

AIRPORT EVIRONMENTAL MANAGEMENT SYSTEM

The ASEAN AIRPORT EMS

CERTIFICATION

GUIDEBOOK

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PREFACE

The ASEAN AIRPORT EMS Certification Guidebook represents a vital step toward a sustainable aviation future within the ASEAN region. Following the adoption of the ASEAN AIRPORT EMS (2nd Edition) at the 52nd ASEAN Air Transport Working Group (ATWG), this guidebook was developed to establish a mechanism to ensure a uniform standard for AIRPORT EMS implementation.

This document provides a harmonized protocol for assessment and certification at both the national and regional levels. Reflecting a unified regional commitment, this Certification Guidebook was formally adopted by the 53rd ATWG in Hanoi, Vietnam, in 2026.

The AIRPORT EMS Task Force

The ASEAN AIRPORT EMS Certification Guidebook

1. Rationale

The landscape of aviation sustainability in the ASEAN region has reached a pivotal turning point. While the initial versions of the ASEAN Airport Environmental Management System (AIRPORT EMS) provided foundational guidance, the adoption of the 2nd Edition in 2025 marked a strategic transformation, evolving the framework from a voluntary "Guideline" into a recognized Regional Standard.

To ensure conformity with this standard, a formal certification scheme is essential. Accordingly, the ASEAN AIRPORT EMS Task Force developed a Certification Guidebook in 2026. This document provides the primary guidance for certifying airports and establishing a unified Certification Scheme across ASEAN Member States, ensuring regional consistency of the AIRPORT EMS Standard.

2. Purpose of the Certification Scheme

- To ensure the uniformity and consistency of AIRPORT EMS across the ASEAN region.
- To promote cooperation in the AIRPORT EMS implementation across the ASEAN region.

3. Governance Structure

The governance of the AIRPORT EMS Certification Scheme is built on a three-tier framework to ensure transparency, regional consistency, and technical integrity.

Table no. 1: Key Stakeholders and Roles in the AIRPORT EMS

Level	Entity	Primary Responsibility
Regional	ATWG	To acknowledge the certification results as reported by the Task Force. (ATWG as Regional Governing Body)
	ASEAN AIRPORT EMS Task Force or Working Group /TF or WG	To conduct peer reviews, provide feedback to the Civil Aviation Authority, and report to the ATWG. (TF as Quality Assurance /Technical Committee to review)
National	The Civil Aviation Authority or other designated Competent Authority (collectively referred to as 'CA') shall serve as the Certification Body.	To conduct audits and evaluate conformity with the AIRPORT EMS; the Civil Aviation Authority is recommended for this role. (CA as Certification Body)
Operational	Airport Operator (AP)	Implementation of the AIRPORT EMS and determination of the certification scope (Initial or Full) to be certified. (AP as implementers /applicants)

4. The Phased Certification System

- **Certification Phase/Scope**
  - **Phase 1: Initial Phase**, this phase will focus on establishing the core structural requirements before scaling up to the full scope of the AIRPORT EMS, including:
    - Requirement No. 5 Context of the Airport
    - Requirement No. 6 Environmental Policy
    - Requirement No. 7 Roles, Responsibilities, and Authorities
    - Requirement No. 8 Legal and Other Requirements
    - Requirement No. 9 Environmental Aspects Identification
    - Requirement No. 10 Environmental program
    - Requirement No. 11 Communication
    - Requirement No. 15 Complaint Handling
  - **Phase 2: Full Implementation Phase,** this phase focuses on achieving full compliance with all AIRPORT EMS requirements. This may involve expanding on the requirements addressed in Phase 1 (Requirements No. 5–11 and 15), as well as implementing the additional requirements, including:
    - Requirement No. 12 Operational Control
    - Requirement No. 13 Emergency Preparedness and Response to Environmental Impacts
    - Requirement No. 14 Documented Information
    - Requirement No. 16 Evaluation of Compliance and Environmental Performance
    - Requirement No. 17 Internal Audit
    - Requirement No. 18 Nonconformities and Corrective Action
    - Requirement No. 19 Management Review.
- **Validity Period:** Duration of the certificate for each phase.
  - **Phase 1**: The Phase 1 AIRPORT EMS certificate is valid for one year. The airport may renew the certification for up to three consecutive terms.
  - **Phase 2**: The Phase 2 AIRPORT EMS certificate is valid for four years. Civil Aviation Authority will conduct surveillance audits every two years and a reassessment before the certificate expires.

