



Appendix (4) **Environmental unit at Cairo Airport Company**

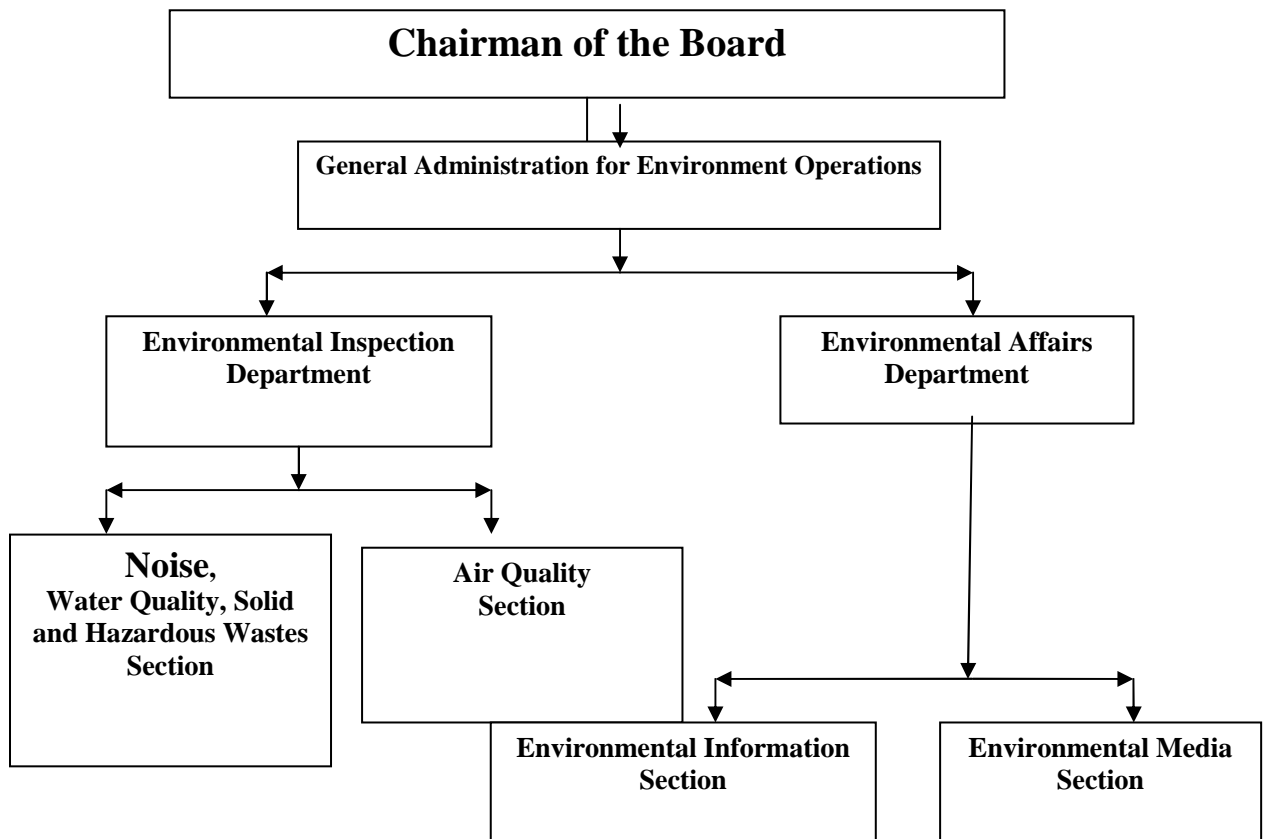
After establishing the environmental unit at CAC, and building direct dialogue with the chairman, there are so many lessons to be learned from the actual running of the unit:-

1. There is a need for a separation of departments to establish the air quality and noise monitoring department for easy and accurate analysis and reporting, and to allow safe storage of the database for the measured data.
2. A need for grievance office (department) should start working immediately at the start of renovation, which could be located at TB2.
3. Prerequisites for promotion to have the training courses in project 1



Organization Chart of the General Administration for Environmental Operation at Cairo Airport Company

