual	P12.13 AAS CA of RK			
2.3	critical aircraft	P12.13 AAS CA of RK			
2.4	Equivalent procedures for aircraft exceeding the critical	P 7 AAS CA of RK			

2.5	Runway dimensions, slopes comply with applicable regulations and the code designation and class of the airfield, there is evidence documentation. Proper and regular measurement of the relevant characteristics is carried out	P 22.25 AAS CA of RK			Length: - 2600 - 3200 – class B, - 1800 – 2600 – class C Widht: - 45m for class Б runway or coded notation 4C, 4D, 4E, 4D 3D; - 42m for class B runway; Slope: 1 %, for coded numbers 3 or 4, The longitudinal slope of any part of the runway should not exceed: – 1.25% for the runway when code number 4 is specified, except that the longitudinal slope of the first and last quarter of the runway length should not exceed 0.8 %; If changes in slopes are unavoidable, the difference between two adjacent slopes should not exceed: – 1.5% for the runway when the code number 3 or 4 is specified
2.6	Runway side safety lanes Meet the established requirements and code designation in terms of width, length, type of surface, bearing capacity, slopes and objects located on them	RC&ISAA P2.1 Programs			Runway side safety lanes for aircraft with the code letter F must have an artificial coating, while the minimum total width of the runway and the side safety lane with such a coating must be at least 60 m. The surface of the side safety lane adjacent to the runway should be positioned at the same level with the runway surface, and its transverse slope should not exceed 2.5%.

2.7	Distance between runway centerline and the centerline of the RD (m)	RC&ISAA P2.1 Programs			172.5 for the sun code letter E 180 for the sun code letter F
2.8	Flight lanes: size (length, width), slopes correspond to the code designation (class) aerodromes; The planned section corresponds to the code designation of the airfield Meet the established requirements and code designation in terms of width, length, type of surface, bearing capacity, slopes and objects located on them	P. 15, 16, 18, 20, 27, 30, 31, 32, 33 AAS CA of RK			The flight lane (hereinafter - LP), including both equipped and unequipped runways, must extend beyond each end of the runway or beyond the end braking lane (hereinafter - CBT), if it is provided, at a distance of at least 150 m for runways of classes A, B, C, D, D or code numbers 4,3,2 A runway including a runway equipped for precision approach or a runway equipped for non-precision approach should extend in the transverse direction on both sides of the runway axis and its continuation (throughout the entire length of the runway) for a distance of at least: 150 m for runway classes A, B, C, D or code numbers 4.3; The planned part of the LP should extend from the runway axis to a distance of at least: 75 m for runways of classes A, B, C, D or code numbers 4.3;

					The part of the LP located in front of the threshold of the IVPP is reinforced to a width of at least the width of the IVPP 1) 60 m for IVPP class A or code number 4; 2) 50 m for IVPP classes B and B; The longitudinal slope of the part of the LP that needs to be planned should not exceed: – 1.5% when the code number 4 is specified; The transverse slopes on the part of the LP that needs to be planned should be such as to prevent the accumulation of water on the surface, but they should not exceed: – 2.5% when the code number 3 or 4 is specified
2.9	obstacle-free lanes (free zone), dimensions, slopes; Meet the established requirements and code designation in terms of width, length, type of surface, bearing capacity, slopes and objects located on them	RC&ISAA P2.1 Programs			The free zone (SZ) should start at the end of the available run-up distance and its length should not exceed half of this distance. The free zone must extend for a distance of at least 75 m in each direction from the continuation of the runway centerline.

					The surface of the NW should not protrude above the conditional plane having an upward slope of 1.25%, while the lower boundary of this plane is a horizontal line:
2.10	End braking lanes Meet the established requirements and code designation in terms of width, length, type of surface, bearing capacity, slopes and objects located on them	RC&ISAA P2.1 Programs			
2.11	Runway safety end zones Meet the established requirements and code designation in terms of width, length, type of surface, bearing capacity, slopes and objects located on them	RC&ISAA P2.1 Programs			The KZB should be adjacent to the end of the LP and extend beyond it for a distance of at least 90m . The transverse distance is not less than the one set for the planned part of the LP. In cases where the installation of a KZB of this width is not possible, the width of the KZB is allowed to be at least twice the width of the runway. The surface of the KZB should not rise above the surface of the approach or take-off. The longitudinal slopes of the KZB should not exceed the downward slope of 5%, and the transverse ones should not exceed the upward or downward slope of 5%.

2.12	working areas of radio altimeters Meet the established requirements and code designation in terms of width, length, type of surface, bearing capacity, slopes and objects located on them	RC&ISAA P2.1 Programs			
2.13	the zones in front of the runway thresholds comply with applicable regulations Meet the established requirements and code designation in terms of width, length, type of surface, bearing capacity, slopes and objects located on them	RC&ISAA P2.9 Programs			
2.14	The published announced distances correspond to the actual data	RC&ISAA P2.11 Programs			
2.15	Physical characteristics (width, radii of curvature, widening of the RD, longitudinal and transverse slopes, turning radii for high-speed exit RD, surface type, bearing capacity) correspond to the published code designation for each RD;	P. 39, 40, 41, 43 AAS CA of RK			RD width: 19.0 m for VS index 5; 22.5 m for aircraft of index 6 (18 m for aircraft with index 6 with a chassis track on external aircraft up to 9.5 m, 21 m with a chassis track on external aircraft up to 12.5 m); 23 m with a track from 9 m to 15 m, but not including 15 m (for international airfields) The radius of rounding of the artificial pavement of the RD at the junction with the artificial pavement of the runway should be at least m: 50 for aircraft indexes 4, 5, 6, 7.

2.16	Side safety lanes and RD lanes correspond to their code designation in terms of width, surface type, slopes and objects on them	RC&ISAA P2.9 Programs			The total width of the RD and side safety lanes should be at least: 40.5 m for aircraft of index 6 (31 m for aircraft with index 6 with a distance between the axes of external engines up to 27 m, 39 m for aircraft with index 6 with a chassis track on external aircraft up to 12.5 m); On straight sections of the RD for the code letter C, D, E or F, the total width of the RD with side safety lanes on straight sections is not less than: – 44 m when the code letter F is indicated; – 38 m when the code letter E is indicated;
2.17	The established separation distances comply with applicable regulations and code designation;	RC&ISAA P2.9 Programs			The distance between the centerline of the RD and stationary obstacles must be at least: 47.5 m for the aircraft index 6; 57.5 m for sun index 7 37 m for the sun for the sun code letter D 43.5 m for the sun code letter E 51 m for the aircraft code letter F The distance between the axial lines of parallel RD 85 m for sun index 6 100 m for the aircraft index 7 76 for the aircraft code letter E 91 for the aircraft code letter F

					Distance from the centerline of the taxiing lane in the parking lot to the centerline of the taxiing lane in the parking lot: 40,5 м - C 59,5 м - D 72,5 м - E 87,5 м – F Distance from the centerline of the taxiway lane in the parking lot to the object 22,5 м - C 33,5 м - D 40 м - E 47,5 м – F The parking place must provide the following minimum safe distances between an aircraft entering or leaving it and any nearby building, aircraft at another parking place and other objects C 4,5 м D 7,5 м E 7,5 м F 7,5 м
2.18	Waiting places on the route on service roads are located at the intersections of roads with the runway at a distance corresponding to the code designation of the airfield	RC&ISAA P2.9 Programs			

2.19	Waiting areas, runway waiting areas and intermediate waiting areas are located in accordance with the applicable airfield code designation.	RC&ISAA P2.9 Programs			
2.20	In the de-icing protection zones, an appropriate drainage system is provided for the collection and safe disposal of excess de-icing liquid to prevent contamination of groundwater. De-icing protection platforms must have appropriate slopes to ensure satisfactory drainage of the zone and collection of all excess de-icing liquid flowing from the surface of the aircraft.	RC&ISAA P2.10 Programs			The maximum longitudinal slope should be as minimal as possible, and the transverse slope should not exceed 1%. The size of the de-icing protection area should correspond to the size of the parking space required for the largest aircraft of a particular category, while on either side of the aircraft there should be at least 3.8 m of open space with artificial turf for the movement of de-icing protection equipment.
2.21	The strength of the runway, RD, apron is determined, published and corresponds to the aircraft (restrictions are defined)	RC&ISAA P2.9 Programs			
3.	**Visual means (marking, markers, wind indicator)**				
3.1	All markings: – applied where necessary; – arranged as necessary and in the required quantity; – have the necessary dimensions and colors;	RC&ISAA P2.6 Program			
3.2	Provided: – marking of the runway (marking of the runway designation, marking of the runway threshold, marking runway centerline, marking of runway edges, marking of the aiming landing point, marking of the landing zone, marking of the turn area on the runway)	RC&ISAA P2.6 Program			

3.3	– RD marking (marking of the centerline of the RD and improved marking of the centerline of the RD, marking of the edges of the RD, marking of the waiting area at the runway, marking of the intermediate waiting area);	RC&ISAA P2.6 Programs			
3.4	Apron marking	RC&ISAA P2.6 Programs			
3.5	Other marking: – marking containing mandatory instructions; – indicative marking (optional for application, but subject to compliance in case of application); – marking of the waiting area on the route (meets applicable regulations); – marking of the airfield check point VOR; – marking of non-bearing surfaces;	RC&ISAA P2.6 and 2.7 Programs			
3.6	markers: 1. all markers: – installed where necessary; – placed as needed and in the required quantity; – have the required coloring; – are brittle; 2. if necessary, the following are provided: – RD markers (RD edge markers, RD centerline markers); – landing markers of runways that do not have artificial coating; – border markers; – side markers of the end lane of braking; – landing markers of runways covered with snow; – markers of areas unsuitable for operation;	RC&ISAA P5.5 Programs			
3.7	Wind indicator: – installed in the correct meta location; – meets the requirements for the location and characteristics; – illuminated at an airfield intended for use at night.	Appendix 46 AAS CA			2.4 m, 0.6 m(AAS CA of RK) The wind designator must have the shape of a truncated cone, must be made of fabric and must be at least 3.6 m long and at least 0.9 m in diameter at the base.

4.	**Limitation of obstacles**				
4.1	The corresponding obstacle constraint surfaces (OLS) are defined	RC&ISAA P2.25 Programs			
4.2	The minimum possible number of objects rises above the OLS;	RC&ISAA P2.25 Programs			
4.3	Any obstacles that are in favor of OLS have proper marking and light protection. If necessary, operational restrictions may apply	RC&ISAA P2.25 Programs			
4.4	obstacle-free zone (OFZ): i) the relevant surfaces are defined ii) no object stands for OFZ, except for those that are important for the safety of air navigation and are brittle;	RC&ISAA P2.25 Programs			
4.5	Objects in areas adjacent to the runway or taxiway (flight lanes; obstacle-free lanes; braking end lanes; runway safety end zones; taxiway lanes; radio altimeter working areas; zones in front of runway thresholds) meet the established requirements	RC&ISAA P2.25 Programs			
4.6	Providing data on obstacles for their accounting. Presence of an obstacle map of type A, type B;	RC&ISAA P2.25 Programs			
4.7	The presence of an obstacle control procedure describing inspections, their frequency, registration of results and subsequent actions; Procedures in place to ensure that obstacles do not pose a threat to flight safety and that appropriate actions are taken, if necessary.	RC&ISAA P2.25 Programs			
4.8	Carrying out measures and taking measures to assess and monitor (account for) obstacles, including non-aeronautical lights that pose a threat to flight safety, construction work and other activities in the area of the airfield and on the aerodrome territories,	RC&ISAA P2.25 Programs			

4.9	Organization of work by a permanent commission for activities that may pose a threat to the safety of aircraft flights in the area of a civil aviation airfield and outside the area of airfields, identification of construction and construction of uncoordinated facilities	RC&ISAA P2.26 Programs			
4.10	Log of construction work approvals at the airfield and in the airfield area	RC&ISAA P2.27 Programs			
5.	**Aerodrome data and their presentation verification of completeness, correctness and integrity of data submitted in accordance with AIP**				
5.1	verification of data collection, in particular on the condition of the working area and its equipment (the suitability of airfield coverings, equipment, including MTR, emergency rescue equipment, obstacles)	RC&ISAA P2.11 Programs			
5.2	data validation	RC&ISAA P2.11 Programs			
5.3	data transmission	RC&ISAA P2.11 Programs			
5.4	change on a permanent or non-permanent basis of published data	RC&ISAA P2.11 Programs			
5.5	verification of already published information	RC&ISAA P2.11 Programs			
5.6	updating information after construction works	RC&ISAA P2.11 Programs			
5.7	official coordination with the Department of Internal Affairs (agreement, instructions for interaction)	RC&ISAA P2.11 Programs			
5.8	official coordination with aeronautical information services (agreement); procedure for providing reliable aeronautical data of an aerodrome (heliport) to the aeronautical information service	RC&ISAA P2.11 Programs			
5.9	publication of required information in aeronautical documentation (AIP, NOTAM)	RC&ISAA P2.11 Programs			
5.10	publication of information according to the situation on the spot	RC&ISAA P2.11 Programs			

5.11	Maintaining, filling in and transmitting information on the snow NOTAM	RC&ISAA P2.29 Programs			
6.	**Inspection of the working area**				
6.1	checking the availability of rules (instructions for interaction, instructions for conducting an inspection of the working area of the airfield) that ensure coordination with the Department of Internal Affairs during the inspection of the working area;	RC&ISAA P2.15 and 2.16 Programs			
6.2	verification of the existence of rules that describe such inspections, if carried out by the aerodrome operator, including: a) frequency and scope of issues; b) the procedure for the compilation, transmission and storage of reports (check-lists of inspection, assessment sheet of the condition of the runway in the presence of pollutants, forms of measurements of the coefficient of adhesion); c) actions taken and monitoring of their implementation	RC&ISAA P2.15 and 2.16 Programs			
6.3	checking the availability of rules governing the access, measurement and recording of data on the characteristics of the runway surface when the runway is wet or dirty, and their subsequent provision to the ATS authorities	RC&ISAA P2.15 and 2.16 Programs			
6.4	Methods and means of assessing the braking conditions of aircraft, instructions for carrying out clutch measurements	RC&ISAA P2.23 Programs			
6.5	Logging the status of the airfield	RC&ISAA P2.22 Programs			
6.6	Responsibility for providing information on the technical suitability of the airfield (appointment order)	RC&ISAA P2.12 Programs			
7.	**Maintenance of the working area**				
7.1	Manual on maintenance, maintenance and repair of airfields, completeness of disclosed issues. Compliance with established requirements and timeliness of changes	RC&ISAA P2.15 Programs			

7.2	checking the availability of rules that provide for periodic changes in the friction characteristics on the runway surface, assessing their adequacy and any necessary preventive actions;	RC&ISAA P2.16 Programs			
7.3	checking the availability of a long-term plan to maintain the characteristics of adhesion to the surface runway, as well as maintenance of artificial coverings, visual aids, fences, drainage systems, electrical systems and buildings.	RC&ISAA P2.16 Programs			
7.4	Planning and execution of maintenance, repair and maintenance of the airfield at the airfield	RC&ISAA P2.18 Programs			
7.5	Maintenance of documentation on the planning of maintenance, maintenance and repair of the airfield	RC&ISAA P2.19 Programs			
7.6	Defecation of airfield coverings (acts of defecation, acts of inspection of airfield elements)	RC&ISAA P2.20 Programs			
7.7	Determination of the soil strength index, bearing capacity of a dirt runway	RC&ISAA P2.24 Programs			
8.	**Protection from snow and icing and other dangerous meteorological conditions**				
8.1	checking whether the aerodrome operator has a snow and icing control plan, including the tools and procedures used (process maps), as well as defining responsibilities and criteria related to the closure and subsequent opening of the runway	RC&ISAA P2.15 and 2.18 Programs			
8.2	verification of the mandatory official coordination of snow and ice removal actions between the aerodrome operator and the ATS authority (instructions for interaction, agreement)	RC&ISAA P2.15 and 2.18 Programs			
8.3	in case of other dangerous meteorological phenomena that may occur at the airfield (such as thunderstorms, strong surface winds and squalls, sandstorms), the aerodrome operator should develop rules describing the actions to be taken and defining responsibilities and criteria related to the temporary termination of runway operation	RC&ISAA P2.15 and 2.18 Programs			
8.4	the aerodrome operator officially coordinates its actions with the meteorological service provider in	RC&ISAA P2.15 and 2.18 Programs			

	order to obtain information about any difficult meteorological conditions.				
8.5	Publication of data in AIP on the types of chemical reagents used at the airfield, available special equipment for winter maintenance of airfield coverings	RC&ISAA P2.15 and 2.18 Programs			
9.	**Flight safety during the work at the airfield** checking whether the operator at the airfield has rules (instructions) in case of work at the airfield, defining:				
9.1	necessary notification of various partners	RC&ISAA P2.18 Programs			
9.2	assessment of the risk of work at the airfield	RC&ISAA P2.18 Programs			
9.3	functions and responsibilities of various parties, including their interaction and authority to implement safety measures	RC&ISAA P2.18 Programs			
9.4	flight safety control during the execution of work	RC&ISAA P2.18 Programs			
9.5	the procedure for opening facilities for operation, when possible	RC&ISAA P2.18 Programs			
9.6	necessary coordination with the Department of Internal Affairs	RC&ISAA P2.18 Programs			
9.7	Availability of the program (plan) of works drawn up on the basis of the rules, actual execution	RC&ISAA P2.18, 2.19, 2.20, 2,21 and 2.22 Programs			
9.8	Interaction with airport services that ensure flight safety	RC&ISAA P2.13 Programs			
10.	**Organization of activities on the platform (PDSP). Whether the aerodrome operator has rules defining**				
10.1	coordination of actions with the Department of Internal Affairs;	RC&ISAA P2.13 Programs			
10.2	use of authorized aircraft at each officially designated parking place;	RC&ISAA P2.10 Programs			
10.3	establishment of an appropriate safe apron boundary;	RC&ISAA P2.10 Programs			
10.4	general instructions for ensuring the safety of the activities of all agents in the apron area (safety instructions on the apron);	RC&ISAA P2.12 and 2.13 Programs			
10.5	placing and towing aircraft tail first	RC&ISAA			

		P2.10 Programs			
11.	**Safety management of activities on the platform:**				
11.1	checking whether the aerodrome operator has rules for inspection of the apron area	RC&ISAA P2.21 Programs			
11.2	verification of coordination with other parties with access to the apron, such as fuel suppliers, de-icing services, airlines and other ground handling service providers	RC&ISAA P2.13 Programs			
12.	**Equivalent level of flight safety:**				
12.1	Verification of an equivalent level of flight safety	arts. 5 and 28 RC&ISAA			
12.2	Checking the publication of an equivalent level in AIP	arts. 29 RC&ISAA			
13.	**Organization of movement of special equipment, special vehicles, machines and mechanisms on the airfield, apron**				
13.1	Checking whether the aerodrome operator has rules for driving vehicles at the aerodrome, providing the following:	RC&ISAA P3. Programs			
13.2	proper equipment of vehicles located in the working area (flashing beacons, tow rope, radio station, marking, garage numbers, transponder – if necessary, etc.);.	RC&ISAA P3.3 Programs			
13.3	the passage by drivers of appropriate training in the order of operation of a special vehicle, the technological process, the rules of traffic at the airfield, admission to the right of management;	RC&ISAA P3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11 and 3.12 Programs			
13.4	training of drivers of vehicles used in the maneuvering area (training program for traffic rules, radio communication, training material, knowledge assessment, internship, admission), frequency of training, including third-party organizations The layout of the airfield, the placement of the main objects. The layout and movement of the aircraft on the platform and MS	RC&ISAA P3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 3.12 and 3.13 Programs			
13.5	Implementation of these rules	RC&ISAA			

