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# ADVISORY CIRCULAR

<b>SUBJECT:</b>  GROUND SERVICES PERSONNEL WORK PERMIT GUIDE	<b>DATE:</b>  2016-06-15	<b>AC NUMBER:</b>  068-01	<b>VERSION:</b>  1.0
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**NOTE: THIS ADVISORY CIRCULAR IS PUBLISHED TO PROVIDE REGULATORY INFORMATION AND DESCRIBE ACCEPTABLE MEANS OF COMPLIANCE WITH THE GENERAL AUTHORITY OF CIVIL AVIATION REGULATIONS (GACAR).**

## CHAPTER 1 – INTRODUCTION

### 1.1 Purpose.

This advisory circular provides regulatory information, guidance and acceptable means of compliance with regard to the requirements and process for obtaining a ground services personnel work permit according to GACAR Part 68.

### 1.2 Applicability.

This advisory circular is applicable to the following organizations and their corresponding staff that provide ground services at aerodromes within the applicability of GACAR Part 139 in the Kingdom of Saudi Arabia:

- (a) Ground service providers certificated under GACAR Part 151.
- (b) Self-handling commercial air operators certificated under GACAR Part 119 and operating under GACAR Part 121 or Part 135.
- (c) Aerodrome operators within the applicability of GACAR Part 139 that their staff is engaged in any of the ground service functions prescribed in GACAR § 68.3 in support of their own operations.
- (d) Repair stations certificated under GACAR Part 145 or an aircraft maintenance provider certificated under equivalent foreign regulations that their staff is engaged in any of the ground service functions prescribed in GACAR § 68.3 in support of their own operations.
- (e) Non-certificated entities subcontracted to provide ground services for an organization certificated under GACAR Part 151.

NOTE: All applicable organizations must have the application process completed and a work permit obtained for all their relevant staff no later than 31 December 2016.

### **1.3 Cancellation.**

This is the first official version of this advisory circular and it cancels no other advisory circulars.

### **1.4 Related Regulatory Provisions.**

GACAR Parts 1, 68, 151 and the Implementing Regulations of the Civil Aviation Tariff Act.

### **1.5 Related Reading Material and Forms.**

Form GACA-GH-068-001: Application for Ground Services Personnel Work Permit.

GACA Advisory Circular AC 000-05; Payment of Fees and Charges.

### **1.6 Definitions of Terms Used in this Advisory Circular.**

Affected parties should refer to:

- (a) GACAR Part 151 for the scope of ground services.
- (b) Subpart A of GACAR Part 1 for defined terms used in the new GACAR.
- (c) IATA Airport Handling Manual for defined terms specifically related to ground operations.

In cases where the definitions in this document differ from an identical term defined in GACAR Part 1, the definition in GACAR Part 1 will prevail when interpreting regulatory requirements.

### **1.7 Approval.**

This advisory circular has been approved for publication by the Assistant President, Safety, Security and Air Transport Sector of the General Authority of Civil Aviation.

## CHAPTER 2 – WORK PERMIT PRIVILEGES

### 2.1 Job Function Endorsements.

Work permit holders may only exercise the privileges endorsed on their work permit based on their relevant job function(s) and the location/aerodrome they are stationed. The privileges relevant to the job functions for which an application can be submitted are the following:

(a) *Ground Support Equipment (GSE) operation*: Any person who is operating one or more of the following categories of GSE, motorized or non-motorized and of any type:

- (1) Pushback tractor;
- (2) High-loader;
- (3) Cargo loader (upper/main/lower deck ULD/container loader);
- (4) Conveyor belt;
- (5) Passenger/crew bus;
- (6) Passenger steps;
- (7) Air start unit (ASU) / ground power unit (GPU) / air conditioning unit (ACU);
- (8) Fuel hydrant / bowser;
- (9) De-icing / anti-icing vehicle;
- (10) Lavatory service units / potable water units;
- (11) Baggage tractor;
- (12) ULD transporter;
- (13) PRM vehicle (medical lift);
- (14) Catering vehicle (main or upper deck); and
- (15) Any other equipment accepted by the President.

