



NOTICE TO AERODROME LICENCE HOLDERS

Aerodrome Standards Department, Aviation House, Gatwick Airport South, West Sussex RH6 0YR

5/2001

CIVIL AVIATION PUBLICATION (CAP) 699 STANDARDS FOR THE COMPETENCE OF RESCUE & FIREFIGHTING SERVICE PERSONNEL EMPLOYED AT UNITED KINGDOM LICENSED AERODROMES

INTRODUCTION

The United Kingdom Civil Aviation Authority (CAA) advised its intention to revise the standards applicable to the competence of Rescue and Fire Fighting Service (RFFS) personnel employed at UK licensed aerodromes in Notice to Aerodrome Licence Holders (NOTAL) 4/99. The process involved consultation with those whom CAA regulates, notwithstanding that the industry had a major involvement in the development of the CAP.

The CAA, with the support of a joint working group called the Training Standards Group (TSG) published the CAP in March 2000. It was agreed to have a phased implementation process.

CAP 168 Chapter 8, Section 14 describes the acceptable process for selection and qualification of personnel involved in Rescue and Fire Fighting Service (RFFS) duties at United Kingdom licensed aerodromes. All personnel who are employed in the RFFS at a UK licensed aerodrome must be trained in a manner approved by the CAA.

The CAA operates a Certification scheme for all RFFS personnel. Certificates recognising Competence are endorsed by the CAA and issued following the satisfactory acquisition and application of competence which may be demonstrated by the completion of structured learning programmes which have been conducted to standards set and monitored by the CAA.

All personnel forming part of the minimum staffing level shall hold a Certificate of Competence which confirms their possession of the necessary standard of competence as applicable to their task and role.

Certificates shall be endorsed 'Qualified,' 'Competent in Acquisition' or 'Competent in Application'. Only personnel who have satisfied certain pre-requisites and are actively employed at a UK licensed aerodrome are able to be issued certificates endorsed 'Qualified' or 'Competent in Application'.

Currently, achievement of the required standard is recognised by the issue of a Certificate of Competence after attendance on a course of fixed duration delivered by an Approved Training Provider (ATP). All personnel employed on RFFS duties at aerodromes of RFFS Categories 3-9 must be trained by a training provider approved by the CAA (an ATP). At Aerodromes of RFF Categories Special, 1 and 2 the training may be carried out by either an officer employed at the Aerodrome who holds a current Junior Officer (Lower Category Aerodromes) Certificate of Competence, or by any other officer who holds a current CAA Certificate of Competence to at least Leading Firefighter level.

In addition to initial and recurrent training undertaken by ATPs for the issue of a Certificate of Competence, aerodrome licensees are required to provide RFFS personnel employed at a UK

licensed aerodrome with regular comprehensive local training to ensure the efficient use of the appliances and equipment provided by the licensee. Aircraft familiarisation forms an integral part of local training.

Certificates of Competence issued by the Authority after training at an approved central training establishment are currently valid as follows:

Junior Officer (Low Category Aerodromes) – Three Years
Basic, Firefighter and Leading Firefighter – Five Years
Junior Officer, Officer – Five Years
Senior Officer – Three Years

Certificates of Competence issued to personnel employed at Lower Category Aerodromes (Special, 1 and 2) following completion of CAA approved local training are currently valid for a maximum duration of 18 months. These certificates are only valid for use at the aerodromes for which they have been issued.

All Certificates of Competence are revalidated by examination after further CAA approved training.

PURPOSE

The purpose of this NOTAL is to inform Aerodrome Licensees and other interested parties how the CAA intends to revise the mandatory training scheme to complete the implementation of CAP 699. In this NOTAL, acceptable means by which initial competence may be acquired, assessed, maintained and re-validated will be defined.

SCOPE

The issues raised in this NOTAL will have implications to licensees of UK Licensed Aerodromes, Approved Training Provider(s), CAA Aerodrome and Air Traffic Licensing Standards Division (AALSD) and personnel employed in the RFFS at UK licensed aerodromes.