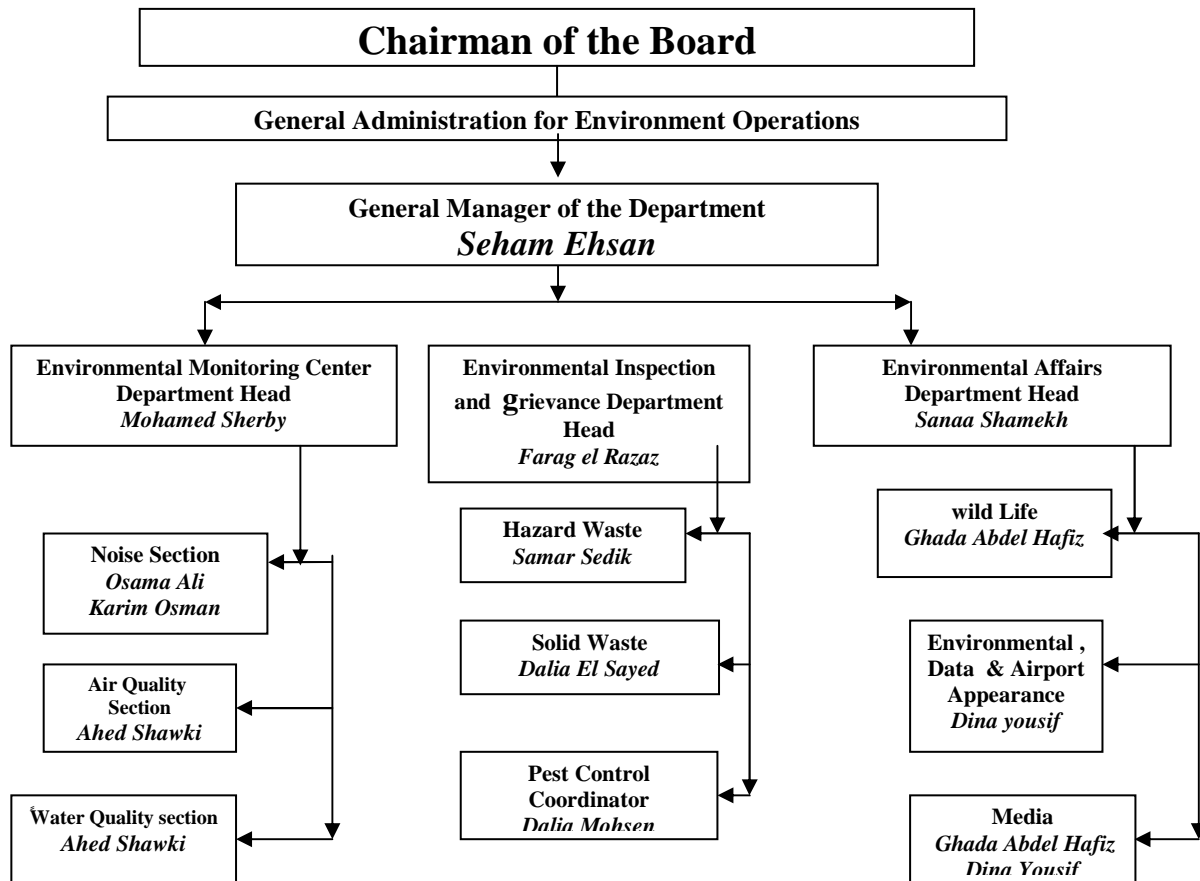
The old Organization Chart of the General Administration for Environmental Operation (GAEO) at Cairo Airport Company



After a full comprehensive review and cooperation with the staff the following is a better improvement and should be implemented:



**Suggested Organization Chart of the General Administration for Environmental
Operation (GAEO)
At Cairo Airport Company 2009**



This was adopted by consultation with CAC staff and managers



Job description for CAC environmental unit

General

It is one of the public administrations subsidiaries of the Cairo International Airport directly connected to Chairman of the Board.