Table no. 2: AIRPORT EMS Certification Phases and Validity

Phase	Requirements Covered	Certificate Validity	Additional Conditions
Phase 1: Initial Phase	Requirement No. 5: Context of the Airport. Requirement No. 6: Environmental Policy. Requirement No. 7: Roles, Responsibilities, and Authorities. Requirement No. 8: Legal and Other Requirements. Requirement No. 9: Environmental Aspects Identification. Requirement No. 10: Environmental Program. Requirement No. 11: Communication. Requirement No. 15: Complaint Handling.	1 year	The airport may renew the certification for up to three consecutive terms.
Phase 2: Full Implementation Phase	Requirements No. 5–11 and 15 (Phase 1), and Requirement No. 12: Operational Control. Requirement No. 13: Emergency Preparedness and Response to Environmental Impacts. Requirement No. 14: Documented Information. Requirement No. 16: Evaluation of Compliance and Environmental Performance. Requirement No. 17: Internal Audit. Requirement No. 18: Nonconformities and Corrective Action. Requirement No. 19: Management Review.	4 years	CA conducts surveillance audits every 2 years and a reassessment before certificate expiry.

5. Certification Criteria

To achieve and maintain certification under the AIRPORT EMS, an airport must demonstrate full compliance through the following criteria:

- Comprehensive Requirement Fulfillment: Complete every requirement defined within the specific scope of the certification.
- Resolution of **Major Findings**: Ensure that no Major Findings, e.g. Major Corrective Action Requests (CARs)* remain open or suspended at the time of the certification decision.

Remark*: Major Corrective Action Request (Major CARs): A significant finding or non-conformity issued during an audit when there is a systemic failure to meet the requirement of the AIRPORT EMS Standard. For detailed definitions and the distinction between Major and Minor CARs, please refer to APPENDIX A: Classification of Audit Findings.

6. The Certification Process (Step-by-Step)

Step 1: Application for AIRPORT EMS Certification

The Airport Operator submits a Letter of Intent along with the AIRPORT EMS Documentation as requested by CA In the application, the applicant must clearly specify the target certification level: Phase 1 (Initial Implementation) or Phase 2 (Full Implementation).

Step 2: Document Review (Desk Review)

CA conducts an initial review of the AIRPORT EMS documentation This process ensures that all requirements have been addressed in alignment with the airport's defined scope—whether for the Initial Phase or the Full Implementation Phase—prior to proceeding to the on-site audit.

Step 3: On-Site Audit

CA conducts an **on-site** audit* at the airport to evaluate compliance with the requirements of the AIRPORT EMS requirements within the defined scope.
Remark*: highly recommended.

Step 4: National Certification Issuance

CA evaluates the results against the Certification Criteria. If satisfied, the Authority can consider issuing the AIRPORT EMS Certification.

