

# Democratic Socialist Republic of Sri Lanka



## Civil Aviation Authority of Sri Lanka

### Implementing Standards

(Issued under Sec. 120, Civil Aviation Act No. 14 of 2010)

### **Title: Requirements to be Satisfied by the Aerodrome Operators for the Certification of Aerodromes in Sri Lanka**

**Reference No. :** CA-IS-2015-ANS-001

**S.N. :** SLCAIS 037

**Date:** 20<sup>th</sup> April 2015

Pursuant to Sec. 120 of the Civil Aviation Act No.14 of 2010 which is hereinafter referred to as the CA Act, Director General of Civil Aviation shall have the power to issue, whenever he considers it necessary or appropriate to do so, such Implementing Standards for the purpose of giving effect to any provision in the CA Act, Regulations or Rules made thereunder including the Articles of the Convention on International Civil Aviation specified in the Schedule to the Act.

Accordingly, I being the Director General of Civil Aviation do hereby issue the Implementing Standards on **Requirements to be Satisfied by the Aerodrome Operators for the Certification of Aerodromes in Sri Lanka** as mentioned in the Attachment hereto (Ref: CA-IS-2015-ANS-001-Att-01], elaborating the requirements for the effective implementation of International Standards and Recommended Practices on 'Certification of Aerodromes' contained in paragraph 1.4 of IS 30 with the purpose of giving effect to the provisions in the aforementioned Act and Standards & Procedures described under Article 37 of the Convention, which are specified in the Attachment.

This Implementing Standard shall be applicable to Aerodrome Operators in Sri Lanka and shall come into force with immediate effect and remain in force unless revoked.

Attention is also drawn to sec. 103 of the Act, which states inter alia that failure to comply with Implementing Standard is an offence.

H.M.C. Nimalsiri  
Director General of Civil Aviation and  
Chief Executive Officer

Civil Aviation Authority of Sri Lanka  
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Enclosure: Attachment No. SLCAIS-2015-ANS-001-Att-01  
Attachment No. SLCAIS-2015-ANS-001-Att-02

## **Implementing Standards**

### **SLCAIS-037: Requirements to be satisfied by the Aerodrome Operators for the Certification of Aerodromes in Sri Lanka**

#### **SECTION A : GENERAL**

##### **1. GENERAL**

#### **Title : Requirements to be satisfied by the Aerodrome Operators for the Certification of Aerodromes in Sri Lanka**

- i. This Implementing Standard (IS) provides a method for codification of the rules applicable to certification of aerodromes in Sri Lanka. The IS has been prepared in accordance with the ICAO Manual on Certification of Aerodromes, Doc 9774 AN/969.
- ii. The requirements given in this IS are intended to apply to land aerodromes serving civil registered aircraft in Sri Lanka.
- iii. Requirements in this IS apply to aerodromes that serve air transport operations of domestic and/or international air operators.
- iv. This IS supersedes the Aviation Safety Notice (ASN) 096 issued by the Director General.
- v. This document may be amended from time to time and the amendments will be issued in the form of new pages to replace the relevant pages of this document.

##### **2. DESCRIPTION OF TERMS**

The terms described in this section shall have the following meaning whenever they appear in this IS.

**Aerodrome** - A defined area on land (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

**Aerodrome Certificate** - Certificate issued by the Director General of Civil Aviation under Section B of this regulation for the operation of an aerodrome.

**Aerodrome Facilities and Equipment** - Facilities and equipment inside or outside the boundaries of an aerodrome that are constructed or installed and maintained for the arrival, departure and surface movement of aircraft.

**Aerodrome Manual** - A manual included in an application for aerodrome certificate pursuant to these regulations and includes any amendments to the manual accepted by the Civil Aviation Authority.

**Aerodrome Operator** - In relation to certificated aerodrome, the Aerodrome Certificate holder.

**Apron** - A defined area on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading of passengers, mail or cargo, fuelling, parking or maintenance.