- (b) *Aircraft marshalling*: Any person who acts as an aircraft marshaller, including licensed aircraft mechanics.
- (c) *Dangerous goods handling*: Any person who is handling dangerous goods in the context of their job description and responsibilities, requiring appropriate training as per GACAR Part 109.
- (d) *Load control / loading supervision*: Any person involved in the load planning, aircraft mass & balance calculations, issuing loading instruction reports, notification to captain, load sheets, performing loading supervision, preparation of the flight at the departure aerodrome or at any other point, messaging and telecommunications, crew administration, etc..
- (e) *Passenger handling / customer service staff*: Any person involved in providing any kind of assistance to arriving, departing, transferring or transiting passengers, including the operation of a departure control system, checking tickets and travel documents, registering baggage and carrying it to the designated area(s), escorting passengers for operational reasons, etc..
- (f) *Ramp supervision / aircraft turnaround coordination*: Any person who has the overall responsibility, coordination or control of an aircraft's turnaround and the associated ramp activities, solely or in parallel with other functions.
- (g) *Headset operation*: Any person who communicates directly with the pilots, via means of a headset directly linked to the cockpit or via means of radio telecommunications, for the purpose of the arrival, re-positioning, provision of information, or departure of an aircraft.
- (h) *Cargo handling*: Any person involved in the coordination and supervision of the:
- (1) physical handling of export/outgoing cargo or mail,
  - (2) transfer and import/incoming cargo or mail,
  - (3) handling of related documents,
  - (4) customs procedures,
  - (5) the implementation of any security procedures between the on-aerodrome cargo warehouses and the aircraft, as well as
  - (6) the cargo and mail handling at the on-aerodrome cargo warehouses/facilities.
- (i) *Into-plane catering*: Any person involved in the transport, loading on to and unloading from the
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aircraft of catering supplies (food, beverage or other relevant supplies).

(j) *Into-plane fueling operation*: Any person involved in the execution of fueling or defueling operations including the control of the quality and quantity of fuel deliveries.

(k) *Baggage handling*: Any person involved in the coordination or supervision of:

- (1) The sorting of baggage in the designated area(s),
- (2) The loading or unloading from the relevant devices,
- (3) The transfer of baggage from the designated area(s) to the reclaim area and
- (4) The baggage reconciliation process.

(l) *Passenger boarding bridge operation*: Any person who is operating a passenger boarding bridge, including personnel of the aerodrome operator.

## **2.2 Location Privilege.**

The work permit is valid only for one aerodrome and ground station location identified on the permit. The holder may not exercise their job function privilege(s) at an aerodrome different from the one identified on the work permit.

## **2.3 Recency of Experience.**

(a) The functions for which recency of experience is required are:

- (1) Operation of ground support equipment;
- (2) Load Control/Mass & Balance
- (3) Dangerous goods handling;
- (4) Fueling operations; and
- (5) Headset operation.

(b) Each organization must maintain records of all refresher training sessions delivered to its personnel together with all other required training and recurrent training records.

## CHAPTER 3 – APPLICATION PROCEDURES

### 3.1 Application Submission.

(a) An application for a work permit is accepted by GACA only if submitted by a sponsoring organization (i.e. a certificated organization under GACAR Part 151, an aerodrome operator or aircraft maintenance provider that provides ground services, or a self-handling commercial air operated under GACAR Part 121 or Part 135.

(b) Subcontracted entities to organizations certificated under GACAR Part 151 need to submit their applications through and under the responsibility of the certificated organization.

### 3.2 Materials Required for Submission.

Each application must be accompanied by the following documents:

(a) Completed application form GACA-GH-001/A duly signed by the applicant and the certificated organization's focal point, in PDF format.

(b) Copy of all valid training certificates, or recurrent training certificates where appropriate, relevant to the applicant's job function(s) as per GACAR § 68.7, in PDF format.

(c) Written statement attesting to the applicant's required training and competence relevant to the job function(s) and the work location/aerodrome in accordance with Section 3.3 in PDF format.

(d) Copy of the applicant's Saudi Arabian national identity card, or Iqama, in PDF format.

(e) Copy of the applicant's passport, in PDF format.

(f) Copy of the applicant's signature, in PDF format.

(g) Copy of the applicant's airport security badge, in PDF format.

(h) Photograph of the applicant on white background, in JPG format.

(i) Evidence that the applicable fee prescribed in the Implementation Regulation of the Civil Aviation Tariff Act has been paid. This piece of evidence may accompany each individual application separately, or it may correspond to the total number of applications submitted by the certificated organization, i.e. a lump sum paid for a certain number of applications. More information for the payment of fees and charges can be found in GACA AC 000-05.

#### 3.2.1 Written Statement Attesting to Applicant's Required Training and Competence.

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The written statement required in the context of Section 3.2(c) must:

- (a) Be signed by a nominated post-holder (e.g. the Station Manager, the Quality Manager or the Training Manager).
- (b) Explicitly state that the employee:
  - (1) Has received all applicable theoretical, practical and on-the-job training relevant to the job function(s) and work location/aerodrome for which the organization is applying;
  - (2) Has successfully completed an operational assessment by the sponsoring organization before being allowed to exercise the responsibilities of their job function(s) and was found to be qualified and eligible to exercise the privileges for which the sponsoring organization is applying.