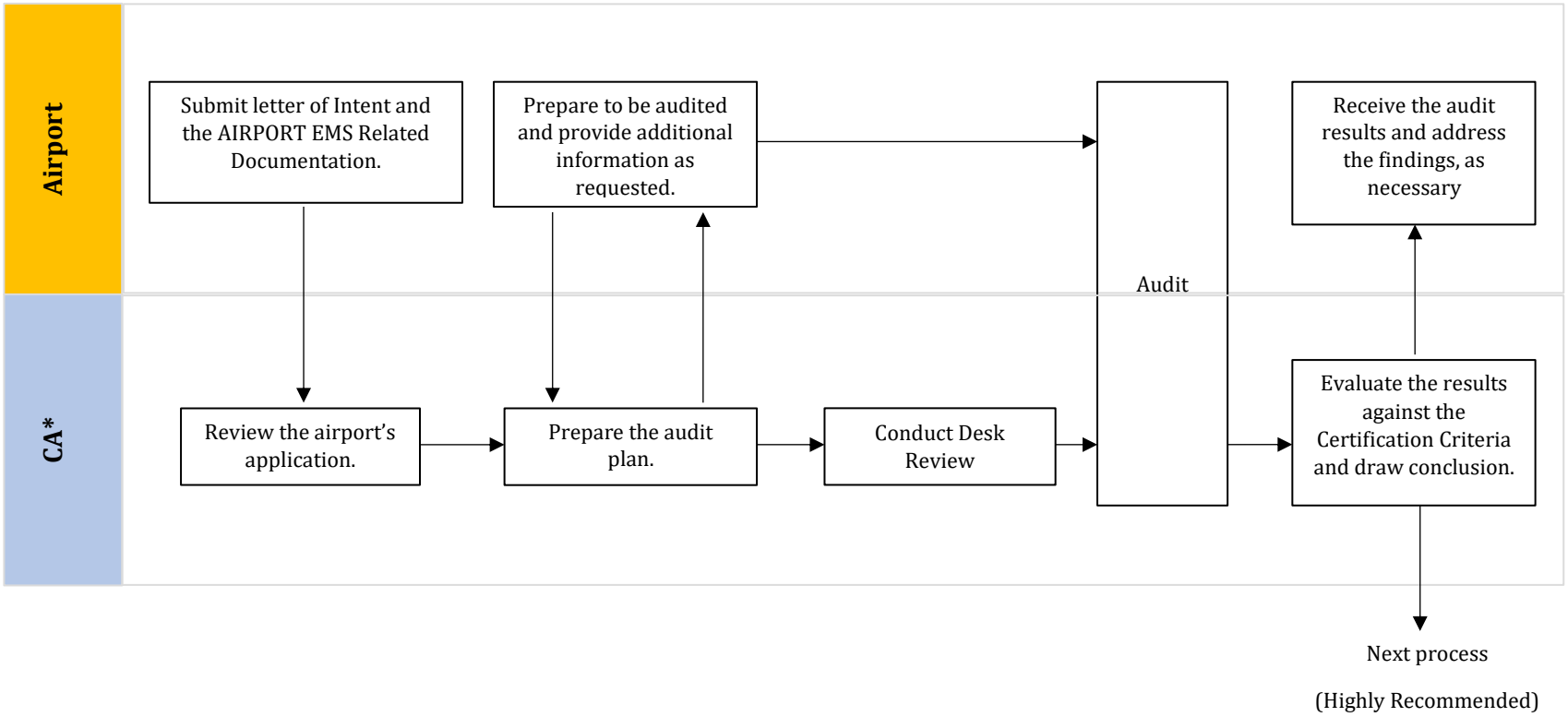
Step 5: Regional Verification (Peer Review)

To ensure regional consistency, Civil Aviation Authority should report the certification outcomes (result) to the ASEAN AIRPORT EMS Task Force. The Task Force conducts a peer review to validate that the assessment aligns with the unified ASEAN standards.

Step 6: Regional Acknowledgement

The Air Transport Working Group (ATWG) formally acknowledges the results of the regional review as reported by the AIRPORT EMS Task Force. Upon this acknowledgement, the airport is granted the official right to use the ASEAN logo in association with its AIRPORT EMS branding.