		P3.12 and 3.13 Programs			
13.6	Control and communication with vehicles moving around the airfield and its surroundings	RC&ISAA P3.14 Programs			
13.7	Medical care of personnel, drivers of special equipment, machines and mechanisms (pre-shift medical examination)	RC&ISAA P3.15 Programs			
13.8	Documentation on the preparation of special equipment and equipment for the operation, maintenance and repair of the airfield in the conditions of autumn-winter and spring-summer navigation	RC&ISAA P3.16 Programs			
13.9	The list and availability of documents, plans on the basis of which maintenance, repair of airfield special equipment and equipment is carried out	RC&ISAA P3.17 Programs			
13.10	Conducting metrological work, a list of measuring instruments subject to mandatory verification, compliance with the requirements of GOST and standards	RC&ISAA P3.18 Programs			
13.11	Call signs of subscribers and phraseology of radio conversations	RC&ISAA P3.17 Programs			
14.	**Production base**				
14.1	The list of airfield special equipment and equipment used for maintenance, maintenance and repair of the airfield, their technical condition, their equipment with radio stations, flashing lights	RC&ISAA P3.3 Programs			
14.2	Job descriptions defining the duties and responsibilities of the management staff and specialists (employees)	RC&ISAA P1.5. Programs			
14.3	Availability of contracts for the use of leased buildings and structures	RC&ISAA P3.1 Programs			
14.4	The presence of irreducible consumables, chemicals, special fluids used in the maintenance, maintenance and repair of the airfield	RC&ISAA P3.2 Programs			
14.5	Availability of control copies of regulatory documentation	RC&ISAA P2.14 Programs			

14.6	The list and availability of documents on the basis of which the operation of the airfield is carried out. Journal of the study of documents on the basis of which the operation of the airfield is carried out	RC&ISAA P1.6 Programs			
14.	**Training of airfield service personnel, vehicle drivers**				
15.1	Contracts for the completion of advanced training courses for AU specialists, certificates confirming training	RC&ISAA P1. 7 Programs			
15.2	Technical study programs, statements of acceptance of credits from engineering and technical staff and their admission to work in the autumn-winter period (spring-summer period)	RC&ISAA P3.5 Programs			
15.3	Plans and topics of theoretical training for the planned period	RC&ISAA P3.5 Programs			
15.4	The composition of teachers and their availability of approved summaries of disciplines	RC&ISAA P3.6 Programs			
15.5	Availability and condition of premises for training sessions, compliance with the requirements of industrial sanitation, fire safety rules in them	RC&ISAA P3.7 Programs			
15.6	Equipment of the educational and methodological base: technical, methodological classes, technical library, methodological documents on civil aviation, educational visual aids, technical training tools and methodological developments	RC&ISAA P3.8 Programs			
15.7	Preparation and verification of personnel for admission to independent work on special equipment of a specific type	RC&ISAA P3.9 Programs			
15.8	Confirmation and professional development in the specialty	RC&ISAA P3.10 Programs			
15.9	Compliance with the procedure for admission to independent work at the airfield	RC&ISAA P3.12 Programs			
15.	**Information support**				
16.1	Timeliness of receipt of flight safety information	RC&ISAA P4.1 Programs			

	(orders and instructions, newsletters)				
16.2	Receipt and modification of regulatory and governing documents	RC&ISAA P4.2 Programs			
16.3	Timeliness of communication and study of orders, instructions and information on flight safety by the operator's personnel	RC&ISAA P4.3 Programs			

* it is checked only during the certification examination

1. Checklist for checking the electrical and lighting support of flights of operators of civil aviation airfields and joint-based airfields

Name of the person being checked:	
Date of verification:	
Place of verification:	
The Inspector **Post:** **FCs:** **Signature:**	
Representative of the person being checked: **Position:** **FCs:** **Signature:**	

№, No.	Requirment	Name and paragraph of the standard (regulatory document)	An item in the certification program	Accordance C/N/na	Explanation
1. Organizational and administrative and general documentation of ELS of civil aviation flights of the RK					
1.1	Service Regulations	The list of documentation regulating the activities and (or) subject to maintenance by the ELS service is provided in Appendix 3 to the Rules on ELS of the CA of RK.	5.1		If there is no documentation, the requirement must be reflected in any other document.
1.2	Structural diagram of the electric lighting support service for flights		5.1		
1.3	Acts of delineation of responsibility for the operation of electrical installations between the flight electrical and lighting support service and other airport services		5.1		
1.4	Calculation of the normative number of personnel of the electric lighting support service for flights, the staffing table and the actual number of personnel of the electric lighting support service for flights		5.1		
1.5	Orders, instructions and orders for the service of ELS (folder of guidance documents)		5.1		
1.6	Job descriptions of the service personnel		5.1		
1.7	Instructions on occupational safety (safety, fire safety, operation of equipment ELS)		5.1		

1.8	Instructions (manuals) for the operation of ELS equipment		5.1		
1.9	Project documentation for the operated equipment ELS		5.1		
1.10	Executive documentation for electrical installations		6.1		
1.11	Certificates of serviceability of lighting equipment		5.1		
1.12	Acts of differentiation of responsibility for the operation of electrical installations between the ESTOP service and other airport services and third-party organizations		6.1		
1.13	Airport power supply schemes approved by the Head of the ELS Service (structural and linear)		6.1		
1.14	Power supply schemes for airport facilities (high-voltage, low-voltage, backup power supply schemes)		6.1		
1.15	Schemes of lighting equipment of runways, taxiways		5.1		
1.16	Instructions for the interaction of the service personnel with the energy supply organization		6.1		
1.17	Instructions for operational switching in 10kV networks		6.1		
1.18	The journal of knowledge verification and personnel instruction on the rules of technical operation of electrical installations of consumers		6.7		
1.19	Inventory and plan (schedule) of metrological verification of measuring instruments used by the service		6.1		
1.20	Inventory of protective equipment and fire extinguishing equipment available in the service		6.1		
1.21	Schedule-plan(s) of professional training of ELS personnel		5.1		
1.22	Availability of the rules of Electric lighting support of flights of Kazakhstan, the Standards of serviceability of airfields of Civil Aviation of the Republic of Kazakhstan.		5.1		
2. Operational group documentation					
2.1	Operational log	The list of documentation regulating the activities and (or) subject to maintenance by the ELS service is provided in Appendix 3 to the Rules on ELS of the CA RK.	6.1		

2.2	The log of registration of orders and orders for work in electrical installations, the folder of orders		6.1		
2.3	Log of applications for the current repair of electrical installations of general-purpose facilities of the airport		6.1		
2.4	Duty and vacation schedules of the operational group personnel		6.1		
2.5	List of persons from among the personnel of the ELS service who have the right of sole inspection in electrical installations		6.1		
2.6	List of persons from among the personnel of the ELS service who have the right to give operational orders		6.1		
2.7	List of persons from among the personnel of the ESTOP service who have the right to negotiate with the dispatcher of the energy supply organization		6.1		
3. Documentation of the electrical support unit for flights					
3.1	Orders on the node on the appointment of persons responsible for the maintenance of electrical equipment (facilities) for flights (hereinafter referred to as ESF facilities), labor protection, the condition of ESF facilities	The list of documentation regulating the activities and (or) subject to maintenance by the ELS service is provided in Appendix 3 to the Rules on ELS of the CA RK.	6.1		
3.2	Diagrams-plans of routes of cable power lines with bindings, as well as transitions, etc.		6.1 6.4		
3.3	Passports for cable lines;		6.1 6.4		
3.4	Schemes of high-voltage and low-voltage, main and backup power supply of airport facilities		6.1		
3.5	Electrical equipment schemes for general-purpose airport facilities		6.1		
3.6	Executive plans of routes of cable power lines with bindings of couplings, transitions, etc.		6.1 6.4		
3.7	Passports for cable lines		6.1		
3.8	Cable Magazine		6.1		
3.9	Documentation folders of transformer substations (schematic diagrams, factory descriptions, forms, passports for electrical equipment and cable lines, executive drawings and diagrams of grounding devices, test reports)		6.1 6.4		
3.10	List of relay protection installations		6.6		
3.11	Schedule of maintenance of facilities ESF		6.1		

3.12	The journal of the work of the node		6.1		
3.13	List of persons responsible for maintenance of the electrical laboratory		6.1		
3.14	Maintenance log of the backup diesel-electric units of the node		6.6		
3.15	Instructions on interaction with other services, on backup and operational switching of power supply, on the mode, safety, first aid in case of electric shock, fire safety measures and actions of the personnel of the operational group in case of fire		6.1		
4. Documentation of the flight lighting support unit					
4.1	The order on the node on the appointment of persons responsible for the maintenance of equipment (objects) of flight lighting support (hereinafter referred to as FLS objects), for labor protection and fire–fighting condition of FLS objects	The list of documentation regulating the activities and (or) subject to maintenance by the ESTOP service is provided in Appendix 3 to the Rules on ELS of the CA RK .	5.1		
4.2	Scheme of lighting equipment of runways and taxiways		5.1		
4.3	Schemes of the main and backup power supply of FLS node objects		5.1		
4.4	Schemes of low-voltage panels of guaranteed power supply of the lighting equipment system		5.1		
4.5	Automation schemes of backup diesel-electric units of the node		5.1		
4.6	Schemes of remote control equipment		5.1		
4.7	Schemes of brightness regulators		5.1		
4.8	Operating instructions (manuals), factory descriptions, forms, passports for operated (serviced) objects.		5.1		
4.9	Schedule of maintenance of the lighting equipment system		5.1		
4.10	Acts of flight inspections of the lighting equipment system		5.7		
4.11	The journal of the work of the node		5.1		
4.12	Maintenance log of the backup diesel-electric units of the node		5.1		
4.13	Log of insulation resistance monitoring of cable power lines of lights		5.7		
4.14	Passports of power cables of lights		5.1		

4.15	Test reports of lighting equipment		5.7		
4.16	Instructions restrictions on the use of electrical lighting equipment in case of its partial failures		5.1		
4.17	Certificates of compliance of lighting equipment with the requirements of ICAO		5.1		
4.18	Instructions on interaction with other services, on backup and operational switching of power supply, on the mode, safety, first aid in case of electric shock, fire safety measures and actions of the personnel of the operational group in case of fire		5.1		
4.19	Availability of an emergency reserve of spare parts with.		5.2		
5. Documentation of the electrical high-voltage laboratory * (if applicable).					
5.1	Instructions on labor protection, first aid in case of electric shock	The list of documentation regulating the activities and (or) subject to maintenance by the ELS service is provided in Appendix 3 to the Rules on ELS of the CA RK.	5.1		
5.2	Certificate of registration of the laboratory		6.1		
5.3	Factory descriptions, passports and forms for laboratory equipment		6.1		
5.4	Standards and guidelines for testing electrical installations		6.1		
5.5	Inventory of equipment, property, protective equipment and laboratory tools		6.1		
5.6	Laboratory work plan		6.1		
5.7	Journal of laboratory work		6.1		
5.8	Protocols, test certificates of electrical installations, protective equipment used by the ELS service		6.6		
6. Qualification					
6.1	Documents (certificates) confirming the completion of training courses (initial, retraining, advanced training) of the personnel of the ELS service in AAK-approved aviation training centers.	764 order of standard training programs for aviation personnel.	6.7		
7. Power supply of airfield facilities					
7.1	The categories of electricity consumers according to the degree of reliability of power supply and the maximum allowable time of interruptions in their power supply must comply with the requirements given in	437 item AAS CA RK	6.3		

	these AAS CA RK. Annex 57 (RUNWAY CATI,II,III ICAO – 1c)				
7.2	The power supply of electricity receivers of a special group of the first category (SG) is provided from at least three independent sources of electricity. 1) from two external independent sources (via two cable lines through two transformers) and an autonomous source: • diesel-electric unit that reserves each of the independent sources; • flywheel unit of uninterruptible power supply; • uninterruptible power supply(s). 2) from one external source, one diesel-electric unit and one of the autonomous sources: • a diesel-electric unit that reserves each of the external independent sources; • static or flywheel uninterruptible power supply unit; • uninterruptible power supply.	439 item AAS CA RK	6.3		
7.3	The power supply of electric power receivers of a special group of the first category (SG) for runway equipped with category III is carried out according to one of the following options: 1) from two external independent sources (via two cable lines through two transformers) and a diesel-electric unit, while consumers are connected via battery uninterruptible power supplies; 1) 2) from two external independent sources (via two cable lines through two transformers) and a diesel generator uninterruptible power supply, which is forcibly started when category III weather conditions occur.	440 item AAS CA RK	6.3		
7.4	Only consumers who ensure the operation and maintenance of these facilities (emergency lighting, technological: heating, ventilation and air conditioning) are allowed to connect to the switchgear of lighting equipment objects.	448 item AAS CA RK	6.3		
7.5	Rechargeable batteries or uninterruptible power supplies used as backup power sources	453 item AAS CA RK	6.3		

	must ensure the operation of the MTR lights - for at least 5 minutes;				
7.6	Availability of automation of diesel-electric units (automatic switching on)	451 item AAS CA RK	6.2		
7.7	The presence in the LVP procedures or in other documents of procedures for limiting construction work on maintenance near airfield electrical systems when flying in conditions of limited visibility	10.5.13 item appendix 14 ICAO tome.1	6.2		
8. Aeronautical lighthouses					
8.1	An aerodrome beacon is provided in the presence of one or more of the following conditions: a) aircraft navigate mainly by visual means; b) limited visibility conditions are frequent or c) it is difficult to determine the location of the airfield from the air due to the presence of surrounding lights or terrain features.	5.3.3.3 appendix 14 ICAO tome.1	5.3		
9. Approach lights					
9.1	Compliance with a simple system of approach lights (LIL)	Appendix 28 to the Standards of serviceability of airfields (heliports) of civil aviation	5.9		Depending on the type of runway, consider matching the length of the approach lights, the intervals between linear/single lights in accordance with the design documentation and published data in the AIP. You can also estimate the extent of using the Google earth system.
9.2	Compliance with the CAT I (type-B) proximity light system	Appendix 31 to the Standards of serviceability of airfields (heliports) of civil aviation	5.9		
9.3	Compliance with the CAT II/III proximity light system	Appendix 32 to the Standards of serviceability of airfields (heliports) of civil aviation	5.9		
9.4	Power supply of approach lights from two cable rings	235 item AAS CA RK	5.6 6.4		*(for a simple system of proximity lights of paragraph 9.1 of this test sheet, power supply from one cable ring is allowed).
9.5	Brightness and color of lights (white)	Appendix 28,31,32 AAS CA RK	5.2		Check the photos from the flight checks .
10. Entrance and limit lights					
10.1	Compliance with the requirements for the composition, intervals and configuration of the entrance and limiting lights (including when the threshold is shifted), see AAS CA RK.	Appendix 29 to the Standards of serviceability of airfields (heliports) of civil aviation	5.9		
10.2	The input lights are powered by two separate cable rings.	235 item AAS CA RK	5.6 6.4		You can check the number of brightness controls for each landing course. There should be

					two regulators on the entrance lights for each landing course.
10.3	The power supply of the limiting lights must be carried out by two cable rings together with the side landing lights	235 item AAS CA RK	5.6 6.4		
10.4	Brightness and color of lights (green for input, red for restrictive)	Appendix 29 to the Standards of serviceability of airfields (heliports) of civil aviation	5.2		
11. Glide path indication lights (PAPI)					
11.1	Compliance with the requirements for the composition, intervals and configuration of glide path indication lights	Appendix 36 to the Standards of serviceability Airfields (heliports) of civil aviation	5.9		
11.2	The glide lights are powered by two separate cable rings	235 item AAS CA RK	5.6 6.4		
11.3	Act of flight inspection of glide path indication lights	80 paragraph of the Rules on ELS	5.8		
11.4	Brightness and color of lights (red, white)		5.2		
12. Side landing lights					
12.1	Compliance with the requirements for the composition, spacing and configuration of side landing lights	155 item AAS CA RK	5.2		
12.2	The side landing lights are powered by two separate cable rings	235 item AAS CA RK	5.6 6.4		
12.3	Brightness and color of lights (white)	159 item AAS CA RK	5.2		
13. Runway axial lights (CAT II/III)					
13.1	Compliance with the requirements for the composition, spacing and configuration of CAT II/III runway axial lights.	Appendix 35 to the Standards of serviceability of airfields (heliports) of civil aviation	5.9		
13.2	The runway axial lights are powered by two separate cable rings.	235 item AAS CA RK	5.6 6.4		
13.3	Compliance with the coding of lights in case of failure of one cable ring.	90 item AAS CA RK	5.6 6.4		
13.4	The brightness and color of the lights (from the threshold to a point located 900 m from the end of the runway – white; alternating red and alternating white - from a point located 900 m to a point located 300 m from the end of the runway; and red – from a point located 300 m to the end RUNWAY)	193 item AAS CA RK	5.2		
14. Landing zone lights (TDZ) (CATII/III)					

14.1	Compliance with the requirements for the composition, intervals and configuration of runway landing zone lights CATII/III.	Appendix 35 to the Standards of serviceability of airfields (heliports) of civil aviation	5.9		
14.2	The landing zone lights are powered by two separate cable rings.	235 item AAS CA RK	5.6 6.4		
14.3	Brightness and color of lights (white)	196 item AAS CA RK	5.2		
15. Side lights of the runway U-turn area					
15.1	Compliance with composition requirements, configuration intervals	Appendix 29 to the Standards of serviceability of airfields (heliports) of civil aviation	5.2		
15.2	The lights are powered in conjunction with the side landing lights	235 item AAS CA RK	5.6		
15.3	Brightness and color of lights (blue)	5.3.18.7 appendix 14 ICAO tome.1	5.2		
16. Runway U-turn area lights (RVR <350m) *					
16.1	Compliance with composition requirements, configuration intervals	5.3.19 appendix 14 ICAO tome.1	5.2		
16.2	The lights are powered in conjunction with the side landing lights	5.3.19 appendix 14 ICAO tome.1	5.6		
16.3	Brightness and color of lights (green)	5.3.19 appendix 14 ICAO tome.1	5.2		
17. Stopway lights *					
17.1	Compliance with composition requirements, configuration intervals	5.3.16 appendix 14 ICAO tome.1	5.2		
17.2	The lights are powered in conjunction with the side landing lights	5.3.16 appendix 14 ICAO tome.1	5.6		
17.3	Brightness and color of lights (red)	5.3.16 appendix 14 ICAO tome.1	5.2		
18. Indicator lights of the high-speed exit taxiway					
18.1	Compliance with composition requirements, configuration intervals	5.3.15 appendix 14 ICAO tome.1	5.2		
18.2	The lights are powered by a single cable ring	5.3.15 appendix 14 ICAO tome.1	5.6 6.4		
18.3	Emergency shutdown of brightness controls in the presence of one burned-out lamp	5.3.15 appendix 14 ICAO tome.1	5.6		
18.4	Set of indicator lights for high-speed exit taxiway it is installed on the same side of the centerline The runway where the high-speed exit taxiway is located.	5.3.15 appendix 14 ICAO tome.1	5.2		
18.5	Brightness and color of lights (yellow)	5.3.15 appendix 14 ICAO tome.1	5.2		
19. Taxiway lights					