**Certified Aerodrome** - An aerodrome whose operator has been granted an aerodrome certificate.

**Manoeuvring Area** - That part of an aerodrome to be used for the take- off, landing and taxiing of aircraft, excluding aprons.

**Marker** - An object displayed above ground level in order to indicate an obstacle or delineate a boundary.

**Marking** - A symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information.

**Movement Area** - That part of the aerodrome to be used for the take- off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s).

**Obstacle** - all fixed (whether temporary or permanent) and mobile objects, or parts thereof, that are located on an area intended for the surface movement of aircraft or that extend above a defined surface intended to protect aircraft in flight or stand outside those defined surfaces and that have been assessed as being a hazard to air navigation.

**Obstacle Free Zone (OFZ)** - the airspace above the inner approach surface, inner transitional surfaces, the balked landing surface and that portion of the runway strip bounded by these surfaces, that is not penetrated by any fixed obstacle other than a low-mass and frangibly mounted one required for air navigation purposes.

**Obstacle Limitation Surfaces (OLS)** - A series of surfaces that define the volume of airspace at and around an aerodrome to be kept free of obstacles in order to permit the intended aeroplane operations to be conducted safely and to prevent the aerodrome from becoming unusable by the growth of obstacles around the aerodrome.

**Runway Strip** - A defined area including the runway and stopway, if provided, intended to:

- A. reduce the risk of damage to aircraft running off a runway; and
- B. protect aircraft flying over it during take- off or landing operations

**Safety Management System** – A systematic approach to managing safety including the necessary organizational structure, accountabilities, policies and procedures.

**Taxiway Strip** - An area including a taxiway intended to protect an aircraft operating on a taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway.

**Unserviceable Area** - A part of the movement area that is unfit and unavailable for use by aircraft.

**Work Area** - A part of an aerodrome in which maintenance or construction works are in progress.

### **3. AERODROME STANDARDS**

- 3.1. Any reference in this IS to “standards” is a reference to the Aerodrome Standards as contained in IS 30.

## **SECTION B : AERODROME CERTIFICATION**

#### **4. AERODROME CERTIFICATION**

##### **4.1. Requirement of an aerodrome certificate**

- 4.1.1 The operator of an aerodrome intended for international air transport operations shall be in possession of an aerodrome certificate.
- 4.1.2 As of 31st December 2015, an operator of an aerodrome intended for domestic operations for public use shall obtain an aerodrome certificate if the average number of aircraft movements per day exceeds 30 movements and the maximum passenger seating capacity of the aircraft employed in the operation exceeds 30 seats.
- 4.1.3 The operator of an aerodrome for which an aerodrome certificate is not required may nevertheless apply for an aerodrome certificate.

##### **4.2. Application for an aerodrome certificate**

- 4.2.1 An applicant shall apply to the Director General of Civil Aviation for an aerodrome certificate requesting to authorize the applicant to operate an aerodrome at the place specified in the application.
- 4.2.2 The application must be in the form prescribed by the Director General of Civil Aviation (Attachment No. CA-IS-2015-ANS-001-Att-02) and shall include the Aerodrome Manual for the aerodrome.

##### **4.3. Grant of an aerodrome certificate**

- 4.3.1 Subject to the provisions in 4.3.2 the Director General of Civil Aviation may approve the application and grant an aerodrome certificate to the applicant.
- 4.3.2 Before granting an aerodrome certificate, the Director General of Civil Aviation must be satisfied by the Aerodrome Operator that:
- A. the aerodrome facilities, services and equipment are in accordance with the standards specified by the Director General of Civil Aviation;
  - B. the aerodrome's operating procedures make satisfactory provision for the safety of aircraft;
  - C. the Aerodrome Manual prepared for the applicant's aerodrome contains all relevant information and submitted within the provisions of 4.2.2; and an acceptable safety management system is in place at the aerodrome;
  - D. the applicant will be able to operate and maintain the aerodrome properly.