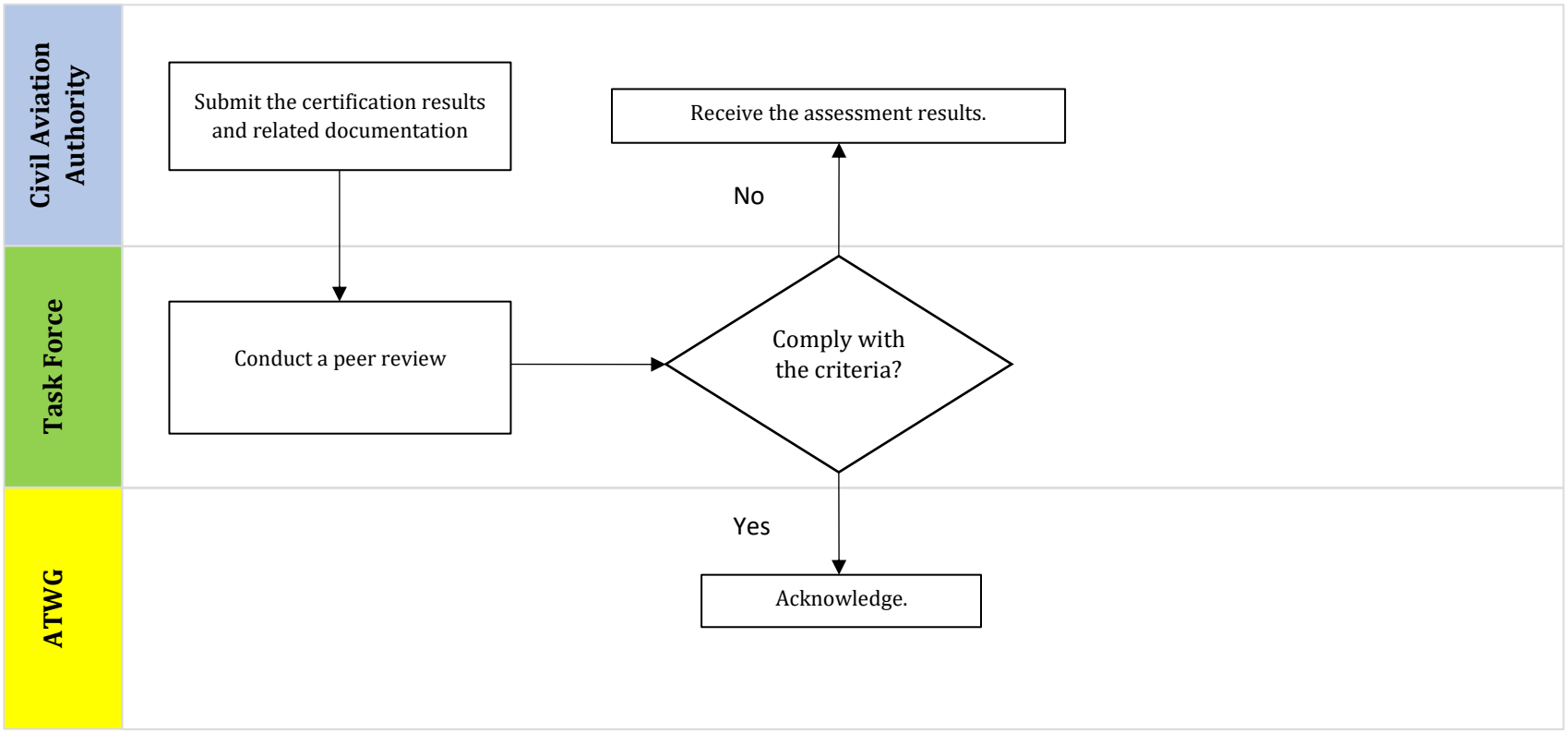
AIRPORT EMS Certification Step Process: National Certification Issuance



Note:

- "CA" refers to the Civil Aviation Authority or other designated Competent Authority.
- This certification process is considered complete at the national level. While regional recognition is available as an additional step, it is entirely optional but highly recommended to ensure alignment with ASEAN regional standards.

AIRPORT EMS Certification Step Process: Regional Verification and Acknowledgement.



Note:

- The Task Force conducts the assessment and then submits the assessment results to the Civil Aviation Authority.
- After acknowledgement by the ATWG, the airport may use the ASEAN logo for promotional purposes, and the Task Force will publish the results on the AIRPORT EMS platform.

7. Post-Certification: Surveillance and Reassessment

- **Surveillance:** Periodic "checks" by the CA to ensure that the AIRPORT EMS continues to meet the required standards and is consistently implemented and maintained by the airport. The audit is conducted every 2 years after the date of certification.
- **Reassessment Cycle:** Full audit process (all requirements) required every 4 years for certificate renewal. It should be conducted prior to the expiration date.

8. Rights to Branding and Logo Usage

- **Authorized Use of the ASEAN AIRPORT EMS Logo:** Airports that have achieved certification and received formal acknowledgment from the **Air Transport Working Group (ATWG)** are granted the right to utilize the official "ASEAN" logo.
- **Application and Display*:** The logo may be displayed on various platforms and materials to signify the airport's compliance with regional environmental standards, including:
  - **Marketing & Digital Media:** Official websites (specifically alongside the display of the AIRPORT EMS certificate) and promotional marketing materials.
  - **Physical Signage:** On-site facility signage, banners, and backdrops for official events or corporate occasions.
    - Logo Examples:



ASEAN AIRPORT EMS certified

Remark*: Guidance on the use of the ASEAN AIRPORT EMS branding and logo, including the ASEAN emblem, applicable usage requirements, and related reference materials, please refer to Appendix B: Branding and Logo Usage.