19.1	Compliance with composition requirements, configuration intervals	Appendix 41 to the Standards of serviceability of airfields (heliports) of civil aviation	5.2		
19.2	The lights are powered separately from one cable ring	236 item AAS CA RK	5.6 6.4		
19.3	Brightness and color of lights (blue)	208 item AAS CA RK	5.2		
20. Axial taxiway lights (RVR <350m)					
20.1	Compliance with the requirements for composition, intervals and configuration (intervals rectilinear section – no more than 15m; On curved sections – no more than 7.5 m)	Appendix 41 to the Standards of serviceability of airfields (heliports) of civil aviation	5.2		
20.2	The lights are powered separately from one cable ring (individual lamp control units can be used)	236 item AAS CA RK	5.6 6.4		
20.3	Brightness and color of lights (green) On the output taxiway, the axial lights of the taxiway are alternating green and yellow lights	215 item AAS CA RK	5.2		
21. Stop line lights (CAT II/III)					
21.1	Compliance with the requirements for composition, intervals and configuration (identical intervals across the taxiway with an interval of no more than 3 m.)	Appendix 41 to the Standards of serviceability of airfields (heliports) of civil aviation	5.2		
21.2	The presence of additional overhead lights at each end of the stop line lights	217 item AAS CA RK	5.2		
21.3	The lights are powered separately from the two cable rings (individual lamp control units can be used)	235 item AAS CA RK	5.6 6.4		
21.4	With the stop line lights on, any axial taxiway lights installed behind the stop line lights were turned off at a distance of at least 90 m; (timer setting)	218 item AAS CA RK	5.6		
21.5	The lights of the stop line were blocked with the axial lights of the taxiway in such a way that when the axial lights of the taxiway located behind the lights of the stop line were turned on, the lights of the stop line were turned off and vice versa. (timer setting)	218 item AAS CA RK	5.6		
21.6	Brightness and color of lights (red)	219 item AAS CA RK	5.2		
22. Lights of intermediate waiting areas (RVR <350m)					
22.1	Compliance with the requirements for composition, intervals and configuration (The lights of the intermediate waiting areas consist of three directional lights, the	221 item AAS CA RK	5.2		

	lights of the intermediate waiting area are located along the marking of the intermediate waiting area at a distance of 0.3 m to the marking. They are located symmetrically to the centerline of the taxiway and at right angles to it, and the interval between individual lights is 1.5 m.)				
22.2	The power supply of the lights is carried out in conjunction with the side lights of the taxiway or a separate cable ring	216 item AAS CA RK	5.6 6.4		
22.3	Brightness and color of lights (yellow)	221 item AAS CA RK	5.2		
23. Exit lights of the anti-icing protection zone *					
23.1	The output lights of the anti-icing protection zone are located at a distance of 0.3 m from the inside of the marking of the intermediate waiting area applied at the output border of the remote anti-icing protection zone.	5.3.22 appendix 14 ICAO tome.1	5.2		
23.2	The output lights of the anti-icing protection zone consist of recessed directional yellow lights of constant illumination, installed at intervals of 6 m from each other and indicating the direction of approach to the output boundary, the light of which is scattered similarly to the axial lights of the taxiway	5.3.22 appendix 14 ICAO tome.1	5.2		
24. Runway protection lights *					
24.1	Compliance with the requirements for composition, intervals and configuration (Runway protection lights are located on each side of the taxiway in the waiting areas at the runway)	5.3.23 appendix 14 ICAO tome.1	5.2		
24.2	Runway protection lights consist of two pairs of yellow lights.	5.3.23 appendix 14 ICAO tome.1	5.2		
24.3	The light beam is unidirectional and visible to the pilot of the aircraft steering to the waiting area	5.3.23 appendix 14 ICAO tome.1	5.2		
24.4	The lights in each block flash alternately.	5.3.23 appendix 14 ICAO tome.1	5.2		
24.5	The lights flash alternately with a frequency of 30-60 flashes per minute, and the duration of the idle and working pulses is the same and opposite in phase.	5.3.23 appendix 14 ICAO tome.1	5.2		
24.6	The power supply of the lights is carried out in conjunction with the side lights of the taxiway or a separate cable ring	5.3.23 appendix 14 ICAO tome.1	5.6 6.4		
25. Aircraft maneuvering control lights at the parking lot					

25.1	The aircraft maneuvering control lights at the parking place are combined with the marking of the aircraft parking place.	5.3.27 appendix 14 ICAO tome.1	5.2		
25.2	The aircraft maneuvering control lights at the parking lot, with the exception of the stop sign lights, are yellow constant radiation lights visible within the areas where guidance is planned to be provided with these lights.	5.3.27 appendix 14 ICAO tome.1	5.2		
25.3	The lights of the stop sign are unidirectional lights of constant red radiation.	5.3.27 appendix 14 ICAO tome.1	5.2		
25.4	The lights used to indicate the taxiing, turning and taxiing lines are located at intervals of no more than 7.5 m on curved sections and 15 m – on straight sections.	5.3.27 appendix 14 ICAO tome.1	5.2		
25.5	The electrical circuit of the lights must be designed in such a way that the lights can be turned on to indicate that the aircraft parking area should be used and turned off to indicate that it should not be used.	5.3.27 appendix 14 ICAO tome.1	5.6		
26. Airfield signs					
26.1	Airfield signs with internal illumination are mandatory for airfields or runways equipped with LIL-I, LIL-II and LIL-III. It is allowed to use signs only with a reflective coating for runways of classes D, E, F, unequipped and instrument approach.	239. AAS CA	5.4		
26.2	The presence of airfield signs containing mandatory instructions on each side at all waiting areas at the runway.	Appendix 11 to the Standards of serviceability of airfields (heliports) of civil aviation	5.4		
26.3	The presence of signs at all places where there is an operational need to indicate with a sign the specific location of an object or provide information about the route (direction or destination).	Appendix 11 to the Standards of serviceability of airfields (heliports) of civil aviation	5.4		
26.4	Compliance with the standards of inscriptions on signs	Appendix 11 to the Standards of serviceability of airfields (heliports) of civil aviation	5.4		
26.5	The absence of the letters I, O or X in the designation of the taxiway	5.4.3.36 appendix 14 ICAO tome.1	5.4		
26.6	The signs are powered in conjunction with the side lights of the taxiway/runway	236 item AAS CA RK	5.4		
27. Characteristics of the lighting equipment.					
27.1	Compliance of the supports of the lights with the requirements of	92. item AAS CA RK	5.1		Check the availability of certificates confirming

	fragility (the presence of a brittle coupling), with the exception of recessed lights.				compliance with the fragility of supports, lights and other lighting means.
27.2	Matching the angles of the installation of lights	228 item AAS CA RK	5.7		Check the photographic materials for the uniformity of the direction of the lights.
27.3	The insulation resistance of the cable lines of the serial power supply of the lights must be at least 1 mOhm,	237 item AAS CA RK	5.7 6.4		Check the insulation resistance measurement certificates.
27.4	Convergence (directivity) (toe-in) of the input lights 3.5	Appendix 9 to the Standards of serviceability of airfields (heliports) of civil aviation	5.1		
27.5	The convergence (directivity) (toe-in) of the side landing lights is 3.5° with a runway width of 45m, for a runway width of 60m - 4.5°	Appendix 9 to the Standards of serviceability of airfields (heliports) of civil aviation	5.1		
27.6	The condition of the fasteners of the recessed lights.		5.7		
27.7	Whether there are aeronautical lights at or near the aerodrome that may interfere with the clear recognition of aeronautical ground lights.	95 item AAS CA RK	5.2		
27.8	Compliance of the lights with the objectives of the preventive maintenance system on the runway and taxiway and aprons.	Appendix 2 to the Rules of electric lighting support of civil aviation flights of the Republic of Kazakhstan	5.9		
28. Регуляторы яркости					
28.1	brightness levels 100%-6.6A, 30%-5.2A, 10%-4.1A, 3%-3.4A and 1%-2.8A	Appendix 17 to the Rules of electric lighting support of civil aviation flights of the Republic of Kazakhstan	6.5		
28.2	Availability of backup brightness controls	*	6.2		
28.3	Availability of the cable ring break detection function	*	6.2 6.4		
28.4	Availability of the function for determining the number of burned-out lamps (CAT I II/III)	*	6.2		
28.5	The presence of the function of constant measurement of insulation resistance (500V)	*	6.2		
29. Remote control in LILAW systems					
29.1	Choosing the direction of flights	231 item AAS CA RK	6.5		

29.2	Separate or group control and brightness control of approach lights, runway lights, side lights of the taxiway, glide path lights, as well as signaling their status (on, off);	231 item AAS CA RK	6.5		
29.3	Emergency light and sound (switchable) alarms.	231 item AAS CA RK	6.5		
30. Remote control in LIL-I, LIL-II, LIL-III systems					
30.1	Choosing the direction of flights	232 item AAS CA RK	6.5		
30.2	Group control of light-signalling means of landing in accordance with this AAS CA RK; Annex 10	232 item AAS CA RK	6.5		
30.3	The possibility of individual control of glide lights, landing zone lights, runway axial lights, stop line lights and dependent on them axial taxiway lights in accordance with paragraph 218 of these AAS CA RK;	232 item AAS CA RK	6.5		
30.4	Pulse lights control	232 item AAS CA RK	6.5		
30.5	Light signaling of the operation of switching on and off lights	232 item AAS CA RK	6.5		
30.6	Turning on all lights of the "stop" lines at the same time	232 item AAS CA RK	6.5		
30.7	Selection and inclusion of taxiing routes on the airfield	232 item AAS CA RK	6.5		
30.8	Adjusting the brightness of the side and center lights of the taxiway and the lights of the "stop" lines	232 item AAS CA RK	6.5		
30.9	The inclusion of all side lights of the taxiway, regardless of the inclusion of taxiing routes	232 item AAS CA RK	6.5		
30.10	Display of the status of controlled light signaling devices at the workplaces of dispatchers and technical personnel;	233 item AAS CA RK	6.5		
30.11	Exclusion of the possibility of simultaneous control of the same lights from two or more dispatchers' workstations	233 item AAS CA RK	6.5		
30.12	Visual indication of the status of communication lines and power sources at the transformer substation at the workplaces of technical personnel	233 item AAS CA RK	6.5		
30.13	General visual and switchable audible alarm at the workplaces of dispatchers and technical personnel	233 item AAS CA RK	6.5		
30.14	The ability to control lighting equipment from the workplace of technical personnel after the transfer of control from the appropriate dispatcher	233 item AAS CA RK	6.5		

30.15	Saving command information in case of loss of voltage on the control tower, breakage of communication lines contril tower, failure of equipment on the control tower, short-term disappearance of voltage	233 item AAS CA RK	6.5		
30.16	Archiving commands and errors	234 item AAS CA RK	6.5		
31. Floodlight lighting					
31.1	Platforms intended for use at night are equipped with floodlights.	276 item AAS CA RK	5.3		
31.2	The location of the apron searchlights should provide adequate illumination of all service areas on the apron with minimal blinding effect on aircraft pilots in flight or on the ground, dispatchers providing air traffic control, and personnel on the apron.	277 item AAS CA RK	5.3		
31.3	The installation scheme of the searchlights and the direction of their action are chosen in such a way that the aircraft parking lots are illuminated from two or more sides in order to minimize shadows.	277 item AAS CA RK	5.3		
31.4	The searchlight lighting of the apron should provide average illumination levels of aircraft parking on the apron: 20 lux.	279 item AAS CA RK	5.3		
32. Aeronautical information on lighting equipment.					
32.1	Availability of correct information in section AD 2.9				Information on data in AIP https://www.ans.kz/ru/ais/eaip
32.2	Availability of correct information in the section AD 2.14				Information on data in AIP https://www.ans.kz/ru/ais/eaip
32.3	Availability of correct information in the section AD 2.15				Information on data in AIP https://www.ans.kz/ru/ais/eaip
32.4	The presence of correct visualization of the lighting equipment in the section AD 2.24.1				Information on data in AIP https://www.ans.kz/ru/ais/eaip
32.5	Persons from the shift personnel of the ELS service who have the right to submit an application to the aeronautical Information Services (AIS)				

3. Checklist for checking emergency and rescue support of flights _____

Name of the person being checked:	
Date of verification:	**«____» _____ 2021 year**
Place of verification:	**Airport c. _____**
The Inspector **Position:** **Full name:** **Signature:**	**Aviation Inspector ДАиНО JSC «ААК»** _____ _____
Representative of the person being checked: **Position:** **Full name:** **Signature:**	**SEFS Chairman _____** _____ _____

№, No.	Requirment	Name and paragraph of the standard (regulatory document)	Accordance C/N/na	Explanations
1. SEFS organization				
1.1	Regular staffing	Item 12. Rules search and rescue support of flights at airports of the Republic of Kazakhstan dated March 26, 2015 No. 325 (hereinafter - SRSF-15); Item 2. Qualification requirements for non-state fire services dated November 7, 2014 No. 783. Table 10-1. Doc 9137. Guide to Airport Services Part I. Rescue and fire fighting		
1.2	Structure	Appendix 3. Qualification requirements for non-state fire services dated November 7, 2014 No. 783		
1.3	ДИ	Order №111 Emergency Committee of the Ministry of Internal Affairs of the Republic of Kazakhstan		
1.4	Service regulations	The Charter of the Fire Service of the Republic of Kazakhstan dated June 26, 2017 No. 445 (hereinafter referred to as the Charter of the SFS)		
1.5	Insruction ST	Order № 111 Emergency Committee of the Ministry of Internal Affairs of the Republic of Kazakhstan		
2.3.	Working spaces	Charter of the SFS		
1.7	Training class	Charter of the SFS		
1.8	Sanitary and living conditions	Charter of the SFS		
2. Qualification				
2.1	Training, admissions:	Order of the Ministry of Internal Affairs of the Republic of Kazakhstan dated 20.10.2015 No. 857 "On the establishment of a single sample certificate of training or retraining in the field of civil protection" Order of the Ministry of Internal Affairs of the Republic of Kazakhstan dated 24.01. 2015 No. 48 "On approval of the Program of training		
	NSFS certificate			
	Leaders			
	Drivers			
	Firefighters			
	Paramedics			
	Gas and Smoke Protection Service			

	Dispatchers	courses for special training of non-governmental fire service specialists"		
2.2	Requirements for the training of specialists responsible for the coordination of the ERO, the leadership of the SEFS	Standard training programs for aviation personnel involved in ensuring flight safety No. 764 dated September 28, 2013		
3. Compliance with the requirements of the Level of Required Fire Protection of the airfield according to the Standards of serviceability of airfields (heliports) of civil aviation dated March 31, 2015 No. 381 ((hereinafter referred to as AAS-15)				
3.1	Determination of the category of each runway according to the Level of Required Fire Protection (hereinafter - LRFP). Act.	P.454 AAS-15 P..2.1. Doc 9137. Guide to Airport Services Part I. Rescue and fire fighting		
3.2	Change in the category of LRFP, compliance with the largest aircraft received by the airport	P.455 AAS-15		
3.3	Number of Airfield Fire Trucks (hereinafter referred to as AFTP)	P.456 AAS-15 2.10. Doc 9137. Guide to Airport Services Part I. Rescue and fire fighting		
3.4	Quantity according to the declared category of exported OTC, (lit.), including foaming agent (hereinafter referred to as FA), kg.	P.456 AAS-15 P.2.3. Doc 9137. Guide to Airport Services Part I. Rescue and fire fighting		
3.5	FA reserve, kg.	P.458 AAS-15 P.2.5. Doc 9137. Guide to Airport Services Part I. Rescue and fire fighting		
3.6	OTC feed capacity, l/sec	П.456 AAS-15 П.2.6. Doc 9137. Guide to Airport Services Part I. Rescue and fire fighting		
3.7	Deployment time	П.459 AAS-15 2.7. Doc 9137. Guide to Airport Services Part I. Rescue and fire fighting		
4. SRSF forces and means				
4.1	(Data for each AFT) AFT (gar.number)_____ Model: _____ Year of release:__ _____ Max. AFT speed:_____ Speed dial km/h per second.: ____ OTC flow l/sec:_____ Max. The range of the OTC supply by the carriage barrel, m.:_____ Volume of exported OTC, liter.: Including kg.:			
4.1.1	Complete set of FTW and ASO (set according to the category of LRFP):	P.457 AAS-15 Table 5-2. Doc 9137. Guide to Airport Services Part I. Rescue and fire fighting		
	Fire pressure hoses of various diameters with a total length of at least 200 meters (51 mm, 66 mm, etc.), keys, clamps for pressure hoses - 1 kmp			

	Pressure suction hoses for water intake from hydrants-2 pcs.		
	Pressure-suction hoses for water intake from a reservoir with a total length of at least 7 meters with a suction net -2 pcs.		
	Connecting transitional heads for fire hoses -1 kmp.		
	Branching sleeve -1 pcs.		
	Fire column, key for hydrant covers – 1 pc.		
	The fireman's barrel is manual air-foam – 1 kmp.		
	The fireman's barrel is manual combined – 1 kmp.		
	The barrel-punch is manual – 1kmp.		
	Foam generator of medium multiplicity (type SFS-600) – 1kmp.		
	A knife for cutting seat belts – for every lifeguard		
	Fuselage opening tool – 1 kmp.: - hydraulic; - circular saw; - reciprocating saw		
	Equipment for the evacuation of people from the aircraft: A special ladder (ladder) for the search and rescue operations on aircraft – 1 kmp		
	Medical devices: - Stretcher – 1 pc. - Medical first aid kit -1 pc.		
	Compressed air breathing apparatus – for every rescuer		
	Heat-reflecting firefighter suit - for every firefighter		
	Fireman's axe – to every rescuer		
	Trench tool (crowbar, shovel, axe, two-handed saw)-1 kmp..		
	Saw hacksaw on wood - 1 pc. Saw hacksaw for metal – 1 pc		
	Locksmith tools (chisel, hammer, pliers, metal scissors, side cutters) – 1 kmp.		
	Metal cable 8-10 meters long – 1 piece.		
	Rope length of 30 m. (d.8-12mm) – 1 piece		
	Electric group lantern – 1 pc.		
	Electric individual flashlight– for each rescuer		

	Manual fire extinguisher – 1 pc.			
	Dielectric bots – 2 pairs			
	Dielectric gloves - 2 pairs			
	Dielectric scissors–1 pc.			
	Maintenance, repair of AFT: Operational documentation: - operation manual; - form (passport); - ZIP statement; - statement of operational documents. Note: Operational documents for the AFT chassis and its equipment may be submitted separately.			
	Condition:			
4.2	AFT (number)_____ Model: _____ Year of release:__ _____ Max. AFT speed:_____ Speed dial km/h per second.: ____ OTC flow l/sec:_____ Max.Range of OTC feed by carriage barrel, m.:_____ Volume of exported OTC, liter.: Including FA kg.:			
4.2.1	Complete set of FTW and ASO (set according to the category of LRFP):	P.457 AAS-15 Table 5-2. Doc 9137. Guide to Airport Services Part I. Rescue and fire fighting		
	Fire pressure hoses of various diameters with a total length of at least 200 meters (51 mm, 66 mm, etc.), keys, clamps for pressure hoses - 1 kmp			
	Pressure suction hoses for water intake from hydrants-2 pcs.			
	Pressure-suction hoses for water intake from a reservoir with a total length of at least 7 meters with a suction net -2 pcs.			
	Connecting transitional heads for fire hoses -1 kmp.			
	Branching sleeve -1 pcs.			
	Fire column, key for hydrant covers – 1 pc.			
	The fireman's barrel is manual air-foam – 1 kmp.			
	The fireman's barrel is manual combined – 1 kmp.			
	The barrel-punch is manual – 1kmp.			
	Foam generator of medium multiplicity (type SFS-600) – 1kmp.			