##### **4.4. Refusal to grant an aerodrome certificate**

- 4.4.1 If the Director General of Civil Aviation refuses to grant an aerodrome certificate, the Director General of Civil Aviation must give the applicant written notice of the refusal, and the reasons for it, not later than 30 days after it refuses to grant the certificate.

#### 4.5. **Endorsement of conditions**

- 4.5.1 The Director General of Civil Aviation may grant an aerodrome certificate subject to any conditions necessary in the interests of safety.
- 4.5.2 The Director General of Civil Aviation will give an applicant written notice of the reasons for any conditions applied to the certificate.
- 4.5.3 Conditions must be set out in an endorsement on the certificate or otherwise notified in writing to the certificate holder.

#### 4.6. **Renewal of an aerodrome certificate**

- 4.6.1 90 days prior to the expiry of aerodrome certificate the Aerodrome Operator shall submit an application form (Attachment No. CA-IS-2015-ANS-001-Att-02) with an updated copy of the Aerodrome Manual to the Director General of Civil Aviation requesting the renewal of the aerodrome certificate.
- 4.6.2 The Director General of Civil Aviation may renew the aerodrome certificate as per the provisions mentioned in 4.3.

#### 4.7. **Duration of an aerodrome certificate**

- 4.7.1 An aerodrome certificate shall remain in force for 2 years or until it is suspended or cancelled, whichever is earlier.

#### 4.8. **Surrender of an aerodrome certificate**

- 4.8.1 An aerodrome certificate holder must give the Director General of Civil Aviation not less than 90 days written notice of the date on which the certificate is to be surrendered in order that suitable promulgation action can be taken.
- 4.8.2 The Director General of Civil Aviation will cancel the certificate on the date specified in the notice.

#### 4.9. **Cancellation or suspension of an aerodrome certificate**

- 4.9.1 The Director General of Civil Aviation may suspend or cancel an aerodrome certificate if there are reasonable grounds to believe that:
  - A. a condition to which the certificate was subjected has been breached;
  - B. the aerodrome facilities, operations or maintenance are not of the standard required in the interests of the safety of air navigation.
- 4.9.2 Before suspending or canceling an aerodrome certificate, the CAA must give to the holder a notice that sets out the facts and circumstances that appear to justify the suspension or cancellation and invites the holder to show cause, in writing and within a reasonable period, why the certificate should not be suspended or cancelled.
- 4.9.3 The Director General of Civil Aviation will take into account any reasons the holder provides within the time allowed, prior to making a decision about suspension or cancellation.

4.9.4 Notice of suspension or cancellation has effect on the day it is served on the aerodrome certificate holder.

#### 4.10. **Transfer of an aerodrome certificate**

4.10.1 An aerodrome certificate is not transferable

### **SECTION B : AERODROME MANUAL**

#### **5 Aerodrome Manual**

##### **5.1. Preparation of an Aerodrome Manual**

5.1.1 The operator of a certified aerodrome must have a manual, to be known as the Aerodrome Manual, for the aerodrome.

5.1.2 The Aerodrome Manual shall:

- A. be typewritten or printed and signed by the aerodrome operator;
- B. be in a format that is easy to revise;
- C. have a system for recording the current pages and amendments thereto, and should include a page for logging revisions ; and
- D. be organized in a manner that will facilitate the preparation and review processes.

##### **5.2. Location of an Aerodrome Manual**

5.2.1 The aerodrome operator must provide the Director General of Civil Aviation with a complete and current copy of the Aerodrome Manual in printed and electronic forms.

5.2.2 The aerodrome operator must keep at least one complete and current copy of the Aerodrome Manual at the aerodrome and, additionally at least one copy at the operator's principal place of business, if different from the aerodrome.

5.2.3 The operator of a certificated aerodrome must keep the copies of the Aerodrome Manual referred to in 5.2.1 and 5.2.2 above in a printed form.

5.2.4 Other copies of the manual may be held in an electronic form

##### **5.3. Information to be included in the Aerodrome Manual**

5.3.1 The operator of a certificated aerodrome must include the particulars in an Aerodrome Manual as described in Appendix 1, to the extent these are applicable to the aerodrome.