- **Terms of Usage:** The right to use the logo is strictly tied to the validity period of the certificate.
  - Usage must cease immediately if certification expires or is revoked.
- **Monitoring / Withdrawal:** The right to request correction or withdrawal of the logo if it is used inappropriately or in violation of the certification requirements.
- **Graphic Guidelines:** The logo must be used in its original proportions and in the official ASEAN colors. *(Users should refer to the ASEAN Identity Guidelines regarding the correct proportions, color codes (Pantone, CMYK, and RGB), and clear zones to ensure consistency with the original emblem).*
- **Prohibitions:** The logo shall not be used on specific products or in any way that implies "Product Certification".

9. Qualifications and Competency of Auditors

Auditors (of the Certification Body) responsible for AIRPORT EMS certification shall possess the following qualifications:

- Demonstrated knowledge of airport operations.
- Demonstrated knowledge of environmental management or environmental issues.
- Relevant experience in airport oversight.
- Successful completion of ISO 14001 Environmental Management Systems (EMS) training.
- Thorough knowledge of the AIRPORT EMS requirements.
- Other relevant qualifications, as appropriate.

APPENDIX

The AIRPORT EMS Appendices are designed to be informative, providing guidance for AIRPORT EMS implementation. There are a total of two (2) appendices in this guidebook, which include;

APPENDIX A Classification of Audit Findings: Major vs. Minor CARs
APPENDIX B Branding and Logo Usage

APPENDIX A

Classification of Audit Findings: Major vs. Minor CARs

To ensure a transparent and standardized verification process, non-conformities identified during the audit are classified into two categories based on their impact on the AIRPORT EMS.

1. Major Corrective Action Request (Major CAR)
A Major CAR represents a significant failure to meet the core requirements of the AIRPORT EMS. It is characterized by:

- **Fundamental Absence:** A total failure to establish or implement a primary requirement or a "Major Clause" of the AIRPORT EMS standard.
- **Systemic Breakdown:** A failure that casts doubt on the airport's ability to achieve its environmental objectives or maintain control over its environmental aspects.
- **Legal or Environmental Risk:** Any non-compliance that results in a significant risk to the environment or a direct violation of applicable environmental laws and regulations.
- **Certification Status: All Major CARs must be fully resolved and closed** before a certification decision can be finalized.

2. Minor Corrective Action Request (Minor CAR)
A Minor CAR represents a partial lapse or a singular oversight that does not undermine the overall integrity of the AIRPORT EMS. It is characterized by:

- **Partial Non-compliance:** While the primary requirements (Major Clauses) have been established and implemented, specific sub-requirements or detailed procedural steps contain minor gaps.
- **Isolated Incidents:** One-time administrative errors, missing records, or localized lapses in documentation that do not indicate a failure of the entire system.
- **Continuous Improvement:** Findings that, while not critical to the system's operation, require correction to achieve full compliance and maturity.
- **Certification Status:** An airport may be recommended for certification provided that a Corrective Action Plan is submitted and approved for all Minor CARs.

APPENDIX B

Branding and Logo Usage

This Appendix presents examples of the ASEAN AIRPORT EMS branding and logo for reference. It presents the official logo design, including its layout, and overall appearance, to help ensure clear and consistent recognition of the AIRPORT EMS Certification.

To ensure the correct and proper use of the ASEAN logo, users are encouraged to refer to the official high-resolution ASEAN emblem file and the relevant corporate branding guidelines.

These reference materials may be accessed conveniently through the QR Code or links provided below.

Section 1: High-Resolution ASEAN Emblem
High-resolution ASEAN emblem file: [https://bit.ly/48RiITB] or QR Code

ASEAN Branding Guidelines
ASEAN Corporate Design Guidelines: [https://bit.ly/4tY1wEj] or QR Code

Example 1: Stand Banner Display

The ASEAN AIRPORT EMS logo may be displayed on banners within event spaces or airport terminals to communicate certification status to passengers and stakeholders



Example 2: Billboard / Large-Scale Display

The logo may also be used on large-scale displays, such as billboards within airport facilities, to enhance visibility and reinforce public awareness of the AIRPORT EMS Certification.



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