	A knife for cutting seat belts – for every lifeguard			
	Fuselage opening tool – 1 kmp.: - hydraulic; - circular saw; - reciprocating saw			
	Equipment for the evacuation of people from the aircraft: A special ladder (ladder) for the SRO on aircraft – 1 kmp			
	Medical devices: - Stretcher – 1 pc. - Medical first aid kit -1 pc.			
	Compressed air breathing apparatus (for each rescuer)			
	Heat-reflecting firefighter suit (for each firefighter)			
	Fireman's axe – to every rescuer			
	Trench tool (crowbar, shovel, axe, two-handed saw) -1 kmp..			
	Saw hacksaw on wood - 1 pc. Saw hacksaw for metal – 1 pc			
	Locksmith tools (chisel, hammer, pliers, metal scissors, side cutters) – 1 kmp.			
	Metal cable 8-10 meters long – 1 piece.			
	Rope length of 30 m. (d.8-12mm) – 1 pc			
	Electric group lantern – 1 pc..			
	Electric individual flashlight– for each rescuer			
	Manual fire extinguisher – 1 pc.			
	Dielectric bots – 2 pairs			
	Dielectric gloves - 2 pairs			
	Dielectric scissors–1 pc.			
	Maintenance, repair of AFT: Operational documentation: - operation manual; - form (passport); - ZIP statement; - statement of operational documents. Note: Operational documents for the AFT chassis and its equipment may be submitted separately.			
	Condition:			
4.3	AFT (number)_____ Model: _____ Year of release:__ _____ Max. AFT speed:_____ Speed dial km/h per second.: ____ OTC flow l/sec:_____			

	Max. The range of the OTC supply by the carriage barrel, m.:_____ Volume of exported OTC, liter.: Including kg.:			
4.3.1	Complete set of FTW and ASO (set according to the category of LRFP):	P.457 AAS-15 Table 5-2. Doc 9137. Guide to Airport Services Part I. Rescue and fire fighting		
	Fire pressure hoses of various diameters with a total length of at least 200 meters (51 mm, 66 mm, etc.), keys, clamps for pressure hoses - 1 kmp			
	Pressure suction hoses for water intake from hydrants-2 pcs.			
	Pressure-suction hoses for water intake from a reservoir with a total length of at least 7 meters with a suction net-2 pcs.			
	Connecting transitional heads for fire hoses -1 kmp.			
	Branching sleeve -1 pcs.			
	Fire column, key for hydrant covers – 1 pc.			
	The fireman's barrel is manual air-foam – 1 kmp.			
	The fireman's barrel is manual combined – 1 kmp.			
	The barrel-punch is manual – 1kmp.			
	Foam generator of medium multiplicity (type SFS-600)– kmp.			
	A knife for cutting seat belts – for every lifeguard			
	Fuselage opening tool – 1 kmp.: - hydraulic; - circular saw; - reciprocating saw			
	Equipment for the evacuation of people from the aircraft: A special ladder (ladder) for the SRO on aircraft–1 kmp			
	Medical devices: - Stretcher – 1 pc. - Medical first aid kit -1 pc.			
	Compressed air breathing apparatus – for every rescuer			
	Heat-reflecting firefighter suit - for every firefighter			
	Fireman's axe – to every rescuer			

	Trench tool (crowbar, shovel, axe, two-handed saw) -1 kmp..			
	Saw hacksaw on wood - 1 pc. Saw hacksaw for metal – 1 piece			
	Locksmith tools (chisel, hammer, pliers, metal scissors, side cutters)-1 kmp.			
	Metal cable 8-10 meters long – 1 piece.			
	Rope length of 30 m. (d.8-12mm) – 1 piece			
	Electric group lantern – 1 pc.			
	Electric individual flashlight– for each rescuer			
	Manual fire extinguisher – 1 pc.			
	Dielectric bots – 2 pairs			
	Dielectric gloves - 2 pairs			
	Dielectric scissors–1 pc.			
	Maintenance, repair of AFT: Operational documentation: - operation manual; - form (passport); - ZIP statement; - statement of operational documents. Note: Operational documents for the AFT chassis and its equipment may be submitted separately.			
	Condition:			
5.	**Special equipment for performing ERO procedures**			
5.1	Provision at airfields having 4-10 categories according to the LRFP, installation of foam coating of the runway during emergency landings of aircraft with landing gear failure.	P.460 AAS-15		
5.2	Ambulance (cars) and/or trailer van, Model: _____ Year of release: _____ Equipment: - stretcher; - emergency medical stowage with dressing material. Maintenance, repair: Regulations Passport (form) Supporting records	P.463 AAS-15		
5.3	A car for the delivery of rescuers and equipment, increased cross-country ability. Model:_____ Year of release:_____ Max. Speed:_____	P.462 AAS-15		

	Number of seats:_____ Equipment: - loudspeaker installation or megaphone; - binoculars; - - by means of air communication, means of communication with SCP, And With, air traffic control points (flight director),SFS, AFT .			
5.4	A mobile command post (hereinafter referred to as the control panel), made on an all-terrain vehicle. Model:_____ Year of release:_____ Max. Speed:_____ Number of seats:_____ Equipment: - loudspeaker installation or megaphone; - binoculars; - - by means of air communication, means of communication with SCP, And With, air traffic control points (flight director),SFS, AFT .	P.466 AAS-15		
5.5	Availability of watercraft or a contract			
6. Buildings and structures.				
6.1	Stationary command post (hereinafter referred to as -SCP) for the organization and conduct, management and coordination of rescue work, equipped with telecommunication facilities with: -CONTROL PANEL; - GPS; -control points of the ATM (flight director); - airport services and facilities; -regional search and rescue coordination center of civil aviation; - interacting organizations, enterprises and institutions; - local administrative and law enforcement agencies	P.465 AAS-15		
6.2	Observation post (hereinafter - OP) for monitoring the take-off and landing of aircraft on all runways, equipped with: -optical means for observation (binoculars);	P.467 AAS -15		

	-means for notifying the flight director, fire and rescue crews and the SFS dispatcher in case of an aviation or emergency incident on the aircraft.			
6.3	Main rescue work : Accommodation: direct departure on the way of taxiing aircraft, parking aircraft; Equipment: Observation tower equipped with binoculars, means of receiving alarms and alerts of the SCP, control panel, control rooms of the ATM (flight director), observation post and GPS of the emergency department. If there are several rescue works at the airfield, direct telephone or radio communication between them should be provided. AFT Garage Boxes There are NO refueling points	P.461 AAS-15 r. 2.8. Doc 9137. Guide to Airport Services Part I. Rescue and fire fighting		
6.4	Starting rescue work (if available) Accommodation: direct departure on the way of taxiing aircraft, parking aircraft; Equipment: Observation tower equipped with binoculars, communication equipment; Garage boxes Point of contact and notification There are NO refueling points			
6.5	Polygon:	П.38. SRSF-15.		
6.6	Abstraction pond:	Section 8. Technical Regulations "General requirements for fire safety" of the Ministry of Internal Affairs of the Republic of Kazakhstan dated June 23, 2017 No. 439 (hereinafter - TR 439)		
6.7	Fire hydrant	Section 8. TR 439		
7. Emergency Plan (hereinafter-EP):				
7.1	EP Structure: Rescue work Acts of unlawful interference in the activities of the CA Evacuation of aircraft Dangerous goods Man-made and natural emergencies Medical measures.			

7.2	EP Content: 1) types of emergency situations for which an emergency plan is drawn up; 2) bodies whose participation is provided in case of an emergency; 3) scheme and procedure of notification in case of an emergency; 4) determination of the governing body in case of an emergency; 5) responsibility and role of each body, emergency operations center and command post for all types of emergency situations; 6) information about the names and phone numbers of employees or persons with whom communication should be established in the event of a specific emergency; 7) aspects of the human factor in order to ensure the optimization of the actions of all available services in an emergency situation; 8) the procedure for conducting exercises for practicing practical skills and the frequency of their conduct; 9) a map of the airfield and its surroundings with a grid of coordinates	Rules of airfield support in civil aviation dated 07.10. 2015 No. 978 (hereinafter-RAS CA RK-15)		
7.3	The existence of a procedure to ensure the necessary level of LRFP at the airfield for uninterrupted flight support in the event that the rescue team leaves for an aviation accident that occurred outside the airfield.			
7.4	Процедуры обеспечения эксплуатантом аэродрома надлежащего развертывания ПСК в условиях ограниченной видимости			
7.5	Agreement EP	P.186 RAS CA RK-15		
7.6	Availability to staff (mailing list)			
7.7	Contracts and agreements with the interacting bodies for conducting the rescue work.	P.186 RAS CA RK-15		
7.8	Area of responsibility			
7.9	Aerodrome layout with a coordination grid	P.189 RAS CA RK-15		

7.10	Training	SRSFS RK-15		
7.11	Checking the readiness of the rescue work	RAS CA RK -15		
7.12	Standards of fire-drill training of the SRO: - collection, departure at the Alarm signal, arrival at a remote point of the runway; - installation of stairs; - combat deployment of the SRO;	Table 10-2. Doc 9137. Guide to Airport Services Part I. Rescue and fire fighting		
7.13	Operational Headquarter			
7.14	The order on the creation of the CRT and the appointment of the head of the rescue work			
8. Ensuring fire safety				
8.1.	The order on the appointment of those responsible for the FSR at the facilities	Fire safety rules in civil aviation of the Republic of Kazakhstan (hereinafter- FSR CA-15).		
8.2.	Conducting a fire technical minimum	FSR CA -15		
8.3.	Certificates of health checks of primary funds			
8.4.	Type, quantity, timing of fire extinguishers inspection: - in the parking lots of the sun; - on special transport when servicing aircraft.			
8.5.	Layout of primary fire extinguishing means			
8.6.	Act of inspection of fire-fighting water supply			
8.7.	Provision of FSR during refueling of aircraft, location of fire extinguishing means, grounding, evacuation means			
9.	**Evacuation of an aircraft that has lost the ability to move**			
9.1	Availability of an evacuation Plan agreed with the aircraft operators			
9.2	Availability of evacuation equipment, type, purpose, quantity.			
9.3.	In the absence of equipment, the presence of contracts for the involvement of third-party organizations to carry out evacuation measures.			

4. Checklist for checking aviation fuel supply

Name of the person being checked:	
Date of verification:	
Place of verification:	
The Inspector **Position:** **Full name:** **Signature:**	
Representative of the person being checked: **Position:** **Full name:** **Signature:**	

№, No.	**Requirment**	**The name of the document, the number of the section in which the information is provided**	**Accordance C/N/NA**	**Explanations**
General documents				
1	The position of the fuel and lubricants service Job descriptions of the fuel and lubricants aircraft technician, laboratory assistant and others			
2	Training of aviation fuel supply specialist(s), admission of specialists to independent work (training program on: fuel quality, safe operation of equipment, emergency procedures, human factor and fire safety)	Paragraph 3, of the Standard Training Programs for Aviation Personnel Involved in Ensuring Flight Safety, Order No. 764 of September 28, 2013		
Technological documents and procedures for aviation fuel supply				
3	Technological scheme of pipeline strapping, pump control, description of filtration point			
4	Technological map of aviation fuel supply (types of control in accordance with regulatory legal documents and operations performed)			
	guidelines for ensuring the quality of fuels and lubricants	P. 13 6), p.23 Order 188		
	technology of work	P. 17,18 Order 188		
	Organization of quality control	P. 19 Order 188		

	technological instructions (maps) detailing the process of providing fuel for civil aircraft	P.21 Order 188		
	regulations for the maintenance of technological equipment and technical means (logs, certificates, schedules for cleaning containers.)	P.22 Order 188		
	Certificate of conformity of technological equipment, facilities and facilities	P.26 Order 188		
	ST and SE Instructions			
	Instructions for fire safety in the fuel warehouse			
	An agreement with an aviation fuel supplier or a fuel depot where aviation fuel is shipped (interaction, establishment of responsibility for ensuring the quality and purity of aviation fuel, transportation, provision of necessary documents for aviation fuel (passports, analysis of aviation fuel and others)).			
	Procedures for the acceptance of aviation fuel from railway tanks, tankers.			
	Logging (pressure drop on filters, equipment maintenance)			
Equipment fuel and lubricants warehouse				
	Description and schemes of the warehouse			
	The volume of the tank farm for the storage of aviation fuel			
	List of technological equipment			
	tank farm (condition, presence of anti-corrosion coating)	Order 188		
	storage facilities			
	pumping stations, control scheme of pumps, valves from. p.			
	filtration and water separation points of aviation fuel (type, filtration system, pressure drop on filters, etc.)			
	filling points in refueling facilities (equipment, overflow prevention, auto-shutdown, potential equalization)			
	pipeline communications			
	fire extinguishing facilities in the warehouse			
	oil traps and other auxiliary technological facilities and points.			
	maintenance of structures, technological equipment and technical means.			
	maintenance of equipment (tanks, breathing valves, pumping devices, etc.)			
	Frequency of replacement of filter elements for FP, TZ (records)			

	Carrying out tank cleaning,TZ			
	Frequency of inspection of lightning rods, grounding circuit (acts, measurements of R, etc.)			
	Checking the transfer sleeves			
LABORATORY				
	Regulations on the Fuel and Lubricants Laboratory;	P.44 Order 188		
	Availability of a laboratory certificate for analysis			
	The number of indicators of the analysis of the aviation fuel			
	guidelines for ensuring the quality of fuels and lubricants;			
	sampling technology;			
	job descriptions of the head and employees of the fuel and lubricants laboratory;			
	control documentation for recording the results of sampling and analysis of samples.			
	passports (certificates) of quality of manufacturers (suppliers) of fuels and lubricants; 2) certificates of conformity of manufacturers (suppliers) of fuels and lubricants;	P.45 Order 188		
	quality certificates issued by the fuel and lubricants laboratory;			
	analyses of quality indicators issued by the fuel and lubricants laboratory;			
	Journal and acts of sampling;			
	logs of fuel quality control, quality certificates, control coupons.			
	Laboratory equipment (equipment, verification, etc.)	P.48 Order 188		
	Carrying out metrological verification of laboratory equipment			
Fuel tankers				
	Aircraft refueling technology (aviation fuel quality assurance, airfield control, frequency of carrying out, and aviation fuel quality assurance during the transportation of aviation fuel, etc.)			
	Schedule of cleaning TZ, acts of cleaning, etc.			
	Forms for TZ, the procedure for technical maintenance of TZ (checking the chassis, special equipment, grounding cables, and others)			
	Процедура по замены фильтроэлементов на TZ			
	Checking the transfer sleeves			
	Availability of instruments for conducting airfield control on the apron			

	Availability and verification of grounding cables and potential equalization between aircraft and TZ			
	Проверка оборудования установленного в TZ (фильтоэлементов, рукава, манометры, счетчики, перепад давления на фильтрах и др.)			

6. Checklist for checking the wildlife control program

Name of the person being checked:	
Date of verification:	
Place of verification:	
The Inspector **Position:** **Full name:** **Signature:**	
Representative of the person being checked: **Position:** **Full name:** **Signature:**	

№, No.	**Requirment**	**The name of the document, the number of the section in which the information is provided**	**Accordance C/N/NA**	**Explanation**
		1. Personnel		
1	Availability of a specialist(s) for ornithological support of flights	Paragraphs 6,7 of the Rules for Ornithological Support of Civil Aircraft Flights in the Republic of Kazakhstan (hereinafter - the Rules)		
2	Training of a specialist(s) in ornithological flight support (advanced training course at least once every 3 years)	Paragraphs 6 of the Rules		
3	The presence of the order of the first head of the airport on admission to independent work	Paragraph 2, paragraph 733 On approval of Standard Training Programs for Aviation Personnel Involved in Ensuring Flight Safety		
4	Airport service personnel involved in the implementation of practical measures for wildlife control, training	paragraphs 8, 9 of the Rules		
5	Availability and regularity of meetings of the airport committee on the problem of collisions of aircraft with birds/wild animals, performance of tasks by the committee	p 3.4 DOC 9137 (part 3)		

6	The presence of a coordinator for the prevention of collisions of aircraft with birds /wild animals Providing the coordinator with appropriate information to management, employees responsible for flight safety on a regular basis	п 3.4 DOC 9137 (part 3)		
7	Procedures for interaction and communication of airport personnel and ATM authorities	paragraphs 15, 18 of the Rules		
2. 2. Bird/Wild Animal collision control program at the airport				
1	The airport/airfield/heliport has a bird/wild animal collision control program at the airport, which corresponds to the size and level of complexity of the airport/airfield/heliport	4-1, 4-2 DOC 9137 (part 3) , paragraph 17 of paragraph 2 of the Rules		
2	Does the bird/wild animal collision control program at the airport include the identification of threats from birds/wild animals and is there a threat risk assessment?	4-4 DOC 9137 (part 3)		
3	Planning of wildlife control activities at the airport in accordance with the provisions of the Bird/Wildlife Collision Control Program at the Airport Monitoring of its implementation during the year.	Paragraph 2 of paragraph 4 of the Rules, DOC 9137 (part 3)		
4	Procedure for evaluating the effectiveness of the Program: Availability, monitoring, revision, coordination with an authorized organization of indicators of the effectiveness of wildlife control; Set goals, a plan to achieve them, analysis and revision	item 16 of item 10 of the rules		
3. 3. Presentation of information on aircraft collisions with birds and animals				
1	Preparation of reports. Availability of notification and information collection procedures, completeness of information about the collision of aircraft with birds /animals, registration of the information received. Is the information provided by pilots, aircraft operators, airport personnel, traffic controllers, etc.	4.3,3.5, 5.4, 9.2.6 DOC 9137 (part 3)		
2	Procedure for submitting notifications of aircraft collisions with birds and animals to aircraft operators, authorized organizations	DOC 9137 (part 3)		
3	Availability and procedure for filling in the registration log of birds and animals at the airfield	4.3.2, 4.3.3 DOC 9137 (part 3)		
4	Collection and identification of remains of birds and animals after aircraft collisions with birds / wild animals	Item 19 of the Rules		