5.3.2 If the Director General of Civil Aviation exempts the aerodrome operator under 7.1.1 from complying with any requirement set out in 4.3.2, the Aerodrome Manual must show the identifying number given to that exemption by the Director General of Civil Aviation and the date the exemption came into effect, and any condition(s)/procedures subject to which the exemption was granted.

5.3.3 If a particular is not included in the Aerodrome Manual because it is not applicable to the aerodrome, the aerodrome operator must state in the manual:

- a) that the particular is not applicable; and
- b) the reason for non-applicability.

#### 5.4. **Revision or variation of information**

5.4.1 The operator of a certified aerodrome must alter or amend the Aerodrome Manual, whenever necessary, in order to maintain the accuracy of the manual.

5.4.2 To maintain the accuracy of the Aerodrome Manual, the Director General of Civil Aviation may issue written directive to the aerodrome operator to alter or amend the manual in accordance with that directive.

#### 5.5. **Notification of changes**

5.5.1 An aerodrome operator must notify the Director General of Civil Aviation as soon as practicable, of any alterations that the operator wishes to make to the Aerodrome Manual.

#### 5.6. **Director General of Civil Aviation's acceptance of the Aerodrome Manual**

5.6.1 The Director General of Civil Aviation shall accept the Aerodrome Manual and any amendments, thereto, provided these meet the requirements given in this section.

### **SECTION D : OBLIGATIONS OF THE AERODROME OPERATOR**

#### **6 Obligations of the Aerodrome Operator**

##### **6.1. Compliance with standards**

6.1.1 The aerodrome operator shall comply with the standards specified in 3.1 and with any conditions endorsed in the certificate pursuant to 4.5.3 and 7.1.1.

6.1.2 The operator of a certified aerodrome must ensure that the operations and maintenance of the aerodrome are carried out with a reasonable degree of care and diligence.

##### **6.2. Aerodrome manual controller**

The operator of a certified aerodrome must appoint an aerodrome manual controller. The functions of the aerodrome manual controller are to ensure that:

- A. a distribution record is maintained for the holder of each copy, in whole or in part, of the manual; and
- B. updates of the manual are provided appropriately to all holders.

##### **6.3. Reporting officer**

A. The operator of a certified aerodrome must appoint 1 or more reporting officers for the aerodrome.

B. The functions of a reporting officer are:

- a. to monitor the serviceability of the aerodrome; and
- b. to report to the NOTAM Office (AIS) and air traffic control any changes in conditions, or any other occurrences, at the aerodrome that must be reported under 6.11.3

C. The operator must not appoint a person as a reporting officer if the person has not been trained to perform the reporting officer's functions.

#### **6.4. Works safety officers**

6.4.1 Works safety officer for aerodrome works other than time - limited works

A. If aerodrome works (other than time -limited works) are being carried out at a certified aerodrome, the operator of the aerodrome must appoint 1 or more persons as works safety officers for the aerodrome works.

B. The function of a works safety officer is to ensure aerodrome safety while the aerodrome works are being carried out.

6.4.2 Works safety officer for time- limited works

If time -limited works are being carried out at a certified aerodrome, the operator of the aerodrome must ensure that a person who has been trained to perform the function of a works safety officer performs that function for those works.

#### **6.5. Aerodrome Safety Officer**

The operator of the certified aerodrome must appoint an aerodrome safety officer, responsible for providing guidance and direction for the operation of the aerodrome safety management system.

#### **6.6. Competence of operational and maintenance personnel**

6.6.1 The aerodrome operator shall employ adequate numbers of qualified and skilled personnel for performing all critical activities in the aerodrome operation and maintenance processes.

6.6.2 Where the Director General of Civil Aviation or any other competent authority of the government has prescribed competency certification requirement for personnel referred to in 6. 6.1, the aerodrome operator shall employ only those persons possessing such certificates.

6.6.3 The aerodrome operator shall implement a programme to upgrade the competency of the personnel referred to in 6.6.1.