The licensee is responsible for the initial selection and continuous assessment of the competence of personnel engaged in operational RFFS duties in accordance with the requirements set out in CAP 168 Chapter 8, and the acceptable means of compliance published in CAP 699 (Standards for Competence in Rescue and Firefighting Services at UK Licensed Aerodromes).

The current process of ensuring the competence of RFFS personnel is reliant on a robust certification process. The introduction of CAP 699 will inevitably introduce new training providers and it is anticipated that no one training provider could retain personnel details for all providers. There is also the potential for such systems to impact on the Data Protection Act. The lower category aerodromes currently administer their own systems. It is anticipated to bring these into one consolidated system.

Current Certificate Holders

The CAA has utilised information from the current ATP and the Aerodrome Standards Department (ASD) database to determine the following information:

The total number of personnel employed in the RFFS at UK licensed aerodromes is approximately 2000. All will require to become incorporated within the new scheme from April 2002. The validity of any new Certificates of Competence will be governed by the expiry date of any existing certificates.

A robust and auditable recording system shall be established. It shall include the following information:

Unique personnel identification number.

Name.

Date of birth.

Date of entry into the RFFS.

Location of employment.

Date of commencement, initial core competence training.

Date of satisfactory completion, initial core competence training.

Examination results.

Level of qualification – firefighter, supervisor, manager.

Due date for re-certification of core competence.

Date of commencement, progressive training to supervisor/manager.

Level of qualification confirmed – firefighter, supervisor, manager.

Transfer into other employment/position/left employment (reference brought forward).

The above criteria for personnel records of competence will be defined in CAP 699 Part 1.

IMPLEMENTATION

ASD considers that the TSG has acted as the primary means of consultation with industry. The final version of CAP 699 has now been achieved; however, between 8 October and 14 December 2001 there will be one further opportunity to comment on the amendments agreed with TSG. Only comments concerning the wording of these amendments will be considered. All comments must be submitted in writing to the address given below. After implementation (planned for March 2002), personnel involved in RFFS duties at UK licensed aerodromes shall be required to be in possession of a current Certificate of Competence endorsed by the UK CAA.

Significant changes to the content of CAP 699 are included with this NOTAL at Appendix 1.

The following changes will be made to the CAA Mandatory Training Scheme:

Mandatory Structured Learning Programmes (SLPs)

Firefighter (Initial)

The content of an acceptable SLP for the initial acquisition of competence for an aerodrome Firefighter has been approved by the CAA for delivery by approved training providers. It will comprise the appropriate competences cross-mapped to the generic role of an aerodrome Firefighter in accordance with Part 3 of CAP 699. It is anticipated that the duration of an acceptable SLP meeting these objectives will be no less than six weeks. The validity of the Certificate of Competence will be reduced from five years to four years.

Firefighter (Revalidation)

The content of an acceptable SLP for Firefighter Revalidation has been approved by the CAA for delivery by approved training providers. It will comprise the Performance Criteria (PCs) of the appropriate competences cross-mapped to the generic role of aerodrome Firefighter. It is anticipated that the duration of an acceptable SLP meeting these objectives will be no less than one week. The validity of the revalidated Certificate of Competence will be four years.

Supervisor (Initial) – Crew Commander

The content of an acceptable SLP for the initial acquisition of competence for a Supervisor (Crew Commander) has been approved by the CAA for delivery by approved training providers. It will comprise the appropriate competences cross-mapped to the role of a Supervisor (Crew Commander). It is anticipated that the duration of an acceptable SLP meeting these objectives will

be no less than two and one half weeks. The validity of the Certificate of Competence for a Supervisor (Crew Commander) will be four years.

Supervisor (Initial) – Watch Commander

The content of an acceptable SLP for the initial acquisition of competence for a Supervisor (Watch Commander) has been approved by the CAA for delivery by approved training providers. It will comprise the appropriate competences cross-mapped to the role of a Supervisor (Watch Commander). It is anticipated that the duration of an acceptable SLP meeting these objectives will be no less than two and one half weeks. The validity of the Certificate of Competence for a Supervisor (Watch Commander) will be four years.

