



# GCAA

GUYANA CIVIL AVIATION AUTHORITY

## DIRECTIVE

No: GCAA/DIR/AGA/2022-01

Issued: January 21, 2022

# DIRECTIVE

**SUBJECT:** Ground Handling arrangements for operating into Hinterland Aerodromes

**Initiated by:**

Director Aviation  
Safety & Security  
Regulations

### 1. BACKGROUND:

Aircraft operators are required to ensure safe aircraft operations at all times especially when embarking or disembarking passengers, and when loading or unloading cargo or baggage to prevent any injuries or death to personnel/workers, passengers and other users that operate at the hinterland aerodromes.

Aircraft operators are required to establish safety measures and practices; and implement sound ground management procedures to ensure that aircraft ground operations are conducted in a safe manner.

### 2. PURPOSE:

The purpose of this Directive is to provide aircraft operators and aerodrome operators with requirements to improve the safety of aircraft operations at hinterland aerodromes in Guyana.

### 3. APPLICABILITY:

This **DIRECTIVE** is applicable to all aircraft operators (including schedule and charter operations) and their agents operating into or at hinterlands in Guyana as well as aerodrome operators.

### 4. REFERENCES:

- 1) International Civil Aviation Organization (ICAO) Annex 14, Volume II, and
- 2) ICAO Doc 10121 - Manual on Ground Handling
- 3) Civil Aviation Act 2018

### 5. VALIDITY:

This **DIRECTIVE** is effective from **January 21, 2022** and remains effective until cancellation or revocation by the Director General Guyana Civil Aviation Authority.

## 6. **AUTHORITY:**

The Guyana Civil Aviation Authority (the Authority) pursuant to the designation of the Director General of the Guyana Civil Aviation Authority and in exercise of his powers under Section 15 of the Civil Aviation Act (2018), hereby issues this directive.

## 7. **DIRECTIVE:**

1. **Signage:** Aircraft operators and aerodrome operators shall place signage at strategic points on the aerodrome in large, clear fonts in both English and Spanish. The signage must clearly state that the runway and apron areas on the aerodrome are restricted or prohibited areas to inform users, passengers, and the public; this can be displayed or captured as follows:

- a. *“Warning” – This is a restricted area. Unauthorized Access is Prohibited. Trespassers will be prosecuted’ and be liable to a fine of one million dollars and to imprisonment for six months.*
- b. *“Danger” – Aircraft landing – No Entry*
- c. *Aircraft – Maintain Clear Zone – No Unauthorized Access. Trespassers will be prosecuted.*

**NB.** Persons, animals and all vehicles must be kept clear of the runway at all times and especially when there are aircraft operations.

2. **Fonts/Letters:** The fonts for signage at aerodromes shall be in **BOLD RED** against a white background and prominently displayed.
3. **Standard Procedures:** Aircraft operators and their representatives must develop clear standard procedures and safety guidelines for ground personnel and ground safety coordinator or supervisor to guide the execution of their duties and functions such as when boarding or disembarking passengers and when loading or offloading cargo on an aircraft.
4. **Shutting off Engines:** All scheduled, chartered, and shuttle operations, including passenger and cargo operations, are required to shut off their aircraft engine after landing; and before passenger and cargo are removed and before passengers are placed on the aircraft.
5. **Use of Safety Marker Cones:** Aircraft Operators and aerodrome operators shall implement the use of high visibility safety cones or safety marker cones in their operations for scheduled, chartered, and shuttle operations. The following requirements are to be followed:
  - a) Aircraft Operators must establish a restricted area by placing four (4) high visibility safety cones approximately three (3) meters around the aircraft to maintain the three (3) meters clearance around the aircraft.



- b) The cones must be positioned three (3) meters from the following locations around parked aircraft which is in service:
    - At each wing tip and at the tail area.
    - In front of any areas on the aircraft that are in conflict with the normal flow of persons and equipment during handling/service.
    - To create a safe pathway for passengers and staff to move to and from the aircraft.
  - c) To implement the above, will require that all scheduled, chartered, and shuttle operations, including passenger and cargo operations, shut off the aircraft engine after landing; and before passenger and cargo are removed and before passengers are boarded.
  - d) The high visibility safety cones or safety marker cones are to be placed immediately AFTER the aircraft has come to a complete stop (engines are shut down and propellers has come to a complete stop), by a person trained to do so.
  - e) The cones should be removed just prior to the aircraft's departure, by a person trained to do so.
  - f) Damaged cones are to be replaced immediately.
6. **Ground coordination for Aircraft in Service:** Aircraft operators or their representatives as well as aerodrome operators shall appoint a Ground Coordinator or Supervisor for each flight to ensure that passenger, staff and other aerodrome users observe safety measures and practices whilst on the airstrip. The following requirements are to be followed:
- a) The Ground Coordinator or Supervisor must supervise passengers' disembarkation and movement to and from the aircraft. This must include boarding, servicing of aircraft and general maneuvering around the vicinity of the aircraft.
  - b) The PIC, aircraft operator or his agent, are required to invite passengers on the arriving aircraft to deplane and follow an established route from the aircraft to the meeting place. Following this, the cones can be established.
  - c) After arrival and disembarkation of passengers, the passengers must be guided to a safe place away from the aircraft. A restricted area must be established around the footprint of the aircraft and maintained by the aircraft operator, his agent or representative, Pilot-in-Command (PIC) or the Ground Safety Coordinator until the departure of the aircraft.
  - d) Access to the aircraft within the restricted area must be controlled at all times; and limited to the PIC and the aircraft operator or its agent. Upon the direction of the PIC or aircraft operator, or the Ground Safety Coordinator, persons (porters, loaders, handlers, etc.) other than passengers can be granted access to the aircraft.

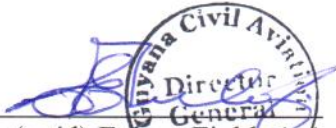
- e) The boarding of passengers on an aircraft must be done in an orderly manner. Order and discipline must be maintained at all times.
- f) Measures must be taken to prevent unauthorized persons from entering the three (3) meters circumference around the aircraft.
7. **Ground Handling and Safety Training for Staff:** The Aircraft Operator shall provide initial and recurrent ground handling and safety training for all direct and contracted staff providing service to the aircraft at hinterland aerodrome locations. Only trained staff shall be allowed to provide service to the Aircraft Operator. Evidence of this training must be maintained and provided to the Guyana Civil Aviation Authority upon request.
8. **Inclusion in Operations Manual:** All safety aspects of this Directive shall be included in the approved Operations Manual as an amendment or as an appendix with immediate effect and submitted to the GCAA for approval.
9. **Failure to adhere to this Directive:**

All Aircraft Operators and aerodrome operators are required to comply with the requirements contained herein.

The Guyana Civil Aviation Authority reserves the right to take enforcement action for non-compliance with these requirements.

Failure to follow these requirements can result in the suspension of aircraft operation until corrective or remedial actions are taken to ensure that aircraft ground operations are conducted safely at all times.

**NB.** Further remedial action, aircraft operators and aerodrome operators will be required to demonstrate compliance with the requirements contained herein.

  
Lt. Col. (ret'd) Egbert Field, A.A.  
Director General  
Guyana Civil Aviation Authority

Date: January 21, 2022