Responsibilities for environmental unit

The Department is responsible for overall operations of the environment to fulfill the following:

1. Participation in international conferences and local seminars organized by international and local environmental affairs .
2. Implementation of policies formulated by the airport authorities to maintain the airport environment, development and follow-up implementation of these policies .
3. Implementation of international conventions related to environment and airports.
4. Prepare a plan for monitoring pollutants in water sources at the airport and send samples for analysis and recording of data
5. Preparation of the environmental record of the company and record measurements for that
6. Prepare a plan for monitoring noise levels, air quality, sampling and recording of data in the company's environmental record
7. The implementation of the company's plan for solid waste and methods of transport and disposal
8. Follow-up environmental monitoring networks that operate at the airport and follow-up maintenance and data record.
9. Supervise the safety and security of the airport from the standpoint of environment and determine the appropriate means for storing and transporting hazardous materials and how to dispose of in emergency cases.
10. Strengthen contacts with sectors and departments of the company to increase the environmental awareness and provide environmental protection for workers.
11. Follow up the mitigation planes for TB3, TB2

General Manager

Responsibilities for General Manager of the Environmental Unit

1. Supervising all works of the unit and ensure the highest level of performance quality.
2. Participation in international conferences and local seminars organized by international and local organizations concerned for the environment.
3. Monitor the implementation of policies formulated by the airport authorities to maintain the airport environment and development.



4. Implementation of international agreements on the environment and airports.
5. Oversee the security and safety of the airport from an environmental perspective.
6. Strengthen contacts with sectors and departments of the company to work to increase environmental awareness and provide environmental protection for workers.
7. Review of environmental reporting and follow-up to update the environmental register logs.
8. Conduct internal audits for the unit
9. prepare for international quality systems
10. To respond for press and media inquires related to environment.
11. Preparation of papers and lectures, which represents overall management of operations at the international conferences and local communities related to environment.

Environmental Monitoring Center

It is a department directly reporting to general manger, the administration. Functions and responsibilities are as follows:

1. Make sure that monitoring operations are efficient and accurate.
2. Review monitoring data and analysis for (noise - air - drinking water) to make sure that monitoring performed as required.
3. Preparation of the necessary environmental monitoring plans to ensure conformity of all work carried out at the airport with the requirements of environmental law regulations.
4. Prepare and submit final reports to the Director-General
5. Propose a fines system for environment and follow-up of international regulations in this respect
6. Prepare for external audits on systems for monitoring quality assurance.
7. Receive any complaints for environmental and work to resolve it.
8. Assist the Director in application of the international environmental quality.
9. Attend seminars and conferences related to environment and represent international the Cairo Airport Company at international conferences.
10. Contribute to environmental awareness campaigns for all airport employees and the public to show the positive steps followed by the airport to preserve the environment.

The Center is divided to the following sections:

Noise Section:

1. Collect daily information from the measurement noise systems.
2. Verify the validity of data from the system on a daily basis
3. Linking data from the system with the radar data daily
4. Calibration of the measurement system



5. Full attention necessary of the noise monitoring system.
6. Report any failures or errors during the operation of noise monitoring systems.
7. Follow-up maintenance for noise monitoring systems.
8. Prepare daily and monthly reports delivered to the Director for analysis

Air quality section:

1. Collect daily data for air quality monitoring stations.
2. Supervising the running of air quality monitoring stations.
3. The daily business of periodic calibration and weekly air quality monitoring stations.
4. Full attention required for air quality monitoring stations.
5. Report any malfunctions or errors while running the air quality monitoring stations.
6. Follow-up maintenance for air quality monitoring stations.
7. Prepare daily and monthly reports delivered to the Director for analysis

Water quality section

1. Collect the necessary samples of drinking water and sewage treatment plant.
2. Personally follow up problem areas for all the existing drinking water tanks
3. Prepare reports on the status of tanks during each inspection
4. Follow-up analysis of water quality samples with reports and further tests if needed
5. Develop appropriate solutions in the case of any unexpected sources of pollution
6. Follow up on complaints received and to report to the Director of the Center

Department of Environmental Affairs

Responsibilities of the Director of Environmental Affairs:

1. Make sure that all information has been transferred to the database.
2. Review and update system to ensure quality.
3. Preparing the standard working ways of the work developed and its required documentations.
4. Review and the conservation and the adoption of all forms, methods of standard work that adopted in the quality control system.
5. The work of environmental reporting.
6. Find appropriate solutions to any problem related to the environment against the airport.
7. Work to implement the policy laid down by the airport authorities to preserve the environment and development.
8. Organize training courses for staff of the General Directorate for Environment.