Supervisor (Revalidation)

The content of two acceptable SLPs for Supervisor Revalidation (Crew Commander and Watch Commander) have been approved by the CAA for delivery by approved training providers. These will comprise the Performance Criteria (PCs) of the appropriate competences cross-mapped to the generic role of aerodrome Supervisor (Crew Commander or Watch Commander). It is anticipated that the duration of an acceptable SLP meeting these objectives will be no less than one week. The validity of the revalidated Certificate of Competence will be four years.

Manager

The content of acceptable SLPs for the initial acquisition of competence for a Manager and SLPs for revalidation have still to be determined by the TSG. This NOTAL is not applicable to the initial acquisition and maintenance of competence by aerodrome RFFS managers.

Firefighter (Lower Category Aerodrome)

Acceptable SLPs for initial acquisition and revalidation of Certificates of Competence for personnel employed at lower category aerodromes may still be delivered locally at a licensed aerodrome in accordance with CAP 168 Chapter 8 Appendix 8H. The validity of the new Certificate of Competence will be extended from 18 months to two years.

Supervisor (Lower Category Aerodrome)

Acceptable SLPs for initial acquisition and revalidation of Certificates of Competence shall still be required to be delivered at an ATP. It is anticipated that the duration of an acceptable SLP meeting these objectives will be no less than one week. The validity of the new Certificate of Competence will be extended from three years to four years.

The primary effect of the introduction of the above SLPs will be to remove the following existing courses:

Basic (Three weeks), Firefighter (Three weeks), Leading Firefighter (Three weeks), Junior Officer (Three weeks), Aerodrome Fire Officer (Three weeks), Senior Aerodrome Fire Officer (One week), Aerodrome Fire Service Manager (One week), Lower Category Aerodrome Junior Officer (One week) on which attendance was mandatory for initial and recurrent training.

Certain requirements published in CAP 168 Chapter 8 will be affected by this continuing implementation of CAP 699. In April 2002, the following revisions to CAP 168 Chapter 8 Section 14 will be necessary:

Table 8.3 will be removed; Appendix 8H will be amended.

These changes are not expected to be significant in terms of working practices and/or cost implications. The intent will be to remove any terminology from Table 8.3 which is inconsistent with CAP 168 Chapter 8 paragraph 15.6. The requirement for the minimum number of foam producing vehicles will be incorporated into Table 8.2.

QUERIES

Additional copies of the revision to CAP699 may be downloaded from the CAA web site:
www.caa.co.uk

Any enquiries regarding the content of this NOTAL should be sent in writing to:-

Civil Aviation Authority
Safety Regulation Group
Head of Aerodrome Standards Department
Aviation House (2W)
Gatwick Airport South
West Sussex
RH6 0YR
Fax 01293 573971

October 2001

The following NOTALs remain effective:

- 1/92 Procedure for the Issue of NOTALs
- 1/93 Helicopter Wake Vortex
- 4/93 Pavement De-icing Chemicals – Possible Side Effects
- 2/96 Licensed Aerodromes – Changes of Licensee or Provider of Air Traffic Control Services
- 1/97 Safeguarding the View from Visual Control Rooms
- 1/98 The Timeliness of Meteorological Information
- 2/98 Allocation of Responsibility for the Safety of Passengers Embarking and Disembarking from Aircraft
- 1/99 Operation of Friction Measuring Machines in Slush
- 2/99 Work in Progress (WIP)
- 3/99 The Reporting of Wet Runway Surface Conditions
- 1/00 Pigeon Birdstrike Hazard
- 2/00 Aerodrome Boundaries
- 3/00 Flight Inspection of Aeronautical Ground Lighting (AGL)
- 4/00 FOD Damage to Aircraft Tyres
- 1/01 Responsibility for Monitoring Third Parties Operating Within the Boundaries of Licensed Aerodromes
- 2/01 Runway Friction Measurement and Monitoring
- 3/01 Runway Visual Range Assessment Using Human Observers
- 4/01 Structural Integrity of Aeronautical Ground Lighting (AGL) fixtures and fittings