4. Risk assessment				
1	Conducting environmental surveys of the airfield and the aerodrome territory in order to identify the dangers and threats of aircraft collisions with birds	Clause 17 of clause 1 of the Rules		
2	Procedures for the collection and analysis of information, identification of threats from birds and animals to flight safety, assessment of associated risks to flight safety, measures to reduce risks within the framework of the current SMS	9.2.6 DOC 9137 (part 3)		
5. Methods of scaring and trapping				
1	Methods of scaring and trapping birds and animals used by the operator of the airport (airfield), evaluation of their effectiveness	Paragraphs 24,25 of the Rules, Chapter 8 of DOC 9137 (part 3)		
2	Availability of equipment for scaring, its condition and maintenance	Paragraph 24 of the Rules		
3	Runway patrol procedures	Paragraph 14 of the Rules, 8.2 DOC 9137 (part 3)		
6. Access restriction. Habitat management				
1	The presence of a fence that excludes the access of animals to the territory of the airport. Ensuring regular verification of the integrity of the perimeter fence.	4.5.3 DOC 9137 (part 3)		
2	Control of nesting birds on the territory of the airfield	paragraph 23 of paragraph 3 of the Rules		
3	Ensuring the proper height of the grass cover at the airfield to reduce the attractiveness for birds and animals	paragraph 23 of paragraph 2 of the Rules		
4	Reclamation works on wet and swampy areas of the airfield	paragraph 23 of paragraph 4 of the Rules		
5	Elimination of access to food waste from airplane and airfield kitchens, restaurants and airport canteens	paragraph 23 of paragraph 4 of the Rules		
6	Measures to counteract the sowing of agricultural crops on the territory of the airfield and the aerodrome territory	paragraph 23 of paragraph 13 of the Rules		
7	Control by the aerodrome operator of food waste disposal sites, construction of fur farms, slaughterhouses and other facilities characterized by the attraction and mass accumulation of birds on the territory with a radius of 15 km from the ARP Interaction with local executive bodies	paragraph 23 of paragraph 12 of the Rules		

8	Restriction of cattle grazing near the airfield	paragraph 23 of paragraph 14 of the Rules		

Checklist for checking aerodrome operators on the safety of runway operations

Name of the person being checked:	
Date of verification:	
Place of verification:	
The Inspector **Position:** **Full name:** **Signature:**	
Representative of the person being checked: **Position:** **Full name:** **Signature:**	

№, No.	**Requirment**	**Name and paragraph of the standard (regulatory document)**	**Accordance C/N/na**	**Explanation**
Name of the subsection				
1	Each runway must have an end zone of flight safety or an emergency braking system for cases of rolling out of the aircraft			
2	All restrictions, such as, for example, changes to the announced distances and runway length, are notified and published in a timely and most effective way			
3	A working group on the safety of runway operations has been organized at the airport			
4	The activities of the working group on the safety of runway operations are carried out within the framework of the SMS operating at the airport			
5	The airport conducts educational work on the safety of runway operations with consideration of individual problems for the airport and ways to solve them			
6	The airport uses a global format for presenting runway status data, and all personnel are properly trained			

7	Runway, flight lane, maneuvering area and associated signs, markings, lighting equipment, as well as coupling parameters comply with the requirements of the AAS RK, Annex 14 of the ICAO and			
8	The signs, markings, lighting equipment used at the airfield and their changes are comprehensively considered by the runway operations safety working group in order to prevent cases of unauthorized departures to the runway, taking into account the intensity of traffic at the airfield and visibility conditions			
9	Information on the condition of the runway is reported to the specialists of the airfield service to the ATM and AIS bodies in a timely and standardized manner			
10	The Runway Operations Safety Working Group conducts a risk assessment: with the number and frequency of aircraft and vehicles movements available at the airport, as well as with its increase; for operations in conditions of limited visibility and in cases of switching to operations with reduced visibility; under the existing aerodrome scheme and in cases of its changes (commissioning of new taxiways, runways or aprons). Development of recommendations for risk reduction.			
11	Collecting information on all aviation events on the runway, performing analysis, investigations			

	and risk assessment and identifying related factors. Risks are periodically reviewed and re-evaluated. Providing information to an authorized organization.			
12	A plan to reduce the identified risks is being developed and implemented, its implementation and effectiveness are being monitored.			
13	A training program for drivers to drive vehicles on the maneuvering area, conduct radio communication and conduct a knowledge assessment, including questions of driving vehicles in conditions of limited visibility and at night. Revision of the training program to bring it in line with the requirements of legislation and international standards. Availability of training material and confirmation of training for drivers. Instructor qualification			
14	Traffic rules in the area of maneuvering and radio communication. Revision taking into account changes in legislation, standards, recommended practices, risk assessment conducted at the airfield, the results of the investigation of aviation events.			
15	The procedure for issuing permits for driving vehicles on the maneuvering area.			
16	The presence of vehicle control procedures on the maneuvering area in cooperation with the ATM dispatcher.			
1	Implementation of procedures for working in			

	conditions of limited visibility			
18	The Working Group identifies dangerous areas at the airfield where unauthorized departures to the runway occur based on the results of investigations or other information and takes measures to publish schemes showing dangerous areas, performs their regular review, distributes and publishes in AIP, takes measures to reduce risks in dangerous areas.			
19	The use of an improved system for monitoring and controlling ground traffic, an autonomous warning system for unauthorized occupation of the runway.			
20	Any work planned at the airfield is subject to safety assessments by the runway Operations Safety working group and/or the Aviation Safety working group (within the framework of the current SMS) in order to identify hazards, assess safety risks and take the necessary measures to reduce the danger. Information about the planned work is brought in a timely manner to the ATM authorities, operators, etc., including the flight safety assessments performed and the measures taken to reduce them			
21	Any threats to flight safety or misunderstandings on the part of personnel identified during the scheduled work are resolved			

Checklist for checking the aircraft ground handling service

Name of the person being checked:	
Date of verification:	
Place of verification:	
The Inspector **Position:** **Full name:** **Signature:**	
Representative of the person being checked: **Position:** **Full name:** **Signature:**	

№, No.	Requirment	Name and paragraph of the standard (regulatory document)	Accordance C/N/na	Explanation
1.	**Organizational structure**			
1	Organizational structure, staffing, sufficiency to perform assigned functions	Rules for certification and issuance of the certificate of airworthiness of the airfield (heliport), Annex 6, 1.4		
2	Job descriptions defining the duties and responsibilities of the management staff and specialists (employees)	Rules for certification and issuance of the certificate of airworthiness of the airfield (heliport), Annex 6, 1.5		
2.	**Training and qualification of personnel**			
1	Preparation and verification of personnel for admission to independent work on special equipment of a specific type	Rules for certification and issuance of the certificate of airworthiness of the airfield (heliport), Annex 6, 3.9		
2	Compliance with the procedure for admission to independent work at the airfield	Rules for certification and issuance of the certificate of airworthiness of the airfield (heliport), Annex 6, 3.12		
3.	**Documentation**			
1	Ground Handling Manual, Procedures for Aircraft ground handling	ICAO DOC 10121, 4.3.1		
2	Safety on the platform	IGOM 3.3		
3	Instructions for working in adverse conditions	IGOM 3.3		
4	Technological schedules of aircraft maintenance approved and agreed with a/c	ICAO DOC10121, 4.3.1		
5	Availability of IATA manuals (AHM, IGOM, DGR, LAR, PCR) in the current edition	ICAO DOC10121, 4.6		

6	Instructions for handling spills of fuel (liquids) and accidents with dangerous goods	IGOM 3.2.2		
	The FOD program	IGOM 3.1.2.4		
4.	**Staff**			
1	The staff is equipped according to the safety requirements (passes, reflective vests)			
2	The staff is allowed to service the airline's flights			
3	Safety briefing on the platform			
4	Personnel are provided with personal protective equipment			
5.	**Special equipment**			
1	Certificate of conformity of special equipment (AHM standards)			
2	Drivers of special vehicles are trained and allowed to work/have a driving permit (on the operation of equipment, on technological maintenance of aircraft, traffic rules)	Rules on the organization of work of special transport at airports of the Republic of Kazakhstan Article 79		
3	Pre-shift inspection of special vehicles	art.15, 17		
4	Parking places for special vehicles	art.2,5		
5	When installing dimensional special vehicles, equipment, is the fitting and installation regulated by someone	art.53, 80		
6	Maintenance schedules of special equipment for ground maintenance of aircraft	art.24, 26, 100		
7	Forms	art.24, 26		
8	Organization of movement of special equipment, special vehicles, machines and mechanisms on the airfield, apron	Rules for certification and issuance of the certificate of airworthiness of the airfield (heliport), Annex 6, 3.13		
9	Documentation on the preparation of special equipment and equipment, personnel for the operation, maintenance and repair of the airfield in the conditions of autumn-winter and spring-summer navigation	Rules for certification and issuance of the certificate of airworthiness of the airfield (heliport), Annex 6, 3.16		
10	Equipment of special equipment: fire extinguishers, first aid kit, tow rope, flashing beacon, rubber bumpers, pads, walkie-talkies.			

6. Provision of drinking water for the sun				
1	Source of water entering the airport	Airport handling manual, 440		
2	Airport water supply system, including on-site distribution system	AHM 440		
3	Provision of drinking water for aircraft	AHM 440		
4	Drinking water sampling procedure	AHM 440		
5	Microbiological and physico-chemical analysis of water	AHM 440		
6	Record keeping	AHM 440		
7	Garage for a car			
8	Washing technology			
9	Heating the car in winter			
10	Cleaning the car (1 time per month). Disinfection of water (1 time per week)			
11	Machine for drinking water (presence of inscriptions, gloves, sterile wipes, caps on hoses)			
12	Separate storage of the machine for drinking water and for sewage discharge			

Checklist for checking the ground handling of the aircraft and apron

Name of the person being checked:	
Date of verification:	
Place of verification:	
The Inspector **Position:** **Full name:** **Signature:**	
Representative of the person being checked: **Position:** **Full name:** **Signature:**	

№, No.	Requirments	Name and paragraph of the standard (regulatory document)	Accordance C/N/na	Explanation
1.	**Taxiing, parking preparation**			
1	The taxiing path of the aircraft and the service area is free of equipment and personnel involved during the taxiing of the aircraft			
2	Availability of permits for drivers of special equipment (admission card, driver's license)			
3	The staff is equipped according to the safety requirements (passes, reflective vests)			
4	The staff is allowed to service the airline's flights (names of employees, check trainings and permits)			
5	Safety briefing on the platform			
6	Personnel are provided with personal protective equipment			
7	FOD check completed			
8	Availability and suitability of fire extinguishing means			
9	Actions in bad weather conditions (awareness, instructions)			
2.	**Marshaling**			
1	Non-verbal signals according to the requirements of ICAO and the airline			
2	Availability and serviceability of the INTPH			
3.	**3. Installation of pads, cone, visual inspection**			
1	The pads are installed after the engines are stopped and the flashing lights are turned off			
2	Cones are installed			

3	A visual review of the aircraft for damage was made			
4.	**Installation of special equipment**			
1	Checking the brakes of special equipment before entering the service area and before installation			
2	Is the parking brake activated after installing the equipment			
3	Are the safety rails, pads installed on the equipment, after installation at the aircraft			
4	Check the absence of contact of the damping devices after installation (no compression of the dampers)			
5.	**Unloading (Baggage, cargo, mail)**			
1	The doors of the luggage compartments are opened by qualified personnel			
2	Luggage is unloaded first			
3	After unloading, has the compartments been inspected for damage			
4	Were the actions performed when detecting leaks from cargo or luggage			
5	Are the measures to ensure the stability of the aircraft being observed?			
6.	**Service**			
1	Drivers of special vehicles are trained and allowed to work/have a driving permit			
2	Pre-shift inspection of special vehicles			
3	Are measures taken in case of a fuel spill			
4	When installing dimensional special vehicles, equipment, is the fitting and installation regulated by someone			
5	When refueling the fuel, the equipment is installed in such a way as to avoid the ingress of fuel vapor into the air intakes aircraft			
6	Do not allow the use, connection, installation, placement of batteries, batteries, chargers during the refueling process			
7	Are the grounding and static voltage relief devices used in the correct order and are they			

	attached to unpainted preset points			
8	The way to the emergency evacuation of the tanker is secured and not cluttered			
9	Fuel heating equipment should not be used.			
10	Phones, flash cameras, walkie-talkies are not used during refueling?			
7.	**Loading(Cargo, mail, luggage)**			
1	Are all bags identified			
2	Baggage carts are not towed by a tractor at a distance closer than 1.5 meters			
3	The gap between the loader boom and the aircraft is 5cm			
4	Is the download carried out in accordance with the LIR?			
5	LIR is available, baggage, cargo does not contain undeclared dangerous goods. The entire download is marked. The number of cargo and baggage items corresponds to the accompanying documents			
6	Are the grids installed even in empty compartments			
7	Are the restrictions on loading compartments maintained			
8	Is there a reconciliation of the boot instructions and the actual download			
9	Deviations in loading are reported to the centerers, damage to luggage is reported accordingly			
8.	**Cleaning pads**			
1	The preflight check includes: 1) fuselage inspection, 2) inspection of the adjacent territory, 3) parking surfaces, 4) The pads are removed, 5) Are all hatches closed 6) Cargo compartments are closed, 7) the towing route is free of foreign objects and nothing prevents towing 8) equipment and special equipment are out of the zone of possible maneuvering 9) all power cords and the landing sleeve or the autotrap			

	are removed			
2	Communication with pilots is carried out by trained personnel			
9.	**Towing**			
1	Is the appropriate equipment used?			
2	The pads remain installed until the driver is attached and the tractor is installed on the parking brake			
3	The driver is installed on the aircraft and only after that the tractor is connected			
4	The steering pin is installed until the end of towing. The tractor stands on the center line before towing			
5	The sun is installed on the parking brake after towing, the driver is disconnected from the tractor, then from the sun			

Checklist for checking the service provider for anti-icing protection of aircraft on the ground

Name of the person being checked:	
Date of verification:	
Place of verification:	
The Inspector **Position:** **Full name:** **Signature:**	
Representative of the person being checked: **Position:** **Full name:** **Signature:**	

№, No.	Requirment	Name and paragraph of the standard (regulatory document)	Accordance C/N/na	Explanation
1. 1. Documentation and procedures				
1.1.	Availability and maintenance of elements at the service provider for de-icing protection of aircraft (aircraft) on the ground of the program of protection of aircraft on the ground from icing: The program of de-icing protection of aircraft on the ground must provide the following: 1) development of a management plan; 2) definition of special procedures for aircraft; 3) availability of tables and procedures concerning the time of protective action; 4) presentation of the concept of a clean aircraft Clean Aircraft Concept (CAC); 5) carrying out inspections for the presence of contamination; 6) clarification of communication issues; 7) consideration of personnel training issues; 8) description of the anti-icing protection of the aircraft; 9) development of an action plan in case of an emergency stop Emergency Response Plan (ERP); 10) creation of a reporting system.	ICAO DOC9640,part.1, Chapter 3, paragraphs 3.2-3.12 SAE AS6332 5.5		

1.2	List of services provided: Provision of technical means; Provision of de-icing liquid; Performing a check for the presence of snow and ice deposits on the aircraft, notifying the crew of the results; Conducting special checks (tactile on clean ice); Conducting software de-icing treatment of aircraft; de-icing treatment control; Checking for the presence of snow and ice deposits on the sun after the de-icing treatment of the sun; Sending a notification to the crew, filling out documentation.			
1.3	List of airlines with which contracts for de-icing treatment have been concluded: 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.			
1.4	Availability of airline de-icing treatment manuals: 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. The service provider for de-icing protection is responsible for following the procedures of each operator to whom they provide service.	ICAO DOC 9640 part.3 ch.1 p.1.9		
1.5	Audits by airlines: 1. 2. 3. 4. 5. 6. 7. 8.			

	9. 10.			
1.6	List of aircraft types for which de-icing treatment is conducted: 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. There are documents describing the specifics of processing these types of aircraft provided by the airline	SAE AS6332 5.5		
1.7	Number of service provider personnel: deicer drivers – de-icing treatment operators – supervisor – health check – trainer -	SAE AS6332 6.1		
1.8	Clear information about the policy of providing a clean aircraft concept	ICAO DOC 9640 part.1, ch.3 ИКАО DOC 9640 part.1, ch.2 SAE AS6332 Appendix A, A2 SAE AS6332 6.1		
1.9	Informing about the responsibilities and powers of those involved in providing the concept of a clean aircraft.	ICAO DOC 9640 part.1, ch.3 SAE AS6332 Appendix A, A2		
1.10	Order on the appointment of the head of the program for the protection of aircraft on the ground from icing (manager not lower than the middle level)	ICAO DOC 9640 part.4, ch.2 SAE AS6332 Appendix A, A2 SAE AS6332 6.3.2		
1.11	Minutes of meetings of senior managers/managers to discuss and coordinate actions to update work in the winter.	SAE AS6332 Appendix A, A2		
1.12	Updated program of protection of aircraft on earth from icing, policies and procedures	SAE AS6332 Appendix A, A2		
1.13	Documented procedures for protecting aircraft on the ground from icing in accordance with the latest releases of AS6285, AS6286, AS6332 and ICAO DOC9640.	SAE AS6332 5.5		

1.14	De-icing procedures during the operation of aircraft engines (if applicable).	SAE AS6332 5.5		
1.15	Does the service provider for de-icing protection have the ability to carry out checks for the presence of snow and ice depostis before and after aircraft processing, as well as special checks on specific types of aircraft, such as tactile checks on the wings, checking for the presence of transparent ice, checking for a clean wing?			
1.16	If yes, specify the type of document/procedure on the basis of which this is performed. If so, does the hardware have the capability to perform this check?	SAE AS6332 5.5		
1.17	Does the service provider for de-icing protection have the equipment to perform the following tasks: 1. Use of pressurized air. 2. Using pressurized air (with liquid injection. 3. Manual methods of removing snow, ice, slush and/or other frozen contaminants.			
1.18	Are the following procedures documented: 1. Use of pressurized air. 2. Using pressurized air (with liquid injection. 3. Manual methods of removing snow, ice, slush and/or other frozen contaminants.	SAE AS6332 5.5		
1.19	Does the service provider offer anti-icing protection treatment of the engine from contamination, is the equipment used with hot air supply? (availability and use of UMP)			
1.20	Is this procedure documented?	SAE AS6332 5.5		
1.21	Does the service provider for de-icing protection have equipment (UMP) with pressure and temperature control to perform this procedure:			
1.22	Does the SMS assess the risk factors for de-icing treatment,	SAE AS6332 5.5		

	assess risks, develop measures to reduce them			
1.23	Are any of the operational functions (related to the protection of aircraft on the ground from icing) involving external resources and, if so, is there a continuous Monitoring Program in place?	SAE AS6332 5.5		
2.	**Training and qualification**			
2.1	Documented training programs for the protection of aircraft on the ground from icing in accordance with the latest releases of AS6285, AS6286.	SAE AS6286A 3.3.2 SAE AS6285C 11 SAE AS6286A 6.6.3 SAE AS6332 Appendix A, A.3		
2.2	The training program contains the human factor, safety on the platform and driving in a controlled area	SAE AS6286A A15, A15.3.4, C1, 5.2, 6.4		
2.3	De-icing/Anti-icing Operator Is there an initial training program, including theoretical and practical training, for responsible personnel	ICAO DOC 9640 part.4, ch.1, p.1.3, 1.4 SAE AS6332 Appendix A, A3		
2.4	De-icing/Anti-icing Vehicle Driver Is there an initial training program, including theoretical and practical training, for responsible personnel	ICAO DOC 9640 part.4, ch.1, p.1.3 SAE AS6332 Appendix A, A3		
2.5	Post De-icing/Anti-icing Check Staff Is there an initial training program, including theoretical and practical training, for responsible personnel	ICAO DOC 9640 part.4, ch.1, p.1.3, 1.4 SAE AS6332 Appendix A, A3		
2.6	Engine Contamination Removal Staff Is there an initial training program, including theoretical and practical training, for responsible personnel	ICAO DOC 9640 part.4, ch.1, p.1.3, 1.4 SAE AS6332 Appendix A, A3		
2.7	De-icing/Anti-icing Operator Is there a re-training program for responsible personnel, including theoretical and practical training (if necessary). The training must take place before the end of the calendar year	ICAO DOC 9640 part.4, ch.1, p.1.3, 1.4 SAE AS6332 Appendix A, A3		
2.8	De-icing/Anti-icing Vehicle Driver Is there a re-training program for responsible personnel, including theoretical and practical training (if necessary). The training must take place before the end of the calendar year	ICAO DOC 9640 part.4, ch.1, p.1.3 SAE AS6332 Appendix A, A3		