Department of Environmental Affairs divided to the following sections:

Responsibilities of Department of the data partition and environmental information:



1. Receive information to monitor air quality and noise measurement and analysis of water.
2. Receipt of reports of safe disposal of hazardous waste.
3. Collect data from all sectors of public company and storage
4. Preparing number of printed copies of the information and keep them for review.
5. Control and quality assurance of information and health.
6. Calculation of calibration and correction of information.
7. Transfer of information to the database.
8. Report any defects or errors in the data received.
9. Assistant Director of Administration in preparing the reports.
10. Environmental information dissemination and exchange with the scientific and EEAA.

Terms of reference for environmental information section:

1. Environmental information dissemination and exchange with the scientific and EEAA
2. Environmental awareness campaigns for all airport employees to show the positive steps followed by the airport in a bid to preserve the environment
3. Respond to press inquiries and media
4. Preparation of papers and lectures, which represents the work of public administration and operations environment at the global conferences and local

Responsibilities of Wildlife Management Section:

1. Classification and characterization of all types of wildlife that are expected to be present in the area
2. Renewed environmental action plan to combat the flu in the airspace surrounding the airport
3. Environmental plan of action to combat wildlife on the runway
4. Action traffic reports for the helipad and monitor the types of birds in collaboration with the Center for the company's operations
5. Receipt of complaints from the tower and operations center of the pilots
6. Submit monthly reports to the Director of Administration

Department of Environmental Inspection

Responsibilities of the Director of the Environmental Inspection:

1. Preparation of the environmental register and record all measurements to complete the environmental register
2. Preparation of the inspection plan to the sources of solid waste
3. Preparation of the inspection plan to the sources of hazardous waste
4. Preparation of the plan to combat pests and insects and rodents
5. Follow-up to the security and safety of the airport environmentally through the identification and means of storage and transportation of hazardous waste
6. Monitor the implementation of the company's plan for solid waste, recycling and



disposal

7. Preparation to the outcome of the inspection results and submission to the Director-General

Responsibilities of the solid waste section:

1. The preparation of initial plans for solid waste to take the final approvals by the
2. Monitor the implementation of plans on solid waste and the possibility of recycling
3. Follow-up sources of solid waste at the source with the preparation of plans for sorting at source
4. Work schedules the transfer of solid waste from the source to outside the region while ensuring Almkar exits, and assembled properly
5. The work of traffic daily and weekly on the halls to inspect sources of solid waste
6. Reporting function to the Director of Administration

Responsibilities of Hazardous Waste Section:

1. Preparation of the initial plans of specialized hazardous waste
2. Follow up the implementation plans on hazardous waste and how to get rid of them on the security
3. Follow-up sources of hazardous waste at the source with the preparation of the necessary plans to move
4. Work protocols with external parties for the transfer and execution of hazardous waste as applicable legal
5. Traffic schedules work to the sources of hazardous waste classification and classified in accordance with the law

Responsibilities of pest and disease control:

1. Prepare a plan of control of pests, insects and rodents at the airport
2. Prepare a plan to combat epidemics current and expected follow-up to occur when the insurance
3. Partnership with the quarantine at the airport in the scheduling of vaccination and control of epidemics
4. Follow-up control of pests on a daily basis with companies operating in the area
5. Follow-up on control, inspection and supervision of the implementation
6. Follow-up complaints of workers and follow-up to solve problems every day
7. Daily traffic on the halls to stand on the environmental situation in terms of pest
8. The preparation of related reports and submit them to the Director of Administration



Organization Chart for Egyptian Holding Company for Airports and Air Navigation

