



Republic of the Philippines  
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES



FEB 12 2024

MEMORANDUM

**TO : AERODROME OPERATOR / CLUSTER MANAGERS /  
AREA MANAGERS**

**FROM : THE DIRECTOR GENERAL  
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

**SUBJECT : IMPLEMENTATION OF TASK RESOURCE ANALYSIS (TRA)**

This Memorandum describes the Civil Aviation Authority of the Philippines (CAAP) Regulatory Policy for the Implementation of Task Resource Analysis (TRA) in accordance with the requirement of the Manual of Standards for Aerodromes (MOS) Section 14.9.3.

The main objective of this memorandum is for the Aerodrome Operator / Cluster Managers / Area Managers to complete the Task Resource Analysis (TRA) to determine the required minimum number of rescue and firefighting personnel and the level of staffing documented in the Aerodromes Manual.

In line with this, you are hereby directed to conduct Task Resource Analysis at your respective aerodromes. The result of your TRA shall be submitted to this Office not later than March 30, 2024 copy furnished to the Aerodrome and Air Navigation Safety Oversight Office (AANSOO) for evaluation. Please refer to AC-139-RFFS-02 for guidance on RFFS Task Resource Analysis (TRA).

This memorandum shall take effect immediately.

For strict compliance.

**CAPTAIN MANUEL ANTONIO L. TAMAYO**  
Director General

CIVIL AVIATION AUTHORITY  
OF THE PHILIPPINES  
CERTIFIED PHOTOCOPY  
(NOT VALID WITH ERASURE/ALTERATION)

2-12-2024  
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