#### **6.7. Aerodrome operation and maintenance**

6.7.1 Subject to any directions that the Director General of Civil Aviation may issue, the aerodrome operator shall operate and maintain the aerodrome in accordance with the procedures set out in the Aerodrome Manual.



6.7.2 To ensure the safety of aircraft, the Director General of Civil Aviation may give written directions to an aerodrome operator to alter the procedures set out in the Aerodrome Manual.

6.7.3 The aerodrome operator should ensure proper and efficient maintenance of the aerodrome facilities.

#### **6.8. Aerodrome operator's safety management**

6.8.1 The aerodrome operator shall establish a safety management system in accordance with the requirements specified by the Director General of Civil Aviation.

6.8.2 The aerodrome operator shall oblige all the users of the aerodrome including aircraft operators and those who perform activities independently at the aerodrome in relation to flight or aircraft handling, to comply with the requirements, laid down by the aerodrome operator with regard to safety and order at the aerodrome, and shall monitor such compliance.

6.8.3 The aerodrome operator shall oblige all the users of the aerodrome including aircraft operator and organizations referred to in 6. 8.2 to cooperate in the programme to promote safety and order at, and the safe use of, the aerodrome by immediately informing it of the accidents, incidents, defects and faults which have bearing on safety.

#### **6.9. Aerodrome operator's internal safety audits and safety reporting**

6.9.1 The aerodrome operator shall arrange for an audit of the safety management system including an inspection of the aerodrome facilities and equipment. The audit shall cover the aerodrome operator's own functions. The aerodrome operator shall also arrange an external audit and inspection programme for evaluation of other users including aircraft operators and organizations working at the aerodrome referred to in 6. 8.2.

6.9.2 The audits referred to in 6.9.1 shall be carried out at least once every 12 months, as agreed with the Director General of Civil Aviation.

6.9.3 The aerodrome operator shall ensure that the audit reports including the report on the aerodrome facilities, services and equipment are prepared by suitably qualified safety experts.

6.9.4 The aerodrome operator shall retain a copy of the report(s) referred to in 6. 9.3 for a period of two years. The Director General of Civil Aviation may request for a copy of the report(s) for its review/reference.

6.9.5 The reports referred to in 6.9.3 must be prepared and signed by the persons who carried out the audit and inspection.

#### **6.10. Access to aerodrome**

6.10.1 Personnel authorized by the Director General of Civil Aviation may inspect and carry out tests on the aerodrome facilities, services and equipment, inspect aerodrome operator's documents and records, and verify the aerodrome operator's safety management system before the aerodrome certificate is granted or renewed and subsequently, at any other time, for the purpose of ensuring safety and order at the aerodrome.

6.10.2 An aerodrome operator shall, at the request of the person referred to in 6.10.1, allow access to

any part of the aerodrome or, any aerodrome facility, including equipment, records, documents and operator's personnel for the purpose referred to in 6.10.1.

6.10.3 The aerodrome operator shall co-operate in conducting the activities referred to in 6.10.1.

### **6.11. Notifying and reporting**

6.11.1 An aerodrome operator shall adhere to the requirements of notifying and reporting, within the specified time limits, to the Director General of Civil Aviation, air traffic control and pilots, as required in this ASN.

6.11.2 Notification of inaccuracies in Aeronautical Information Service (AIS) publications.

An aerodrome operator shall review the issue of Aeronautical Information Publication (AIP), AIP Supplements, AIP Amendments, NOTAMS, Pre-flight Information Bulletins and Aeronautical Information Circulars issued by the AIS on receipt thereof, and immediately after such reviews, notify AIS of any inaccurate information contained, therein, that pertains to the aerodrome.

6.11.3 Notification of changes in aerodrome facilities, equipment, and level of service planned in advance:

An aerodrome operator shall notify AIS and the Director General of Civil Aviation in writing at least 60 days before any change to an aerodrome facility or equipment or the level of service at the aerodrome that has been planned in advance and that is likely to effect the accuracy of the information contained in any AIS publication referred to in 6.11.2.

