Airport Excellence (APEX)
Safety Assessor Training Programme
Reference Document
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Definitions

Host Airport: an ACI member airport requesting an APEX review
APEX Assessor: an airport staff member expert who is appointed/agrees to participate in APEX reviews
SATP: Safety Assessor Training Programme

Introduction/Background

The ACI Airport Excellence (APEX) in Safety Programme was created primarily to meet industry demand to enhance the level of safety in airports by conducting peer reviews between member airports with the mission to:

- assist airports in their efforts to improve their safety performance
- facilitate implementation of safety management systems (SMS)
- establish indicators and provide tools for the reduction of safety incidents
- tailor reviews to the airport’s operating environment, regional aviation safety goals, requirements for airport certification
- assist in the establishment of Runway Safety Teams
- increase the level of compliance with applicable standards

In addition to helping Host Airports identify gaps and vulnerabilities in different areas, such as safety or security, it allows assessors to share best safety practices and acquire experience in their respective fields.

In an effort to meet the growing demand of the programme and assist our international ACI member airports, APEX in Safety, along with ACI Global Training (GT), has created the APEX Safety Assessor Training Programme (SATP) in order to:

- develop selected staff from ACI member airports to participate as qualified assessors in APEX reviews
- increase explicit knowledge of expertise levels throughout the ACI regions
- develop language-specific assessors (e.g. French-speaking assessors for Western Africa)

This initiative shall be carried out through capacity building, leading to: the creation and/or enhancement of expertise in airport safety and regulatory compliance, mentorship and network growth, as well as, the enhancement of airport safety levels and promotion of airport excellence.
Objectives of the APEX Safety Assessor Training Programme (SATP)

The main objectives of the SATP are to:

- enhance the quality of the expertise available to the APEX Programme
- increase the pool of assessors in each region
- reduce the member-related costs of APEX reviews
- assist in achieving the APEX Programme’s objectives in ensuring the continuous development of airport excellence around the world
- create a coherent development plan for assessors and create airport resources for certification process
- provide a tailored training, based on real world expertise observations, and ensure close fit to the designation - from basic assessors to team leadership capability
- analyze and categorize available solutions to meet tiered expertise levels across multiple airside disciplines
- assist and mentor candidate assessors from the beginning to the end

Programme Structure

Step 1: Commitment of airport’s CEO to have designated staff participate in the APEX Safety Assessor Training Programme. Refer to APEX SATP Annex I.

Step 2: Application process. Nomination and submission of potential assessor’s candidature to the APEX Safety Assessor Training Programme. Refer to APEX SATP Annex II.

Step 3: Interview and selection process of APEX Assessor candidate based on qualifications submitted.

Step 4: Theoretical training. Mandatory online and classroom basic/refresher trainings as determined by the ACI APEX Programme. Refer to APEX SATP Appendix 1.

Step 5: Practical training in defined fields (i.e. Aerodromes and Ground Aids, Aircraft Rescue and Firefighting or Safety Management Systems). APEX Assessor candidate to participate in an APEX safety review as an Observer.

Step 6: Evaluation of APEX Assessor candidate by APEX Team Leader.

Step 7: Additional training. APEX Assessor candidate to complete additional training (if applicable) based on results of evaluation by APEX Team Leader.

Step 8: On-the-job training. Participation as an APEX Safety Assessor on an APEX review.

Step 9: Final evaluation of APEX Assessor candidate by APEX Team Leader.

Step 10: Accreditation of potential assessor through the APEX Safety Assessor Training Programme.
Qualification and Experience Requirements of Potential Assessors

The potential assessor must have:

1. A minimum of 3 years of active airport operational experience

2. Extensive knowledge of ICAO Annex 14 Standards and Recommended Practices (SARPS) and ACI best practices

3. Must be a current employee of an ACI member airport in good standing

Other Aspects Considered in the Nomination and Selection Process:

1. Language proficiency: Excellent command (spoken and written) of English; working knowledge of French; additional languages will be considered an asset

2. Strong interpersonal skills

3. Ability to communicate clearly and effectively

4. Management/Leadership skills

5. Having started or successfully completed the ACI Global Safety Network (GSN) Diploma Programme

Note:

To ensure the development of quality assessors, an evaluation of the basic skill sets shall be performed by ACI. All nominated potential assessors must be approved by the ACI APEX Programme in order to register for the APEX Safety Assessor Training Programme.

Application Process

All candidates applying for the APEX SATP shall be appointed by the ACI member airport Chief Executive Officer (or equivalent) and submit the application form, along with the following required documents:

- CEO (or equivalent) Commitment form (Annex I)
- Candidate application form and commitment to complete the programme (Annex II)
- Resume or curriculum vitae
- Proof of completed courses
**Costs**

### APEX Safety Assessor Training Programme-Related Fees

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<tr>
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<th>ACI</th>
<th>ACI member airport</th>
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<tbody>
<tr>
<td>Application Fee</td>
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<td>$0.00</td>
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<tr>
<td>Theoretical Training: Mandatory Courses</td>
<td>ACI to fully subsidize the course fees. Refer to Appendix I – List of Courses</td>
<td>All travel costs associated with completing the course(s)</td>
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<tr>
<td>Additional Theoretical Training: Complementary Courses</td>
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<td>All course fees and travel costs associated with completing the course(s)</td>
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<tr>
<td>Practical Training: Participation as an Observer on an APEX Safety Review</td>
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<td>All travel costs associated with participation as an Observer</td>
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<tr>
<td>On-the-Job Training: Participation as an APEX Assessor on an APEX Safety Review</td>
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<td>Evaluation Fees</td>
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<td>Accreditation Fee</td>
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1. The application process is open to all ACI member airports in good standing.

2. All travel expenses (including, but not limited to air/land/sea travel, accommodation, meals, per diems, travel visas, required vaccinations and/or medications) pertaining to training, acting as Observer on a review and identified additional training fee (mentioned in Step 7), shall be managed by the member airport.

**IMPORTANT:** By submitting the application, the APEX Assessor candidate commits to completing the APEX SATP, and the ACI member airport pledges to cover all associated APEX SATP costs.

For any inquiries regarding this programme, contact Mr. Danny Boutin, Senior Manager APEX Programmes at dboutin@aci.aero.

All candidates must send all of their forms and applications to ACI World APEX Programmes.