2.9	Post De-icing/Anti-icing Check Staff Is there a re-training program for responsible personnel, including theoretical and practical training (if necessary). The training must take place before the end of the calendar year	ИКАО DOC 9640 part.4, ch.1, p.1.3, 1.4 SAE AS6332 Appendix A, A3		
2.10	Engine Contamination Removal Staff Is there a re-training program for responsible personnel, including theoretical and practical training (if necessary). The training must take place before the end of the calendar year	ICAO DOC 9640 part.4, ch.1, p.1.3, 1.4 SAE AS6332 Appendix A, A3		
2.11	If the staff has not been retrained before the start of the winter season, have they received an update with the latest changes in procedures and methods?	SAE AS6286C 6.6.1		
2.12	If the staff was retrained before the start of the winter season, did they receive information about the latest changes in procedures and methods?	SAE AS6286C 6.6.1		
2.13	Is the result of training of personnel performing de-icing procedures evaluated: “Initial training”: Theoretical preparation is assessed through an exam Practical training is assessed by an assessment Practical classes Annual “Re-training”: Theoretical preparation is assessed through an exam Practical training is assessed by an assessment Practical training (optional if there are no changes to working methods or new equipment)	SAE AS6332 Appendix A, A3		
2.14	Is the result of training of personnel – drivers of de-icing equipment evaluated: “Initial training”:	SAE AS6332 Appendix A, A3		

	Theoretical preparation is assessed through an exam Practical training is assessed by an assessment Practical classes Annual “Re-training”: Theoretical preparation is assessed through an exam Practical training is assessed by an assessment Practical training (optional if there are no changes to working methods or new equipment)			
2.15	Is the result of the training of personnel performing the inspection after the de-icing treatment of aircraft evaluated: “Initial training”: Theoretical preparation is assessed through an exam Practical training is assessed by an assessment Practical classes Annual “Re-training”: Theoretical preparation is assessed through an exam Practical training is assessed by an assessment Practical training (optional if there are no changes to working methods or new equipment)	SAE AS6332 Appendix A, A3		
2.16	Is the result of the training of personnel engaged in cleaning the snow and ice depostis from the engine evaluated: “Initial training”: Theoretical preparation is assessed through an exam Practical training is assessed by an assessment Practical classes Annual “Re-training”: Theoretical preparation is assessed through	SAE AS6332 Appendix A, A3		

	an exam Practical training is assessed by an assessment Practical training (optional if there are no changes to working methods or new equipment)			
2.17	Documented records of exams; storage, content of records, availability of date, qualification of the employee, the signature of the instructor and the result of the exam in accordance with AS6286	SAE AS6286A 6.6.2 ICAO DOC 9640 part.1, ch.3, p.3.9		
2.18	Have the passing rates been established and documented (min. 75%)?	SAE AS6286A 6.3		
2.19	Is the person conducting the training for trainers qualified in accordance with AS 6286?	SAE AS6286A 3.3.2 SAE AS6332 Appendix A, A3		
2.20	Confirmation of the training and assessment were carried out by a qualified person.	ICAO DOC 9640 part.4, ch.1, p.1.2 SAE AS6286A 4.8 SAE AS6332 Appendix A, A3		
2.21	Training and qualification for anti-bleaching treatment during engine operation (if applicable).	SAE AS6332 Appendix A, A3		
2.22	Does the person communicating with the Flight Crew have basic knowledge of English for proper communication? (for example, ICAO Level 4 or equivalent)	SAE AS6285C 5.1 SAE AS6286A 7		
3.	**Facilities and storage areas to protect aircraft on the ground from icing.**			
3.1	Approved places where de-icing operations are performed.: Gate/Parking lot De-icing treatment with running engines YES NO After ejection, Remote parking/ Centralized parking Position At the end of the taxiway Other:	SAE AS6332 Appendix A, A4		
3.2	If the de-icing/de-icing operation is performed with the engine running, are the AS 6285 communication requirements met? Continuous visual aircraft stop signals or similar	SAE AS6285C 5.7		

	Continuous voice communication with the flight crew During the de-icing/de-icing operation with the engines running, it is necessary to use both verbal and visual communication, as well as maintain positive control during the de-icing/de-icing operation. Note: Comments are required			
3.3.	Storage tanks, filling holes and connecting hoses are marked with the appropriate liquid manufacturer and brand name, type of liquid (SAE type I, II, III or IV) and concentration.	SAE AS6332 Appendix A, A4		
3.4	Reports on the inspection of facilities and storage and maintenance sites are available and up-to-date	SAE AS6332 7.2.2 SAE AS6332 Appendix A, A4		
3.5	The liquids have been tested, and the analysis (appearance, RI, pH and viscosity, depending on the situation) shows that these liquids meet the required specifications.	SAE AS6332 7.2.2		
3.6	Are there any visible contaminants in the liquid samples taken during the audit? (Type I, II, III and/or IV, if applicable)	SAE AS6285C 4.3		
3.7	Are liquids stored in accordance with AS 6285 (latest edition) and the requirements of the liquid manufacturer, as well as warehouse maintenance protocols are available?	SAE AS6285C 10.1		
4.	**De-icing/Anti-icing equipment not to be used**			
4.1	Are there de-icing machines available that will reportedly not be used during the entire winter season? Vehicle 1: Manufacturer: Model: Machine identification number:			
5.	**5. De-icing machines**			
5.1	Manufacturer: Model: The total number			

	of cars of this model: The inspection was carried out of the machine with the number: Tank 1 / Tank 2 / Tank 3 Type of liquid: Concentration: Temperature C / ° F:			
5.2	Applicable only for protection against icing with Type I liquid: Is the temperature of heated liquids and liquid mixtures equal to 60 °C (140°F) or higher at the nozzle?	SAE AS6285C 2.2.2.2		
5.3	How is it ensured that the temperature of the heated liquid and mixture of liquids (type I only) is not lower than 60 °C (140 °F) at the nozzle? 1. A temperature sensor (for example, a thermometer) is installed on or near the nozzle; 2. the temperature of the flowing water/mixtures in the tank and on the nozzle is measured and recorded several times during the season and the temperature readings are correlated 3. other (explain in the comments column)	SAE AS6285C 2.2.2.2		
5.4	The tanks of the machine with PO liquid are marked by the supplier, the corresponding liquid manufacturer and the brand name, the type of liquid (SAE Type I, II, III or IV) and the concentration. Tanks, tank covers and/or filling holes have been identified. Spray nozzles have been identified.	SAE AS6332 Appendix A, A5		
5.5	The liquids have been tested, and the analysis of the refraction RI of the liquid shows that these liquids meet the required specifications.	SAE AS6332 Appendix A, A5		
5.6	Laboratory analysis values show that the liquid(Type II, III or IV undiluted or mixed)is within the required minimum and maximum limits?	SAE AS6332 7.2.2		
5.7	Does the laboratory have a certificate	ICAO DOC9640 part.3, ch.3, p.3.5		
5.8	If ground nozzles are installed, the	SAE AS6332 7.2.2, Appendix A, A5		

	nozzles are correctly marked with the type of liquid and the concentration of the mixture			
5.9	If ground nozzles are installed, the liquid selection switches are correctly marked indicating the type of liquid and the concentration of the mixture	SAE AS6332 7.2.2, Appendix A, A5		
5.10	If touch screens/panels are installed, they correctly indicate the type of liquid and the ratio of the components of the mixture	SAE AS6332 7.2.2, Appendix A, A5		
5.11	Are there any inconsistencies in the machine that may affect safe operation? Check by visual inspection ("bypass check") how Minimum: Fire Extinguisher / Fire Extinguishing system Working lights (basket or telescopic nozzle) Boom (work and severe corrosion) Proximity sensor or basket bumper Leakage of brake fluid, fuel or oil Other:	SAE AS6332 7.2.2		
5.12	Are there any inconsistencies in the machine that may affect the operation? Check with a visual inspection ("bypass check"), at least. No strong corrosion Functional car lighting system Heating system Two-way communication equipment Other:	SAE AS6332 7.2.2		
5.13	Equipment inspection and maintenance reports are available and up-to-date. The frequency of inspections and maintenance corresponds to those prescribed by the local government regulatory authority or the requirements/recommendations of manufacturers.	SAE AS6332 7.2.1 SAE AS6332 Appendix A, A5		
5.14	If the liquid is mixed by the machine automatically/proportionally , the mixing system: Has the mixing system been tested according to the maintenance schedule and is	SAE AS6332 7.2.2		

	the verified records maintained?			
5.15	The inspection of the equipment is carried out and documented before the start of operation.	SAE AS6332 Appendix A, A5		
5.16	Inspection and maintenance of the fire extinguisher / fire extinguishing system, availability of records.	SAE AS6332 Appendix A, A5		
5.17	Fall protection equipment is available (if necessary), frequently inspected (if necessary) and records are available.	SAE AS6332 Appendix A, A5		
5.18	Personal protective equipment (if necessary) is available and used by personnel during work.	SAE AS6332 Appendix A, A5		
5.19	Equipment that has an integrated mixing system and/or an integrated production system keeps records to demonstrate the accuracy of mixing and/or production.	SAE AS6332 Appendix A, A5		
5.20	Calibration and/or verification of the accuracy of flow meters, temperature sensors and pressure gauges (if necessary). Refractometer calibration and/or accuracy check of flowmeters, temperature sensors and pressure gauges (if necessary). refractometers	SAE AS6332 Appendix A, A5		
6.	**De-icing liquids**			
6.1	Certificates of Conformity/Certificates of Analysis with each liquid delivery. If necessary, a tank cleaning certificate, Certificate in case of repeated use of vehicles or equivalent. The presence of liquid accreditation, according to SAE AMS 1424, 1428 (in the latest edition), as well as in the list of liquids recommended by the independent international laboratory AMIL.	SAE AS6332 Appendix A, A6 SAE AS6332 7.3.2		
6.2	Liquid sampling procedure.	SAE AS6332 Appendix A, A6 SAE AS6332 7.3.2		
6.3	Acceptance tests. The results of laboratory tests of SAE liquids of type I, II, III and IV in accordance with the	SAE AS6332 Appendix A, A6		

	specifications established by the relevant liquid manufacturer. Visual inspection for color and contamination RI check pH check Viscosity check (Not applicable for Type I) How is the viscosity check performed? Specify the method and equipment:			
6.4	The liquid concentration check (refractive index check) is performed regularly (necessarily before the first use of the PO machine on a calendar day or shift) and are the results recorded? Note. The RI check can be done from the tank of the machine if no mixing system is installed.	SAE AS6332 Appendix A, A6		
6.5	Does the service provider for de-icing protection of aircraft on the ground have all the necessary data in order to evaluate the measurements?	SAE AS6332 7.3.2		
6.6	Field test results for sprayed condensed liquids of Type II, III and IV SAE in accordance with the specifications established by the respective liquid manufacturer.	SAE AS6332 Appendix A, A6		
6.7	Записи калибровки для рефрактометров, измерителей pH и вискозиметров.	SAE AS6332 Appendix A, A6 SAE AS6332 7.3.2		
6.8	Whether the refractometers are calibrated and/or whether functional checks are carried out. Functional check (the last check is performed periodically and documented): Date, interval	SAE AS6332 Appendix A, A6 SAE AS6332 7.3.2		
6.9	Are laboratory fluid tests carried out at the beginning of the winter season on fluid samples (Type II, III and IV fluids), are the results recorded and information available to airlines?	SAE AS6285C 4.3.2.1,4.3.2.2		
6.10	Are laboratory fluid tests carried out at the beginning of the winter season on Type I fluid samples, are the results recorded and the information available to airlines?			

6.11	Is a procedure available that requires sampling and laboratory analysis of samples when technical work has been performed in the field of pumps, injectors, etc., which may adversely affect the quality of the liquid and records are available. Note: If necessary, review the previous season's checks. Not applicable for Type I	SAE AS6285C 4.3.2.2		
6.12	Does the service provider for de-icing protection of aircraft on the ground have all the necessary data to evaluate the reports mentioned in question 6.9 -6.11	ICAO DOC9640 part.3, ch.3, p.3.5		
6.13	Is there a documented procedure for identifying nonconformities relevant to all fluid inspections, including a procedure defining follow-up actions and/or appropriate actions to be taken?	SAE AS6332 7.3.2		
6.14	Is there a liquid sampling procedure that simulates operating conditions and is this procedure documented?	SAE AS6332 Appendix A, A6 SAE AS6332 7.3.2		
7.	**Procedures for ground de-icing of aircraft**			
7.1	A clear definition of roles and their responsibilities should be included in the Program of Protection of Aircraft on earth from icing, described in 5.5 and 6.2.2 AS6332 in the current version.	SAE AS6332 5.5 и 6.2.2		
7.2	The presence of a documented quality control program and the performance of random and periodic quality control checks and audits during the de-icing operation of the aircraft.	SAE AS6332 Appendix A, A7		
7.3	Procedure for tasks and responsibilities for checking after de-icing treatment of aircraft.	SAE AS6332 Appendix A, A7		
7.4	Availability of time tables of protective action of anti-icing liquids II, III, IV (depending on the application) in the premises of employees involved in the process of protecting aircraft on the ground from icing	ICAO DOC9640, part.3, ch.4, p.4.6 SAE AS6285C 8.5.3		

7.5	Checking the aircraft for the presence of snow and ice deposits	ICAO DOC9640, part.3, ch.6, p. 6.1, 6.2, 6.8		
7.6	Recording of aircraft zones and elements in need of de-icing treatment (either on paper and/or by an equivalent electronic method). Checking and informing the crew or representative	SAE AS6332 Appendix A, A7		
7.7	Special inspection of the aircraft for contamination (transparent ice). Formation conditions: supercooled fuel, rain, high humidity	ICAO DOC9640, part.3, ch.6, p.6.8		
7.8	The fuselage. The liquid is applied along the centerline of its upper part and then on the side surfaces. Direct liquid contact with the portholes should be avoided.	ICAO DOC9640, part.3, ch.8, p. 8.2		
7.9	Wings and horizontal tail. The liquid is sprayed starting from the leading edge of the wingtips, in the direction of the trailing edge from the end of the wings to the fuselage	ICAO DOC9640, part.3, ch.8, p. 8.2		
7.10	Vertical surfaces. The liquid is applied from top to bottom: from the leading edge of the tail in the direction of the trailing edge.	ICAO DOC9640, part.3, ch.8, p. 8.2		
7.11	Engines and APU. When protecting aircraft on the ground from icing, the anti-icing liquid does not get on them.	ICAO DOC9640, part.3, ch.8, p. 8.2		
7.12	The de-icing liquid does not get on the full pressure receivers, static pressure sampling holes, or air flow direction and angle of attack sensors.	ICAO DOC9640, part.3, ch.8, p. 8.2		
7.13	The aircraft is handled symmetrically	ICAO DOC9640, part.3, ch.8		
7.14	The equipment operator must use an angle of 45 degrees or less to avoid damage to the surfaces of the aircraft.	ICAO DOC9640, part.3, ch.8, p. 8.2		
7.15	The spraying of liquid directly on the nose fairing, the glazing of the crew cabin and the glazing of the fuselage is avoided	ICAO DOC9640, part.3, ch.8, p. 8.2		

7.16	Ventilation openings and exhaust valves. It is necessary to avoid spraying liquid directly on the air vents of electronic equipment compartments, fuel tank vents, exhaust air valves.	ICAO DOC9640, ч.3, гл.8, п. 8.2		
7.17	In the case of two-stage processing, the application of type II, III or IV occurs within 3 minutes after the application of type I.	SAE AS6285C 8.4.6		
7.18	Re-processing of aircraft is carried out according to ICAO DOC9640 and SAE AS6285C	ICAO DOC9640 SAE AS6285C 8.6.2 ICAO DOC9640, part.3, ch.6, p. 6.7 ICAO DOC9640, part.3, ch.8, p. 8.8		
7.19	Has the surface of the aircraft been checked for contamination (post deicing check)	ICAO DOC9640, part.3, ch.6, p. 6.1, 6.3, 6.9		
7.20	If partial processing of the aircraft is carried out, then the parts are processed symmetrically, and at the same time receive the same amount of liquid. The time of the protective action is not applicable for this treatment.	SAE AS6285C 8.4.6		
7.21	The amount of type II, III or IV used should be equal to 1 l/m2 of surface.	SAE AS6286A A8.4.2		
8.	**Post De-icing/Anti-icing Check and transmission of the Anti-icing Code to the Commander**			
8.1	Communication procedure between flight crew and service provider for de-icing protection	SAE AS6332 Appendix A, A7 ICAO DOC9640, part.3, ch.7, p. 7.2		
8.2	Communication procedure between the person performing de-icing treatment and the person performing the inspection.	ICAO DOC9640, part.3, ch.7, p. 7.2		
8.3	Is there equipment that allows you to see enough critical areas of the aircraft to check the processing. Which one exactly?	SAE AS6285C 7.3		

Heliport inspection checklist (helipad)

Name of the person being checked:	
Date of verification:	
Place of verification:	
The Inspector **Position:** **Full name:** **Signature:**	
Representative of the person being checked: **Position:** **Full name:** **Signature:**	

№, No.	Requirment	The name of the document, the number of the section in which the information is provided	Accordance C/N/NA	Explanation
7. General information				
1	Class	p. 471 AAS RK		
2	The value of D, m (corresponding to the size of the serviced helicopter)	p. 45) p.11 AAS RK		
8. Documents on the basis of which the operation of heliports is carried out				
1	Heliport Guide	P. 190-191 Rules of airfield support in civil aviation, Order of the Acting Minister for Investment and Development of the Republic of Kazakhstan dated October 7, 2015 No. 978		