6.11.4 Issues requiring immediate notification:

Subject to the requirements of 6.11.5, an aerodrome operator shall give to AIS, and shall make necessary arrangements for air traffic control and the flight operations unit to receive immediate notice with regard to any of the following circumstances of which the operator has knowledge:

A. obstacles, obstructions and hazards:

- a. any projections by an object through an Obstacle Limitation Surface relating to the aerodrome; and
- b. the existence of any obstruction or hazardous condition affecting aviation safety at or near the aerodrome;

B. level of service:

- a. reduction in the level of service at the aerodrome set out in AIS publications referred to in 6.11.2.

C. movement area:

- a. closure of any part of the movement area of the aerodrome; and

D. any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted.

**6.11.5 Immediate notification to pilots:**

When it is not feasible for an aerodrome operator to make arrangements for air traffic control and flight operations unit to receive notice of a circumstance referred to in 6.11.4 in accordance with that requirement, the operator must give immediate notice directly to the pilot who may be affected by that circumstance.

**6.12. Aerodrome emergency plan**

The operator of a certified aerodrome must establish an aerodrome emergency committee and prepare an aerodrome emergency plan in accordance with requirements specified by the Director General of Civil Aviation.

**6.13. Aerodrome serviceability inspections**

An aerodrome serviceability inspection is an inspection of the aerodrome to ensure that it is safe for aircraft operations. The aerodrome operators shall carry out aerodrome serviceability inspections in accordance with the requirements specified by the Director General of Civil Aviation.

**6.14. Aerodrome technical inspections**

An aerodrome technical inspection is an inspection of aerodrome facilities for an aerodrome to ensure that any deterioration that could make a facility unsafe for aircraft operations is detected. The aerodrome operators shall carry out aerodrome technical inspection in accordance with the requirements specified by Director General of Civil Aviation.

**6.15. Planning and execution of aerodrome works**

- A. The operator of a certified aerodrome must ensure that any aerodrome works at the aerodrome are carried out in a way that does not create a hazard to aircraft, or confusion to pilots.
- B. The operator must comply with the Aerodrome Standards in relation to planning and notice requirements that must be satisfied before aerodrome works may be carried out.

**6.16. Special Inspections**

6.16.1 An aerodrome operator shall inspect or arrange for inspection of, an aerodrome, as the circumstances require, to ensure aviation safety:

- A. as soon as practicable, after an aircraft accident or incident within the meaning of these terms defined in Aircraft Accident and Incident investigation Regulations of Sri Lanka published as an extraordinary Gazette Government Notification No. 1742/19 dated 25<sup>th</sup> January 2012.
- B. during any period of construction or repair of the aerodrome facilities or equipment that is critical to the safety of aircraft operations; and
- C. at any other time when there are conditions at the aerodrome that could affect aviation safety.

**6.17. Removal of obstruction from aerodrome surface**

6.17.1 An aerodrome operator shall remove or arrange for the removal of other obstructions from the surface of the aerodrome or any vehicle that is likely to be hazardous.

#### **6.18. Warning notices**

6.18.1 Where low flying aircraft, at or near an aerodrome, or taxiing aircraft are likely to be hazardous to people or vehicular traffic, the aerodrome operator shall:

- A. post notices warning of the hazard on any public way that is adjacent to the manoeuvring area;  
or
- B. if such a public way is not controlled by the aerodrome operator, inform the authority responsible for posting the notices on the public way that there is a hazard.

### **SECTION E : EXEMPTIONS**

#### **7 EXEMPTIONS**

7.1 The Director General of Civil Aviation may exempt, in writing, an aerodrome operator from compliance with specified provisions of the requirements given in this ASN.

7.2 Before the Director General of Civil Aviation decides to exempt the aerodrome operator, the Director General of Civil Aviation must take into account all relevant considerations relating to the interest of safety.

7.3 An exemption is subject to the aerodrome operator complying with the conditions/procedures specified by the Director General of Civil Aviation in the aerodrome certificate as being necessary in the interests of safety.

