



Paramaribo, November 11th, 2024

No. 1-2024-ANS

Decision Director CASAS

SUBJECT: Ground Operations

1. Background

This DDC provides general provisions on Ground operations services. The Ground operations service provider serves as the orchestrator of all ground movements at an airport, playing a pivotal role in maintaining safety and efficiency in this complex and dynamic environment.

Airport Surface Operations

Ground operations service is responsible for managing all ground movement of aircraft, excluding active runways. This includes taxiing to and from gates, hangars, and the runway's threshold.

2. Purpose

Ground operations service is focusing on aircraft movement on the ground. This service is crucial in managing the complex and often congested environment of an airport's taxiways and aprons.

Exclusion of Active Runways: Ground operations service's jurisdiction extends to all areas of an airport's surface, except active runways. The control of aircraft on runways is typically handled by a separate entity, often referred to as Tower Control.

Critical Role in Airport Efficiency: Ground operations service is an indispensable component of airport operations, ensuring the safe, orderly, and efficient movement of aircraft on the ground. This service is vital for maintaining the overall flow of air traffic, particularly in large, busy airports where ground traffic can be as complex and dense as air traffic.

Impact on Overall Airport Operations: The effectiveness of Ground operations service directly impacts an airport's capacity, safety, and operational efficiency. It plays a key role in minimizing taxi times and delays, thereby enhancing the overall experience for passengers and airlines alike.

3. REFERENCES

This document shall be read in conjunction with:

CARS Part 18 Air Traffic Services

CARS Part 23 SMS

CARS Part 17/ Annex 10 Volume II Aeronautical Telecommunication

Doc 4444 PANS ATM

Doc 10121 Manual on ground handling

Doc 9432 Manual of Radiotelephony

4. Definitions and Abbreviations

Aerodrome.

A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

Aircraft Operator.

A person, organization or enterprise engaged in or offering to engage in an aircraft operation.

Commercial air transport operation.

An aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire.

Dangerous goods.

Articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in the Technical Instructions or which are classified according to those Instructions.

General aviation operation.

An aircraft operation other than a commercial air transport operation or an aerial work operation.

Ground handling.

Services necessary for an aircraft's arrival at, and departure from, an airport, other than air traffic services.

Operations manual.

A manual containing procedures, instructions and guidance for use by operational personnel in the execution of their duties.

Safety management system (SMS).

A systematic approach to managing safety, including the necessary organizational structures, accountability, responsibilities, policies and procedures.

Abbreviations

CASAS Civil aviation authority Suriname
FOD Foreign object debris
GOS Ground Operations Service
GOSP Ground operations service provider
GSE Ground support equipment
IMS Integrated management system
SMS Safety management system
SOP Standard operating procedure
SPI Safety performance indicator
SPT Safety performance target
SSP State safety programme

5. Scope

Responsibilities of Ground operations service

Managing Taxi Operations: Ground operations service's primary responsibility is to manage the movement of aircraft as they taxi. This includes directing aircraft from the gate to the runway and vice versa, as well as managing movements to and from maintenance hangars or parking areas.

Coordination and Safety: A key function is to prevent collisions between aircraft and other vehicles, and ensure that aircraft are following the correct taxiways and holding points. This role is particularly crucial in adverse weather conditions or during peak traffic periods.

Efficiency in Ground Movement: By efficiently managing taxi routes and holding patterns, Ground operations service plays a significant role in minimizing delays and reducing fuel consumption, which is critical for both economic and environmental reasons.

Communication and Coordination

Pilot Interaction: Pilots communicate with Ground operations service via radio, receiving specific instructions for taxiing. This communication is two-way, allowing pilots to request clarifications or report any issues on the ground.

Coordination with Other Air Traffic Control Units: Ground operations service works in tandem with other air traffic control units, such as Aerodrome Control and Approach Control, to ensure a seamless transition for aircraft moving between the air and the ground.

Coordination with the Aeronautical Meteorological Service Provider: The GOSP shall establish and maintain arrangements for close coordination with the Aeronautical Meteorological Service Provider for the exchange of meteorological data.

Coordination with the Aeronautical Information Service Provider: the GOSP shall ensure close coordination with the Aeronautical Information Service Provider for the expeditious exchange of aeronautical data and information.

6. Ground Operations Procedures

The GOSP shall establish the following for the provision of Ground operations Service (GOS)

- (a) standards and operating conditions for the provision of GOS;
- (b) clearly defined areas specified in the GOSP's operations manual where GOS is provided;

(c) a training programme for each of its GOS personnel who do not possess a valid air traffic controller licence in accordance; and

(d) a competency programme for GOS personnel

7. Requirements for Ground operations Service personnel

(1) The GOSP shall establish an appropriate training programme for each of its Ground operations Service personnel.

(2) The training programme shall:

(a) be reviewed periodically to ensure that the training remains relevant;

(b) include the provision of refresher training to maintain the competency of its Ground operations Service personnel;

(c) include appropriate training and instruction prior to the implementation of new or amended Ground operations Service systems and procedures; and

(d) include the handling of aircraft emergencies and operations under conditions with failed and degraded facilities and systems.

(3) The GOSP shall establish a competency programme for its Ground operations Service personnel in the operations manual or other document which includes:

(a) the minimum hours accumulated through the provision of Ground operations Service over a period specified by the GOSP to ensure that each Ground operations Service personnel continues to possess the required competencies;

(b) an annual assessment by means of proficiency checks on every Ground operations Service personnel.

(4) the GOSP shall:

(a) establish a method to monitor the operational performance of its Ground operations Service personnel;

(b) ensure that each of its operational Ground operations Service personnel satisfies the competency requirements specified by the GOSP; and

(c) ensure that any Ground operations Service personnel who does not satisfy the competency requirements is required to undergo appropriate re-training, supervision and assessment programmes specified by the GOSP in the relevant operations manual or other document before being deployed for Ground operations Service duties.

8. Maintaining operational logs

The GOSP shall maintain operational logs relating to the provision of Ground operations Service in chronological sequence to record all significant occurrences and actions relating to operations, facilities, equipment and personnel at a Ground operations Service unit.

(2) When it is necessary to insert an out of sequence entry, the GOSP shall ensure that the out of sequence is inserted as soon as possible, and with clear annotation that it is out of sequence.

(3) All log entries shall be recorded against the times of the occurrence, or time of the log entry.

9. Safety Management System

To promote a proactive approach to improving the safety performance of GOSPs, the operator shall consider requiring GOSPs to implement a safety management system (SMS) that is aligned with the SMS framework set out in CARS Part 23.

To monitor and drive the safety performance of the ground operations, the operator shall establish, as part of the operator's SMS, safety performance indicators and targets that reflect the safety health of the aerodrome in the

area of ground operations. The operator shall then establish specific indicators to measure how to perform with regard to safety so that safety issues and concerns will be tracked individually and directly addressed.

These safety targets could either be based on historical data of past ground operation incidents, or act as stretched safety targets for the GOSPs with the aim of reducing the number of ground operations incidents.

November 11th, 2024

A handwritten signature in blue ink, appearing to be 'B. de Souza', written over a light blue horizontal line.

B. de Souza
Director CASAS a.g.