2	Emergency Action Plan	P.13 of Annex 11 Rules of airfield support in civil aviation, Order of the Acting Minister for Investment and Development of the Republic of Kazakhstan dated October 7, 2015 No. 978		
3	Instructions for flight operations	Appendix 7 of the Rules for certification and issuance of the certificate of airworthiness of the airfield (heliport), Order of the Acting Ministry of the Republic of Kazakhstan dated February 24, 2015		
4	Instructions for meteorological support	Appendix 1 Rules of Meteorological Support for Civil Aviation, Order No. 345 of the Minister for Investment and Development of the Republic of Kazakhstan dated June 14, 2017		
9. Radio equipment				
1	Drive radio station			
1.1	Operational documentation	P. 863 AAS RK		
1.2	Double reservation	P. 865 AAS RK		
1.3	Identification signal and its satisfactory listening	P. 866 AAS RK		
1.4	Emergency alarm system	P. 867 AAS RK		
1.5	Main technical characteristics	P. 868 AAS RK		

2	VHF facilities			
2.1	Operational documentation	p. 863 AAS RK		
2.2	Double reservation	p. 870 AAS RK		
2.3	Main technical characteristics	p. 872 AAS RK		
2.4	Frequency, MHz	p. 873 AAS RK		
2.5	Portable VHF radio stations	p. 874 AAS RK		
3	KV – telecommunication			
3.1	Operational documentation	p. 863 AAS RK		
3.2	Double reservation	p. 877 AAS RK		
3.3	Main technical characteristics	p. 876 AAS RK		
4	Means of internal communication			
4.1	One-way delivery of loud-speaking commands	Goverment decree 1) p.878 AAS RK		
4.2	Telephone connection	Goverment decree 2) p.878 AAS RK		
4.3	Receiving loud-speaking commands	Goverment decree 3) p.878 AAS RK		
4.4	Reception of radio broadcasts	Goverment decree 4) p.878 AAS RK		
5	Sound recording facilities			
5.1	A means of documenting speech information	p. 881 AAS RK		
5.2	Simultaneous recording of at least 4 independent channels	p. 882 AAS RK		

10. Flight information support				
1	Remote control of the operator of the aviation station	P. 883 AAS RK		
2	Ship helicopter Command Post	P. 884 AAS RK		
3	Information support equipment	P. 885 AAS RK		
3.1	Remote control of the radio operator	Goverment decree 1) p.885 AAS RK		
3.2	control panel and control over the operation of the drive radio station	Goverment decree 2) p.885 AAS RK		
3.3	control panel for lighting equipment	Goverment decree 3) p.885 AAS RK		
3.4	control panels of the VHF air telecommunication radio station	Goverment decree 4) p.885 AAS RK		
3.5	intercom control panels	Goverment decree 5) p.885 AAS RK		
3.6	instruments (display boards) for displaying meteorological information (wind speed and direction, temperature, pressure, humidity, in the area of the heliport (helipad)	Goverment decree 6) p.885AAS RK		
3.7	indicators of the roll and trim of the installation/ vessel, as well as the vertical movement of the heliport (helicopter deck)	Goverment decree 7) p.885 AAS RK		
3.8	remote indicators of horizontal visibility and lower cloud boundary measurement devices	Goverment decree 8) p.885 AAS RK		
3.9	telephone, Internet or fax to transmit the necessary (meteorological, industrial, etc.) information to all interested people	Goverment decree 9) p.885 AAS RK		
3.10	aviation hours	Goverment decree 10) p.885 AAS RK		
3.11	marine binoculars	Goverment decree 11) p.885 AAS RK		

4	All devices and control panels are located at the workplace of the aviation station operator(ASO) (radio operator) within reach without moving	P. 886 AAS RK		
5	The control panels and instruments are equipped with local illumination, eliminating the glare of the ASO	P. 887 AAS RK		
11. Meteorological support				
1	Meteorological equipment	P. 888 AAS RK		
1.1	Meters-recorders of the range of visibility (set)	Goverment decree 1. Table 1, Annex 94 AAS RK		
1.1.1	Location	P. 892 AAS RK		
1.1.2	Measuring range 200 – 6000 m.	Goverment decree 1. Table 2, Annex 94 AAS RK		
1.2	Height meters of the cloud base height (CBH) (set)	Goverment decree 2. Table 1, Annex 94 AAS RK		
1.2.1	Located at the heliport level	p. 892 AAS RK		
1.2.2	Measuring range 30 – 1000 m.	Goverment decree 2. Table 2, Annex 94 AAS RK		
1.3	Wind parameters meters (set)	Goverment decree 3. Table 1, Annex 94 AAS RK		
1.3.1	Location	P. 891 AAS RK		
1.3.2	Wind direction, range 0 – 360 degrees.	Goverment decree 3. Table 2, Annex 94 AAS RK		

1.3.3	Wind speed averaged in 2 minutes, 1 - 40 m/s	Goverment decree 4. Table 2, Annex 94 AAS RK		
1.3.4	Maximum wind speed over the past 10 minutes, 1 - 50 m/s	Goverment decree 5. Table 2, Annex 94 AAS RK		
1.4	Atmospheric pressure meters pcs.	Goverment decree 4. Table 1, Annex 94 AAS RK		
1.4.1	Protected by a screen	P. 889 AAS RK		
1.4.2	Located in close proximity to the heliport, not at the heliport level	P. 889 AAS RK		
1.4.3	At least 2 sensors	P. 889 AAS RK		
1.4.4	Measuring range 600 - 1080 gPa (mb)	Goverment decree 6. Table 2, Annex 94 AAS RK		
1.5	Air temperature and humidity meters (set)	Goverment decree 5. Table 1, Annex 94 AAS RK		
1.5.1	Air temperature measurement range. 0 S - 60 - + 50	Goverment decree 7. Table 2, Annex 94 AAS RK		
1.5.2	Relative humidity, 30 - 100 %	Goverment decree 8. Table 2, Annex 94 AAS RK		
1.6	Illuminated wind indicator	Goverment decree 6. Table 1, Annex 94 AAS RK		
1.6.1	Location	P. 860 AAS RK		
1.6.2	Minimum length 1.2 m	P. 861 AAS RK		

1.6.3	The minimum diameter of the large ring is 0.3 m	P. 861 AAS RK		
1.6.4	The minimum diameter of the smaller ring is 0.15 m	P. 861 AAS RK		
1.6.5	Color (Orange/White, Red/White, Black/white)	P. 861 AAS RK		
2	METAR Information	P. 888 AAS RK		
3	Equipment for displaying the state of the sea	P. 893 AAS RK		
4	Equipment for displaying roll, vertical movement and trim	Goverment decree. 7) P. 885 AAS RK		
5	Certificates of calibration of meteorological equipment	P. 894 AAS RK		
6	Meteorological equipment is connected to an uninterruptible power supply	P. 894 AAS RK		
12. Heliport staff				
1	The operator of the aviation station, the presence of a valid ASO certificate	P. 895 AAS RK		
2	Helicopter landing specialist HLS, with a valid certificate	P. 895 AAS RK		
3	Assistant to a helicopter landing specialist AHLS, the presence of a valid certificate	P. 895 AAS RK		
4	Fire brigade (in accordance with the number of carriage barrels), the presence of a valid certificate	P. 895 AAS RK		
13. Dangerous goods				
1	ICAO\IATA Guide to the transportation of dangerous good	P. 955 AAS RK		
2	Responsible personnel for dangerous goods	P. 955 AAS RK		
3	Qualification personnel of dangerous goods	P. 955 AAS RK		

4	Dangerous goods manuals and Instructions	p. 955 AAS RK		
5	Availability of training plans and records dangerous goods	p. 955 AAS RK		
6	Instructions for responding to emergency situations related to dangerous goods	p. 955 AAS RK		
14. Heliport auxiliary equipment				
1	Pads	Goverment decree. 1) P. 951 AAS RK		
2	Mooring lines/ropes	Goverment decree. 1) P. 951 AAS RK		
2.1	At least 6	P. 953 AAS RK		
2.2	Provide a direct load of 5000 kg	P. 953 AAS RK		
3	calibrated scales for weighing luggage, passengers and cargo (at least 150 kg)	Goverment decree. 2) P. 951 AAS RK		
4	additional power supply for starting helicopter engines	Goverment decree. 3) P. 951 AAS RK		
5	equipment for cleaning the landing zone from snow, ice and other contaminants	Goverment decree. 4) P. 951 AAS RK		
6	a marker forbidding landing	Goverment decree. 5) P. 951 AAS RK		
9. Heliport surface				
1	Colour	P. 724 AAS RK		
2	Characteristics of non-slip.	P. 610 AAS RK		
3	The last clutch measurement (in the absence of a heliport network).	P. 959 AAS RK		
4	Drainage system			
4.1	Gutter, sewage system.	p. 958 AAS RK		

4.2	The volume of the sewage system capacity	p. 958 AAS RK		
4.3	Littering with garbage is not allowed	p. 958 AAS RK		
4.4	Tightness of the heliport	p. 958 AAS RK		
5	Helicopter mooring points			
5.1	Quantity (depending on the largest helicopter serviced)	p. 963 AAS RK		
5.2	Diameter of the mooring ring (max. 22 mm)	p. 964 AAS RK		
5.3	Checking by the 5000 kg load method 1 time in 5 years	p. 965 AAS RK		
10. Marking of the heliport				
1	Heliport identification marking (H)	p. 680 AAS RK		
1.1	Location: within the FATO zone	p. 681 AAS RK		
1.2	Color: White	p. 682 AAS RK		
1.3	Height: 4 m	p. 685 AAS RK, fig. 4 Appendix 97 AAS RK		
1.4	Width: no more than 3m	p. 685 AAS RK, fig. 4 Appendix 97 AAS RK		
1.5	Letter element width: 0.75 m	p. 685 AAS RK, fig. 4 Appendix 97 AAS RK		
1.6	Orientation	p. 684 AAS RK, Appendix 77 AAS RK		
2	Suface	p. 685 AAS RK		

2.1	Color: dark gray, dark green, natural light gray aluminum color	p. 685 AAS RK		
3	Perimeter line	p. 685 AAS RK		
3.1	Color: White	p. 685 AAS RK		
3.2	Width: 0.3 m	p. 685 AAS RK		
4	Name of the heliport	p. 686, 688 AAS RK		
4.1	Color: White	p. 685 AAS RK		
4.2	Location	p. 687, 690 AAS RK		
4.3	Height, not less than 1.2 m	p. 689 AAS RK		
4.4	Illumination	p. 690 AAS RK		
5	Maximum permissible mass			
5.1	Location: within the TLOF zone	p. 692 AAS RK		
5.2	Color: White	p. 695 AAS RK		
5.3	Size and shape	p. 695 AAS RK, Appendix 78 AAS RK		
6	Maximum allowable value of D	p. 696 AAS RK		
6.1	Location: within the perimeter of the FATO zone	p. 697 AAS RK, fig.2 Appendix 97 AAS RK		
6.1.1	Color: White	p. 698 AAS RK		
6.1.2	Height: 0.6 m.	p. 698 AAS RK		

6.2	Location: on the inside of the chevron	p. 698 AAS RK, fig.2 Appendix 97 AAS RK		
6.2.1	Height: 0.1 m	p. 698 AAS RK		
7	Sighting circle			
7.1	Location	p. 714 AAS RK		
7.2	Line width: at least 1 m	p. 717 AAS RK, fig.3 Appendix 97 AAS RK		
7.3	Color: Yellow	p. 717 AAS RK, fig.3 Appendix 97 AAS RK		
7.4	Inner diameter: 0.5 D of the largest serviced helicopter	p. 718 AAS RK, fig.3 Appendix 97 AAS RK		
8	Chevron	p. 720 AAS RK, fig.2 Appendix 97 AAS RK		
8.1	Location: around the perimeter of the FATO zone or on the TLOF marking	p. 721 AAS RK		
8.2	Indicates the beginning of the SOP sector and the direction of the sector boundaries	p. 722 AAS RK		
8.3	Height: at least 30 cm (equal to the width of the marking of the TLOF zone).	p. 723 AAS RK		
8.4	Chevron shoulder: 79 cm	p. 723 AAS RK		
8.5	Shoulder width: 10 cm	p. 723 AAS RK		
9	Forbidden landing sector	p. 725 AAS RK		

9.1	Position	p. 726 AAS RK, Appendix 81 , 82 AAS RK		
9.2	Color: white and red	p. 727 AAS RK, Appendix 81 AAS RK		
11. Landing network of the heliport				
1	Material	p. 959 AAS RK		
2	Rope thickness: at least 20 mm	p. 959 AAS RK		
3	Maximum cell size 200 mm	p. 959 AAS RK		
4	Mounting every 1.5 m.	p. 959 AAS RK		
5	Tension	p. 959 AAS RK		
6	Covers the area bounded by the sighting circle	p. 959 AAS RK		
7	Does not cover the identification marking and the marking of the value "t"	p. 959 AAS RK		
8	Size (depending on the helicopter being serviced): 6m x 6m; 12m x 12m; 15m x 15m	p. 960 AAS RK		
12. Heliport perimeter security Network				
1	Material: Elastic, fireproof	p. 961 AAS RK		
2	Width: 1.5 m	p. 961 AAS RK		
3	Angle of inclination	p. 961 AAS RK		
4	Strength	p. 961 AAS RK		
5	There is no trampoline effect	p. 962 AAS RK		

6	The design provides for a "hammock effect"	p. 962 AAS RK		
13. Access points				
1	Quantity: at least 2	p. 966 AAS RK		
2	Location	p. 966 and 967 AAS RK		
3	Handrails	p. 968 AAS RK		
1. Turbulence				
1	Structures.	p. 601 AAS RK		
2	Hot emissions.	p. 601 AAS RK		
3	Cold emissions.	p. 601 AAS RK		
14. Surrounding obstacles				
1	Obstacles of the obstacle-free sector, 210° (above the heliport level)	p. 664 AAS RK, appendix 72 AAS RK		
1.1	There are no objects above 0.25 m	p. 664 AAS RK, appendix 72 AAS RK		
2	Obstacles of the obstacle-free sector, 210°(below the heliport level: 180°)			
3	Obstacles of the sector of limited obstacles 150°			
15. Perimeter lights				
1	Color: Green	p. 830 AAS RK		
2	Quantity	p. 823 AAS RK		
3	Height (no more than 25 cm)	p. 664 and 834 AAS RK		

4	Distance between lights (no more than 3m)	p. 823 AAS RK		
5	Intensity (at least 30 candelas)	p. 830 AAS RK		
6	Location	p. 822 AAS RK		
7	30% reserve	p. 842 AAS RK		
16. Floodlight lighting				
1	Horizontal illumination (at least 10 lux)	p. 840 AAS RK		
2	Do not create brilliance for pilots	p. 829 AAS RK		
3	Quantity	p. 823 AAS RK		
4	Height (no more than 25 cm)	p. 664 and 835 AAS RK		
5	30% reserve	p. 842 AAS RK		
17. Status lights				
1	Color: Red	p. 843 AAS RK		
2	Enabling	p. 843 AAS RK		
3	Effective intensity: at least 700 candelas	p. 843 AAS RK		
4	Visibility from all directions.	p. 843 AAS RK		
5	Height (no more than 25 cm)	p. 664 AAS RK		
18. Marking and lighting of obstacles				
1	Marking of obstacles	p. 852 and 853 AAS RK		

2	Omnidirectional barrage lights	p. 854 AAS RK		
2.1	Intensity (at least 10 candelas)	p. 854 AAS RK		
2.2	Objects located above the heliport level by 15 m are equipped every 10 m	p. 854 AAS RK		
2.3	The highest point is equipped with a fire intensity of 50 – 200 candelas	p. 855 AAS RK		
2.4	Visibility from all directions.	p. 858 AAS RK		
3	Floodlight lighting			
3.1	Fully illuminates the obstacle	p. 850 and 854 AAS RK		
3.2	Does not create a blinding effect	p. 850 and 854 AAS RK		
3.3	Brightness (at least 10 kd/m2)	p. 850 AAS RK		
4	The obstacle lighting system is connected to the UPS	p. 859 AAS RK		
19. Fire protection				
1	Carriage barrels			
1.1	Quantity	p. 928 AAS RK		
1.2	Foam feed rate compared to the calculated one (depending on the value D)	p. 932 AAS RK		
1.3	Annual test	p. 939 AAS RK		
2	Foaming agent			
2.1	Type	p. 931 AAS RK		

2.2	Quantity, l, compared to the calculated one (depending on the value of D)	p. 933 AAS RK		
2.3	100% stock	p. 933 AAS RK		
2.4	Capacity(s) marked(s) (name, concentration, minimum level)	p. 937 AAS RK		
2.5	Mixing of different types of foaming agent is not allowed	p. 937 AAS RK		
2.6	Temperature regime	p. 939 AAS RK		
2.7	Results of laboratory testing of foaming agent and working foam	p. 939 AAS RK		
3	Equipment for the formation of aspiration foam	p. 934 AAS RK		
4	Aspiration sleeve lines			
4.1	Quantity (at least 2)	p. 935 AAS RK		
4.2	Capacity, l (not less than 250 l)	p. 935 AAS RK		
4.3	Nozzles	p. 935 AAS RK		
4.4	Length	p. 935 AAS RK		
4.5	Annual test	p. 939 AAS RK		
5	Induction equipment	p. 938 AAS RK		
6	Fire Extinguisher (Dry powder)			
6.1	Volume (not less than 45 kg in 1 or 2 fire extinguishers)	p. 941 AAS RK		
6.2	Easy accessibility	p. 946 AAS RK		

6.3	100% stock	p. 947 AAS RK		
7	Fire Extinguisher (Gas)			
7.1	Volume (at least 18 kg in 1 or 2 fire extinguishers)	p. 942 AAS RK		
7.2	Easy accessibility	p. 946 AAS RK		
7.3	100% stock	p. 947 AAS RK		
20. Emergency rescue equipment				
1	Composition of emergency rescue equipment	p. 907 AAS RK		
1.1	Adjustable wrench, 1 pc.	Appendix 96 AAS RK		
1.2	Large axe (not wedge-shaped or aviation), 1 pc.	Appendix 96 AAS RK		
1.3	Bolt-cutting tool, 1 pc.	Appendix 96 AAS RK		
1.4	Large scrap, 1 pc.	Appendix 96 AAS RK		
1.5	Gripper or hook, 1 pc.	Appendix 96 AAS RK		
1.6	Metal hacksaw with 6 spare blades, 1 pc.	Appendix 96 AAS RK		
1.7	Heat-resistant fire blanket, 1 pc.	Appendix 96 AAS RK		
1.8	Ladder (a) , 1 pc.	Appendix 96 AAS RK		
1.9	Lifeline (15 m), 1 pc.	Appendix 96 AAS RK		
1.10	Life belt, 1 pc.	Appendix 96 AAS RK		
1.11	Side wire cutters, 1 pc.	Appendix 96 AAS RK		