7.4 Where an aerodrome does not meet the requirement of a standard or practice specified in 3.1, the Director General of Civil Aviation may determine, after carrying out aeronautical studies, only if and where permitted by the standards and practices, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant standard or practice.

7.5 The deviation from a standard and the conditions and procedures referred to in 4.5.3 shall be set out in an endorsement on the aerodrome certificate or otherwise in writing. If an exemption is provided otherwise in writing it shall be incorporated in the aerodrome manual.

## **APPENDIX**

### **PARTICULARS TO BE INCLUDED IN AN AERODROME MANUAL**

#### **PART I**

##### **GENERAL**

General information, including the following:

- A. purpose and scope of the manual;
- B. legal requirements for aerodrome certificate and the manual as prescribed in this IS ;
- C. conditions for use of the aerodrome - a statement to indicate that the aerodrome shall at all time, when it is available for the take - offs and landings of aircraft, be so available to all persons on equal terms and conditions;
- D. the system of aeronautical information available and the procedure for their promulgation;
- E. the system for recording aircraft movement; and
- F. obligations of the Aerodrome Operator.

#### **PART2**

##### **PARTICULARS OF THE AERODROME SITE**

General information including the following:

- A. plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator;
- B. plan of the aerodrome showing the aerodrome boundaries;
- C. plan showing the distance of the aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome; and
- D. particulars of the title of the aerodrome site. If the boundaries of the aerodrome not defined in the documents of the title, particulars of title of the property on which the aerodrome is located and a plan showing the boundaries and position of aerodrome.

#### **PART 3**

##### **PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO AERONAUTICAL INFORMATION SERVICES (AIS)**

###### **3.1. GENERAL INFORMATION**

- A. the name of the aerodrome;

- B. the location of the aerodrome;
- C. the geographical co-ordinates of the Aerodrome Reference Point determined in terms of World Geodetic System - 1984 (WGS - 84) reference datum;
- D. aerodrome elevation and geoid undulation;
- E. the elevation of each threshold and geoid undulation, the elevation of the runway end and any significant high and low points along the runway, and the highest elevation of the touchdown zone of a precision approach runway;
- F. aerodrome reference temperature;
- G. details of the aerodrome beacon; and
- H. name of the aerodrome operator and the address and telephone numbers at which the aerodrome operator may be contacted at all times.

### **3.2. AERODROME DIMENSIONS AND RELATED INFORMATION**

General information, including the following:

- A. runway - true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway, precision approach runway, the existence of an obstacle free zone;
- B. length, width and surface type of strip, runway end safety areas, stopways;
- C. length, width and surface type of taxiways;
- D. apron surface type and aircraft stands;
- E. clearway length and ground profile;
- F. visual aids for approach procedures viz. approach lighting type and visual approach slope indicator system (PAPI/APAPI and T-VASIS/AT-VASIS); marking and lighting of runways, taxiways, and aprons; other visual guidance and control aids on taxiways (including runway holding positions, intermediate holding positions and stop bars) and aprons, location and type of visual docking guidance system; availability of standby power of lighting;
- G. location and radio frequency of VOR aerodrome check- point;
- H. location and designation of standard taxi -routes;
- I. the geographical coordinates of each threshold.
- J. the geographical coordinates of appropriate taxiway center line points;
- K. the geographical coordinates of each aircraft stand;