### **3.3 Specific Training Requirements.**

- (a) All formal training must be in accordance with IATA AHM and ISAGO guidelines, specifically designed to qualify the applicant for the intended job function(s).
- (b) Formal recurrent training is required every 24 months for at least the following functions/fields:
  - (1) Operation of ground support equipment;
  - (2) Load Control/Mass & Balance;
  - (3) Safety awareness;
  - (4) Security awareness;
  - (5) Dangerous goods handling;
  - (6) Fueling operations; and
  - (7) Headset operation/radio telecommunication.

### **3.4 Submission Process.**

- (a) Each sponsoring organization must:
    - (1) Nominate a focal point for GACA, who will serve as the person in charge of the complete application process.
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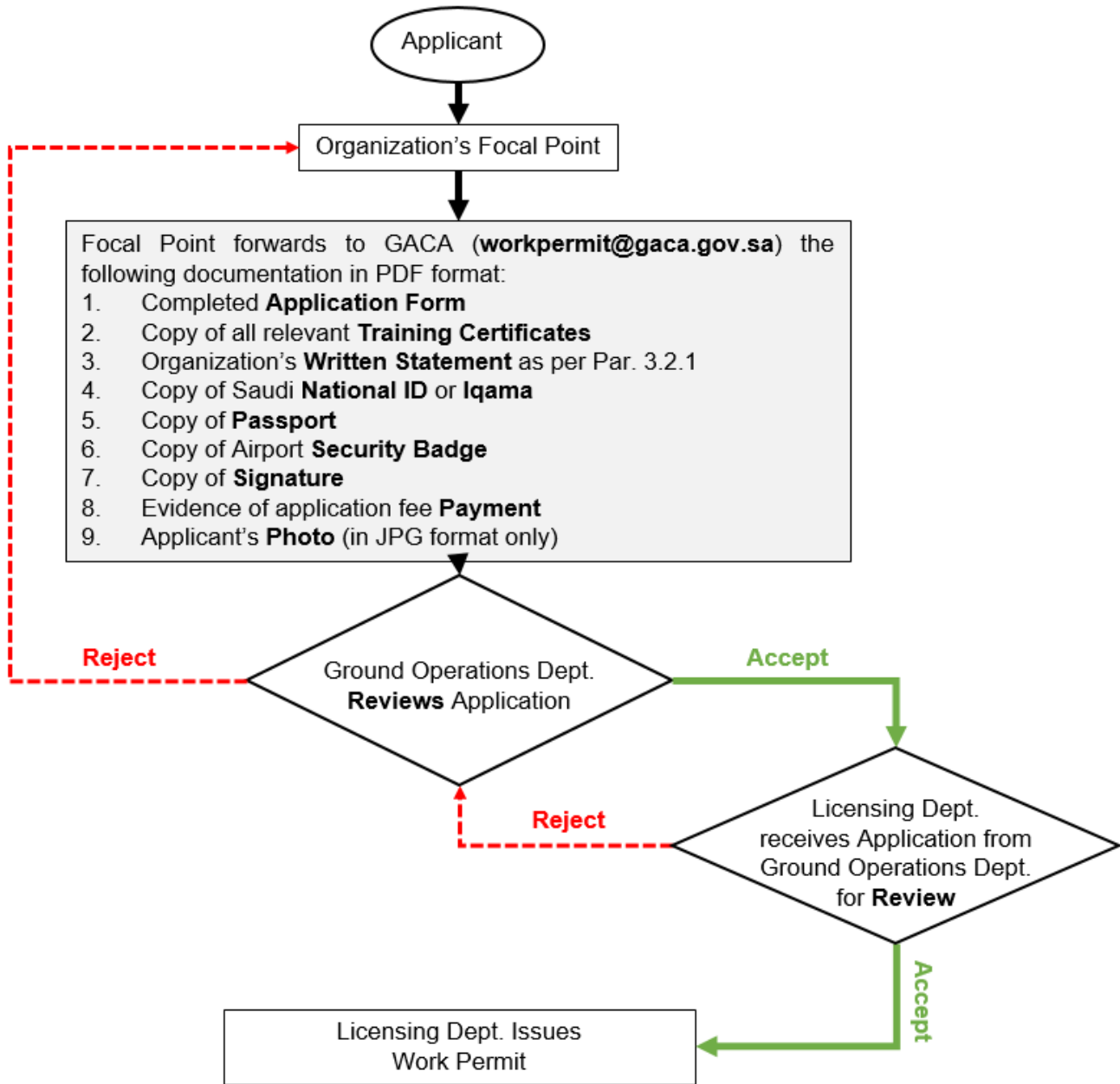
(2) Apply on behalf of their personnel or the personnel of their non-certificated subcontracted entity, if any.

