



Doc No.: ECA/REG/AGA/F/028  
 Revision Number: 00  
 Issue date: 22-03-2024  
 Effective Date: 01-04-2024

**ESWATINI CIVIL AVIATION AUTHORITY**

**ECA/REG/AGA/F/028**

Form to be used for the submission of the personnel for the operations and maintenance of the aerodrome, to be filled by the aerodrome operator

**PART 1. Particulars of the Applicant Organization**

1.1 Full Name:		
1.2 Trade Name:		
1.3 Full Business / Residential Address:		
1.4 City:	1.5 Postal Code:	1.6 Email address:
1.7 Telephone Number:		1.8 Fax, Telex or other contact (if any)
1.9 Legal status of applicant organization (individual/company/trust/other – please specify)		
1.10 Registration Number in the case of a corporation/company/trust:		
1.11 Aerodrome (s) operated:		
1.12 Category for Rescue and Fire-Fighting:		
1.13 Instrument Runway (Non-precision approach, CAT I, CAT II, CAT III):		
1.14 Opening Hours:		

**PART 2 : Number of personnel employed for:**

<b>2.1 The maintenance of physical characteristics</b>				
Supervision		Personnel per shift		TOTAL
IS THE SAME PERSONNEL ASSIGNED TO OTHER TASKS? <input type="checkbox"/> YES <input type="checkbox"/> NO				
IF YES, please specify the other tasks assigned to those personnel and attach the procedures for prioritization:				
<b>2.2 The maintenance of obstacles limitation</b>				
Supervision		Personnel per shift		TOTAL
IS THE SAME PERSONNEL ASSIGNED TO OTHER TASKS? <input type="checkbox"/> YES <input type="checkbox"/> NO				
IF YES, please specify the other tasks assigned to those personnel and attach the procedures for prioritization:				
<b>2.3 The maintenance of visual aids</b>				
Supervision		Personnel per shift		TOTAL
IS THE SAME PERSONNEL ASSIGNED TO OTHER TASKS? <input type="checkbox"/> YES <input type="checkbox"/> NO				
IF YES, please specify the other tasks assigned to those personnel and attach the procedures for prioritization:				
<b>2.4 The maintenance of equipment and installations</b>				
Supervision		Personnel per shift		TOTAL
IS THE SAME PERSONNEL ASSIGNED TO OTHER TASKS? <input type="checkbox"/> YES <input type="checkbox"/> NO				





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IF YES, please specify the other tasks assigned to those personnel and attach the procedures for prioritization:

**2.5** Implementation of the activities in the safety management system

Supervision		Personnel per shift		TOTAL	
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IS THE SAME PERSONNEL ASSIGNED TO OTHER TASKS?     YES     NO  
 IF YES, please specify the other tasks assigned to those personnel and attach the procedures for prioritization:

**2.6** Operations of the emergency plan

Supervision		Personnel per shift		TOTAL	
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IS THE SAME PERSONNEL ASSIGNED TO OTHER TASKS?     YES     NO  
 IF YES, please specify the other tasks assigned to those personnel and attach the procedures for prioritization:

**2.7** Rescue and fire fighting services

Supervision		Personnel per shift		TOTAL	
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IS THE SAME PERSONNEL ASSIGNED TO OTHER TASKS?     YES     NO  
 IF YES, please specify the other tasks assigned to those personnel and attach the procedures for prioritization:

**2.8** Wildlife management programme

Supervision		Personnel per shift		TOTAL	
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IS THE SAME PERSONNEL ASSIGNED TO OTHER TASKS?     YES     NO  
 IF YES, please specify the other tasks assigned to those personnel and attach the procedures for prioritization:

**2.9** The maintenance of electrical systems

Supervision		Personnel per shift		TOTAL	
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IS THE SAME PERSONNEL ASSIGNED TO OTHER TASKS?     YES     NO  
 IF YES, please specify the other tasks assigned to those personnel and attach the procedures for prioritization:

**2.10** Apron management

Supervision		Personnel per shift		TOTAL	
-------------	--	---------------------	--	-------	--

IS THE SAME PERSONNEL ASSIGNED TO OTHER TASKS?     YES     NO  
 IF YES, please specify the other tasks assigned to those personnel and attach the procedures for prioritization:





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**2.11 Notification of data and information**

Supervision		Personnel per shift		TOTAL	
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IS THE SAME PERSONNEL ASSIGNED TO OTHER TASKS?     YES     NO  
 IF YES, please specify the other tasks assigned to those personnel and attach the procedures for prioritization:

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**2.12 Implementation of the inspection programme**

Supervision		Personnel per shift		TOTAL	
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IS THE SAME PERSONNEL ASSIGNED TO OTHER TASKS?     YES     NO  
 IF YES, please specify the other tasks assigned to those personnel and attach the procedures for prioritization:

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**2.13 Systems for access of ground vehicles to movement area**

Supervision		Personnel per shift		TOTAL	
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IS THE SAME PERSONNEL ASSIGNED TO OTHER TASKS?     YES     NO  
 IF YES, please specify the other tasks assigned to those personnel and attach the procedures for prioritization:

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**2.14 Removal of disabled aircraft**

Supervision		Personnel per shift		TOTAL	
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IS THE SAME PERSONNEL ASSIGNED TO OTHER TASKS?     YES     NO  
 IF YES, please specify the other tasks assigned to those personnel and attach the procedures for prioritization:

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**2.15 Handling of hazardous material**

Supervision		Personnel per shift		TOTAL	
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IS THE SAME PERSONNEL ASSIGNED TO OTHER TASKS?     YES     NO  
 IF YES, please specify the other tasks assigned to those personnel and attach the procedures for prioritization:

**PART 3: ADDITIONAL ARRANGEMENTS**

3.1 <i>Operational activities contracted</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.2 <i>Maintenance activities contracted</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.3 The applicant declares hereby that the information provided in the appointment form is true in every respect		
----- Name & Title	----- Signature	----- Date





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### PART 4: SUPPORTING DOCUMENTS

4.1 Supporting Documents (Attach)  
Mark the appropriate block

- Organizational structure
- Special powers and duties
- Job profiles or assignment letters
- Other (please specify)