1.12	Screwdriver set, 1 pc.	Appendix 96 AAS RK		
1.13	Belt cutting knife in a case, for each member of the helicopter team	Appendix 96 AAS RK		
1.14	Fireproof gloves, for each member of the helicopter team	Appendix 96 AAS RK		
1.15	Breathing apparatus, 2 pcs. with spare cylinders	Appendix 96 AAS RK		
1.16	Lantern, 2 pcs.	Appendix 96 AAS RK		
1.17	Electric cutting tool (for heliports with a D value of more than 24 m), 1 pc.	Appendix 96 AAS RK		
21. Personal protective equipment				
1	Storage location.	p. 956 AAS RK		
2	Helmet with a protective visor.	p. 956 AAS RK		
3	Gloves.	p. 956 AAS RK		
4	Footwear.	p. 956 AAS RK		
5	Fire-fighting suit.	p. 956 AAS RK		
6	Reserve air cylinders (at least 2)	p. 957 AAS RK		

SMS evaluation checklist

Name of the person being checked:	
Date of verification:	
Place of verification:	
The Inspector **Position:** **Full name:** **Signature:**	
Representative of the person being checked: **Position:** **Full name:** **Signature:**	

№, No.	Requirment	Name and paragraph of the standard (regulatory document)	Accordance C/N/na	Explanation
1.	**Responsibilities and responsibilities of management**			
1.1	The safety policy corresponds to the scale and complexity of the organization's structure.			
1.2	There is evidence that the flight safety policy has been communicated to all personnel in order to inform them of their individual safety responsibilities.			
1.3	A periodic review of the safety policy is carried out by senior management or the safety committee.			
1.4	Responsibility for all issues of flight safety is reflected in the job description of the responsible manager.			
2.	**Responsibility for flight safety**			
2.1	There is a flight safety committee (or equivalent body) that analyzes the SMS and its safety performance indicators.			
2.2	The authority with the right to make a final decision on all issues of activity carried out on the basis of the certificate(s) of his organization is indicated in the job description of the responsible manager.			
3.	**Appointment of leading employees responsible for ensuring flight safety**			
3.1	The relevant functions in relation to SMS are reflected in the job description of the head acting as responsible for SMS.			
3.2	The head responsible for the administration of the SMS has no other duties that may conflict with or hinder the performance of his duties as the head of the SUBCONTRACTOR.			
3.3.	Regarding the implementation and functioning of the SMS, the head of the			

	SMS has direct access to the responsible manager or reports to him.			
3.4	The SMS manager holds a senior managerial position, not lower than the positions of heads of other operational or production services and not subordinate to them.			
4.	**Action plan in case of an emergency**			
4.1	The plan provides for probable threshold/crisis scenarios related to the provision of products and services in the field of civil aviation by the organization.			
4.2	The Plan provides procedures for the continuation of safe production, provision and support of products and services in the field of civil aviation during an emergency or unforeseen situation.			
4.3	Exercises and trainings within the framework of the plan are carried out in accordance with the plan, and the results of the exercises are documented.			
4.4	The plan provides for the necessary integration with organizations of external clients and contractors where necessary.			
4.5	There is evidence of periodic review of the plan to confirm its relevance and effectiveness.			
5.	**SMS documentation**			
5.1	The components and elements of an organization's SMS are adequately described in the SMS document.			
5.2	The components and elements of the SMS of the organization meet the requirements of the authorized body in the field of civil aviation for SMS.			
5.3	There is evidence of appropriate coordination or integration of SMS with organizations of external clients and contractors, if necessary.			
5.4	There is evidence of periodic revision of the SMS document and supporting documentation to confirm their relevance.			
5.5	There are materials concerning the periodic review of existing safety assessments/risk factors.			
6.	**Identification of dangerous factors**			
6.1	The number and frequency of reports on hazardous factors registered/collected in the organization are commensurate with the scale and scope of the organization's activities.			
6.2	The system for reporting data on hazardous factors is confidential and contains provisions protecting information about the identity of the person who submitted the data.			
6.3	There is evidence that dangerous factors/threats identified during the			

	investigation of incidents/accidents are registered in the system (database)			
6.4	There is evidence that the recorded data on hazardous factors are processed on a systematic basis in order to reduce risk factors, where applicable.			
7. Assessment and reduction of risk factors				
7.1	There is evidence that for all operations, processes, facilities and equipment essential from the point of view of flight safety, the activities of the organization's program are being implemented in stages.			
7.2	Reports on the assessment of risk factors have been approved at the appropriate management level.			
7.3	There is a procedure for periodic review of prepared materials to reduce risk factors.			
8. Quantitative assessment and monitoring of flight safety performance indicators				
8.1	The flight safety performance indicators within the framework of the organization's SMS have been agreed with the relevant national authority in the field of civil aviation.			
8.2	There are data-based safety performance indicators for incidents with serious consequences (for example, indicators of aviation accidents and serious incidents).			

8.3	There are safety performance indicators for incidents with minor consequences (for example, non-compliance with requirements, cases of deviations).			
8.4	Within the framework of flight safety performance indicators, thresholds and/or target levels are set (if necessary).			
8.5	The change management procedure in the organization provides for the requirement to assess risk factors where applicable.			
8.6	There is a procedure for corrective or control measures that should be implemented if the target level is not reached and/or threshold levels are exceeded.			
9. Change Management				
9.1	There is evidence that in relation to the relevant processes and operations related to flight safety, activities are carried out (if necessary) within the framework of the organization's program.			
9.2	The change management procedure in the organization provides for the requirement to conduct an assessment of risk factors, where applicable. (In case of planned changes of physical characteristics of the airfield, facilities, equipment and procedures, whether the aerodrome operator assesses the impact of these changes on the BP of operations carried out at the airfield)			
10. 10. Continuous improvement of the SMS				
10.1	There is evidence that internal SMS audits/evaluations were planned and carried out.			
11. Ensuring and monitoring compliance with the aerodrome operator's flight safety requirements by third-party organizations performing work at the aerodrome				
11.1	Whether the aerodrome operator has flight safety requirements and their timely distribution			
11.2	Ensuring control (inspection, internal audits, impact measures)			
12. Preparation, training and communication of information				
12.1	There is evidence that personnel involved in SMS activities have received appropriate training or familiarization training.			
12.2	Personnel involved in risk factor assessment have received appropriate training or familiarization training on risk factor management.			
12.3	There is evidence of the existence of a safety management system (SMS), a circular or a channel for providing information to personnel on safety issues and SMS.			

Appendix 4

Form of the corrective action plan

«I APPROVE»
Position of the authorized head
JSC "Aviation Administration of Kazakhstan"
Full name_____
«_____»_____20 year

«I APPROVE»
Position of the authorized head
Name of the aerodrome operatorFull name_____
«_____»_____20 year

CORRECTIVE ACTION PLAN
to eliminate inconsistencies identified during the _____ aerodromes _____
JSC "Aviation Administration of Kazakhstan" in the period from _____.

№, No.	Description of comments	Measures to eliminate comments	Responsible executor	Date of execution	Explanation

Post _____ **Full name _____**

Agreed:

Post	Full Name	Signature	Date	Note

Appendix 5

Form of extension of the terms of the corrective action plan

AGREED"
Position of the authorized head
JSC "Aviation Administration of Kazakhstan"
Full name_____
«_____»_____20 year

"I APPROVE"
The position of the authorized head
Name of the aerodrome operator
Full name_____
«_____»_____20 year

EXTENSION OF THE TERMS OF THE CORRECTIVE ACTION PLAN
to eliminate inconsistencies identified during the _____ aerodromes _____
JSC "Aviation Administration of Kazakhstan" in the period from _____.

№ No.	Remarks	Measures to eliminate comments previously planned and agreed by the AAK	Measures actually carried out (including to ensure an equivalent level of flight safety)	Activities requiring an extension of the term	Date of elimination of the remark, agreed with the AAK	New requested date for the removal of the remark	Responsible executor	Submitted documents
1								
Justification of the reasons for extending the term of the PKD								

Post _____ **Full name _____**

Agreed:

Post	Full name	Signature	Date	Note

Appendix 6

Form of the report on the implementation of the corrective action plan

"I APPROVE"
The position of the authorized head
Name of the aerodrome operator
Full name_____
«_____»_____20 year

REPORT ON THE IMPLEMENTATION OF THE CORRECTIVE ACTION PLAN
to eliminate inconsistencies identified during the (inspection/certification survey)_____ aerodromes _____
JSC "Aviation Administration of Kazakhstan" in the period from _____.

№ No.	Remarks	Planned measures to eliminate comments according to the approved PKD	Measures actually carried out (including to ensure an equivalent level of flight safety)	Date of implementation of the activities according to the PKD plan	Actual completion date	Responsible(s) for the execution of officials	Supporting materials	The status of execution (completed/ not completed), the degree of completion in % and the signature of the AAK inspector
1								
Recommendations, conclusions of the AAK inspector (if necessary)								
2								
3								
Total number of comments - **Of these:** **Closed – (quantity and %)** **Open – (quantity and %)** **Highlighted in gray – filled in by the AAK inspector**								

Post_____ **Full name _____**

Agreed:

Post	Full name	Signature	Date	Note
Head of Service				

Appendix 7

Instructions for using the luxmeter

1. Requirements of regulatory legal acts and purpose of the document

This instruction on the use of the luxmeter is designed to provide aviation inspectors with instructional material on checking the compliance of the illumination of aprons, parking areas to ensure that the lighting meets the requirements of paragraph 279 of the Standards of Serviceability of airfields (heliports) of civil aviation (Order of the Minister for Investment and Development of the Republic of Kazakhstan dated March 31, 2015 No. 381.).

In addition, national and international requirements regarding the illumination of aprons and the parking place are reflected in the following documents:

1) Rules of electric lighting support of civil aviation flights of the Republic of Kazakhstan (Order of the Acting Minister for Investment and Development of the Republic of Kazakhstan dated March 26, 2015 No. 350.);

2) Annex 14 to the Convention on International Civil Aviation, volume 1 Airfields;

3) DOC 9157, Aerodrome Design Manual Part 4, 5.

AAS CA RK, p.279. The searchlight illumination of the apron should provide the following average illumination levels of aircraft parking on the apron: 20 lux - in the horizontal plane at ground level with a ratio of average illumination to minimum no more than 4:1, 20 lux - in the vertical plane at a height of 2 m above the surface of the apron in the appropriate directions. The average illumination levels on other sections of the apron should be at least 50% of the average illumination level of aircraft parking in the horizontal plane at ground level, with the ratio of average illumination to minimum no more than 4:1.

2. Aerodrome elements to be measured for compliance with illumination

Aviation inspectors, when conducting inspections of airfields operating flights in the dark, ensure that the compliance of searchlight lighting is checked.

Platforms intended for use at night are equipped with floodlight lighting.

In particular, the luxmeter measurements are subject to the parking places of the aircraft around the perimeter of the aircraft service area, taxiing routes on the apron along the centerline of the aircraft taxiing.

3. Application of the luxmeter

Do not use the luxmeter in an environment with heavy dust or containing flammable gases and vapors!

Do not operate the measuring device in places with high temperature and high humidity.

Do not use the luxmeter in environments with intense infrared or ultraviolet radiation!

Before using the luxmeter, it is necessary to make sure that the device is fully equipped with all accessories.

Before use, remove the protective cover of the luxmeter sensor and place it at right angles to the light source. After the tests are completed, the sensor protective cover should be returned to its place to protect the light filter and the sensor.

After using the device, it is necessary to clean the device. First of all, wipe the appliance with a damp soft cloth using clean water or a non-aggressive detergent, and then wipe with a dry cloth. Before cleaning, make sure that the luxmeter is turned off. Do not use gasoline, alcohol, acetone, ethyl ether, ketones, diluents and other solvents for cleaning, because they can damage or disrupt the operation of the luxmeter. The device can be used after cleaning, when it is completely dried.

4. Registration of measurement results

The results obtained based on the results of the measurements carried out are entered in the relevant inspection report. If necessary, a comparative analysis should be carried out with the measurement results of the ELS service.

Appendix 8

Instructions for using the inclinometer

1. Requirements of regulatory legal acts and purpose of the document

This instruction on the use of the inclinometer was developed in compliance with the Order of the Acting Minister for Investment and Development of the Republic of Kazakhstan dated October 7, 2015 No. 978 "On approval of the Rules of airfield support in civil Aviation", Order No. 381 dated March 31, 2015 "On approval of the standards of serviceability of airfields (heliports) of civil aviation" (hereinafter – Regulatory documents) checks the condition of artificial coverings and ground surfaces of the airfield.

1. Aerodrome elements to be measured for compliance with illumination

Aviation inspectors need to use an inclinometer to measure the evenness, longitudinal and transverse slopes (slopes) of coatings according to paragraphs 56, 58, 59 of the AAS CA RK.

2. Application of the inclinometer

The measuring device must be installed, connected and operated by a trained and qualified inspector. The inspector must have knowledge in the field of protection classes, directive documents related to the operation of electrical equipment in explosive zones. Check whether the classification and marking of the device corresponds to the actual conditions of use.

Static charge on the surface of plastic devices and cables should be avoided. Cleaning the surface is allowed only with a slightly damp cloth. Do not install the device in a stream of dust and do not allow the device to be covered with dust. The device and the connecting cables must be protected from possible mechanical damage. It is also necessary to shield the device from strong electromagnetic fields. Pin configuration data and electrical specification are indicated on the marking and in the technical description. In order to avoid contamination of the device, remove the existing plugs of the cable entries only immediately before turning on the device and installing the outlet.

3. Registration of measurement results

The results obtained based on the results of the measurements carried out are entered in the relevant inspection report. If necessary, a comparative analysis should be carried out with the measurement results of the ELS service.

Appendix 9

Procedure for issuing airfield ground lighting - AGL certificate

1. According to item 59. Rules of electric lighting support of civil aviation flights of the Republic of Kazakhstan, approved by the Order of the Acting Minister of Investment and Development of the Republic of Kazakhstan dated 26 March 2015 № 350 issuance, extension, renewal and replacement of certificates of fitness for operation of lighting equipment (hereinafter - the Certificate) are made by an authorised organisation in the field of civil aviation.
2. The certificate shall be issued if the aerodrome operator has successfully passed aerodrome certification.
3. The validity period of the Certificate shall not exceed the validity period of the aerodrome certificate.
4. The AGL certificate shall be issued in the Kazakh, Russian and English languages.
5. Each certificate shall be assigned a number, which shall be registered in a paper logbook.
6. The document is double-sided printed on a strict accountability form, which are kept, as well as the logbook in a specially designated place.
7. Each form of strict accountability has its own number and in case of spoilage of forms when they are used in the work, they are crossed out, mark "spoilt".
8. After printing the document, the original of the Certificate is signed by the responsible head of the organisation.
9. A scan copy of the Certificate is sent to the aerodrome operator's e-mail address.
10. The scan copy of the Certificate is stored in the electronic library of the Department.
11. The paper original of the Certificate shall be kept in folder 08-24 «ЖСЖ пайдалануға жарамдылық куәліктері/Удостоверения годности ССО/AGL Certificates».

«ҚАЗАҚСТАННЫҢ АВИАЦИЯЛЫҚ ӘКІМШІЛІГІ»
АКЦИОНЕРЛІК ҚОҒАМЫ

010000, Қазақстан Республикасы, Астана қаласы, Мәңгілік Ел даңғылы, 55/15 үй, С 2.3 блогы Тел.: +7 (7172) 79-82-28, e-mail: frontoffice@caa.gov.kz

Жарықпен сигнал беру жабдығының пайдалануға
ЖАРАМДЫЛЫҚ КУӘЛІГІ

ЖСЖ сериясы № 0000043–23

2023 жылғы «11» қарашада берілген.
2025 жылғы «13» қарашаға дейін жарамды.

1. Азаматтық авиация ұйымының атауы: *«Қызыл-Жар халықаралық ұшағайы» ЖШС.*
2. Магниттік бағыты: *МҚБ-53°, МҚБ-233°.*
3. Орнатылған жабдықтың үлгісі және жүйе санаты: *Жоғары қарқындылық оттары, МҚБ-233 ИКАО-ның 1 санаты бойынша, МҚБ-53° Төмен қарқындылық оттары.*
4. Пайдалана басталған жыл: *2016 ж.*
5. Жарықпен сигнал беру жабдығының пайдалануға жарамдылық куәлігін тіркеу мен беру үшін негіздеме: *2023 жылғы 20 қазандағы «Қызыл-Жар халықаралық ұшағайы» ЖШС ұшайлалған сертификаттық тексеру актісі.*
6. Осы куәлік *Петропавл ұшайлалының* жарықпен сигнал беру жабдығының нормативтік құжаттардың талаптарына сәйкестігін куәландырады.
7. Пайдаланымдық шектеулер: *Жоқ.*
8. Инспекциялық бақылауды *«Қазақстанның авиациялық әкімшілігі» АҚ* жүзеге асырады.

Бас директор _____ К. Раду

Figure 1: Sample certificate in Kazakh language

АО «АВИАЦИОННАЯ АДМИНИСТРАЦИЯ КАЗАХСТАНА» /
«AVIATION ADMINISTRATION OF KAZAKHSTAN» JSC

010000, 55/15 Mangilik El Ave., Block C 2.3, Astana, Republic of Kazakhstan, phone.: 8 (7172) 79-82-28, e-mail: frontoffice@caa.gov.kz

УДОСТОВЕРЕНИЕ ГОДНОСТИ к эксплуатации светосигнального оборудования Серия ССО № 0000043–23	CERTIFICATE for the operation of airfield ground lighting equipment AGL Serial № 0000043–23

Выдано Issued «08» 11. 2023 г.
Действительно до/ Expire date «13» 11. 2025 г.

1. Наименование организации гражданской авиации/Name of the civil aviation organization: *ТОО «Международный аэропорт Кызыл-Жар» / «Qyzyl-Zhar International airport» LLP*
2. Магнитный курс/Heading: *53°, 233°.*
3. Тип установленного оборудования и категория системы/ Type of equipment installed and system category: *с МКнас 233° огни высокой интенсивности, 1 категории ИКАО, с МКнас 53° - ОМИ / RWY 233° High intensity lights, CAT 1 ICAO; RWY 53 ° Low intensity lights.*
4. Год начала эксплуатации/ Year of commencement of operation: *2016.*
5. Основание для регистрации и выдачи Удостоверения годности к эксплуатации светосигнального оборудования к эксплуатации/ Basis for registration and issuance of the Certificate of worthiness for the operation of airfield ground lighting: *Акт сертификационного обследования от 20 Октября 2023 года / Act of certification form 20 of October 2023.*
6. Настоящим удостоверяется, что система светосигнального оборудования *Аэродрома г. Петропавловск* соответствует требованиям нормативных документов/ This is to certify that the AGL system of *Petropavlovsk aerodrome* complies with the requirements of regulatory documents.
7. Эксплуатационные ограничения/ Operating restrictions: *Нет/No.*
8. Инспекционный контроль осуществляет *АО «Авиационная администрация Казахстана»/ Inspection oversight is carried out by «Aviation Administration of Kazakhstan» JSC.*

Генеральный директор / General Director _____ К. Раду / C. Radu

Figure 2: Sample certificate in Russian and English languages

Familiarization sheet

№	Employee's full name	Post	Date	Signature