(b) The following steps must be followed:

- (1) The applicant completes Section I of the application form GACA-GH-001/A attesting to the correctness and completeness of the information provided and to their ability to read, speak, write and understand the English or/and the Arabic language.
- (2) The applicant submits the application form to their employer for review.
- (3) The sponsoring organization completes Section II and III of the application form, certifying that the information provided is complete and accurate. The application form is signed by the nominated focal point of the sponsoring organization.
- (4) The focal point forwards via e-mail to GACA (workpermit@gaca.gov.sa) the application form together with the material prescribed in Section 3.2 of this document.
- (5) All original documents must be retained and filed by the organization for auditing purposes by the GACA.
- (6) The application documents are reviewed by GACA and the work permit is issued within 90 calendar days, provided that all requirements are met.

The submission process is depicted in the following flowchart:





## **CHAPTER 4 –WORK PERMIT CHANGES, RETURNS, AND REMOVAL FROM DUTY**

### **4.1 Addition or Change of Privileges.**

(a) A sponsoring organization may apply to amend a work permit in order to:

- (1) Add job function privilege(s); or
- (2) Change the location privilege of a holder's work permit.

(b) In case of a change, the sponsoring organization must:

- (1) Submit the application form GACA-GH-001/A together with the required documents in accordance with GACAR § 68.29; and
- (2) Follow the application process prescribed in Chapter 3 of this document.

### **4.2 Change of Holder's Name.**

Following the successful name change of an applicant, a new work permit is issued by GACA retaining the same expiration date with the work permit being replaced.

### **4.3 Returning a Work Permit to GACA.**

When a work permit is expired, surrendered, suspended or revoked, the holder must return it immediately to their employer. The employer, must:

(a) In case of a sponsoring organization, return the work permit to GACA Aviation Licensing Department within 48 hours via registered mail/courier or by physically visiting GACA's headquarters.

(b) In case of a subcontracted non-certificated organization:

- (1) Notify the certificated ground service provider for who is providing ground services; and
- (2) Return the work permit to GACA Aviation Licensing Department within 48 hours via registered correspondence/courier or by physically visiting GACA's headquarters.

(c) For the purpose of returning the work permit to GACA via registered mail/courier, the contact information can be found in Chapter 5 of this advisory circular.

### **4.4 Removal of Work Permit Holder from Duty.**

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(a) A work permit holder must be removed from duty in accordance with GACAR §§ 68.11(b) and 68.11(c).

(b) If a work permit holder is removed from duty by an authorized GACA inspector, the work permit may be confiscated and the following entities will be notified:

(1) Employer of the work permit holder;

(2) Sponsoring organization; and

(3) Aerodrome operator.

(c) If a work permit holder is removed from duty by the aerodrome operator the following entities must be notified:

(1) Employer of the work permit holder;

(2) Sponsoring organization; and

(3) Ground Operation Safety Section of the Airports and Airspace Department of the GACA Safety, Security and Air Transport Sector, as per Section 5.2 of this document.

(d) A person removed from duty in the context of paragraph (a) of this section cannot be reinstated without formal authorization by the Ground Operations Safety Section of the GACA Safety, Security and Air Transport Sector.

## CHAPTER 5 – FOR FURTHER INFORMATION

### 5.1 Responsible Department(s).

(a) The Ground Operations Safety Section of the Airports and Airspace Department of the GACA Safety, Security and Air Transport Sector is the group responsible for the evaluation of ground services personnel work permit applications and for the continuing compliance with GACAR Part 68.

(b) The Licenses Section of the Aviation Safety Standards Department of the GACA Safety, Security and Air Transport Sector is the group responsible for the issuance of ground services personnel work permits.

### 5.2 Contact Details.

The Airports and Airspace Department and the Aviation Safety Standards Department can be contacted at the following coordinates:

*In person:*

General Authority of Civil Aviation  
Safety, Security and Air Transport Sector Building

KAIA, Jeddah

*By post:*

General Authority of Civil Aviation  
Safety, Security and Air Transport Sector

P.O. Box 887  
Jeddah, 21421

*By email:*

workpermit@gaca.gov.sa