- L. the geographical coordinates and the top elevation of significant obstacles in the approach and take-off areas, in the circling area and in the vicinity of the aerodrome. (This information may best be shown in the form of charts such as those required for the preparation of aeronautical information publications as specified in IS 30, ASN 098 and IS 30 issued by the Director General of Civil Aviation.);
- M. pavement surface type and bearing strength using Aircraft Classification Number - Pavement Classification Number (ACN - PCN) method;
- N. one or more pre-flight altimeter check locations established on an apron and their elevation;
- O. declared distances; take-off run available (TORA); take-off distance available (TODA); accelerate - stop distance available (ASDA); landing distance available (LDA);
- P. disabled aircraft removal plan: the telephone/telex/facsimile numbers; e-mail address of the aerodrome coordinator for the removal of an aircraft disabled on or adjacent to the movement area; information on the capability to remove a disabled aircraft - expressed in terms of the aircraft which the aerodrome is equipped to remove; and
- Q. rescue and fire fighting: level of protection provided, expressed in terms of the category of the rescue and fire fighting services which should be in accordance with the longest aeroplane normally using the aerodrome and the type and amounts of extinguishing agents normally available at the aerodrome.

Note. - Accuracy of the information in Part 3 is critical to aircraft safety. Information requiring engineering survey and assessment should be gathered or verified by qualified technical persons.

## **PART 4**

### **PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES**

#### **4.1.AERODROME REPORTING**

Particulars of the Procedures for reporting any changes to the aerodrome information set out in the AIP and procedures for requesting the issue of NOTAMS, including the following;

- A. arrangements for reporting any changes to the Director General of Civil Aviation, and recording the reporting of changes, during and outside the normal hours of aerodrome operations;
- B. names and roles of persons responsible for notifying the changes and their telephone numbers during and outside the normal hours of aerodrome operations and the location and telephone numbers, as provided by the Director General of Civil Aviation, of the place at which changes are to be reported to the Director General of Civil Aviation.

#### **4.2. ACCESS TO AERODROME MOVEMENT AREA**

Particulars of the procedure that has been developed and is to be followed in coordination with the

agency responsible to prevent unlawful interference in civil aviation at the aerodrome and for preventing unauthorized entry of persons, vehicles, equipment, animals or other things into the movement area including the following:

- A. the role of aerodrome operator, aircraft operator, aerodrome fixed-base operators, the aerodrome security entity, the Director General of Civil Aviation and other government departments, as applicable; and
- B. the names and role of the personnel responsible for controlling access to the aerodrome and the telephone number for contacting those personnel during and after working hours.

#### **4.3.AERODROME EMERGENCY PLAN**

Particulars of the aerodrome emergency plan, including the following:

- A. plans for dealing with emergencies occurring at the aerodrome or in its vicinity, including malfunction of aircraft in flight, structural fires, sabotage including bomb threat (aircraft or structure), unlawful seizure of aircraft and incidents on the airport covering "during the emergency" and "after the emergency" considerations;
- B. details of tests for aerodrome facilities and equipment to be used in emergencies, including the frequency of these tests;
- C. details of exercises to test emergency plans, including the frequency of those exercises;
- D. arrangements for reviewing the frequency of those exercises;
- E. list of organizations, agencies and persons of authority both on- and off-airport for site roles; their telephone numbers, fax and e- mail address directory, SITA code directory and radio frequencies of offices;
- F. the establishment of an aerodrome emergency committee to organize training and other preparations for dealing with emergencies; and
- G. the appointment of an on- scene commander for the overall emergency operation.

#### **4.4. RESCUE AND FIRE FIGHTING**

Particulars of the facilities, equipment, personnel and procedures for meeting the rescue and fire fighting requirements, including the names and roles of the persons responsible for dealing with the rescue and fire fighting services at the aerodrome.

Note. - This subject should also be covered in appropriate detail in the Aerodrome Emergency Plan.

#### **4.5. INSPECTION OF THE AERODROME MOVEMENT AREA AND OBSTACLE LIMITATION SURFACE BY THE AERODROME OPERATOR**

Particulars of the procedures for the inspection of the aerodrome movement area and



obstacle limitation surfaces, including the following:

- A. arrangement for carrying out inspections, including runway friction and water depth measurement on runways and taxiways, during and outside the normal hours of aerodrome operations,
- B. arrangement and means of communicating with the Air Traffic Control during an inspection;
- C. arrangement for keeping an inspection logbook and the location of the logbook;
- D. details of inspection intervals and times;
- E. inspection checklist;
- F. inspection checklist;
- G. arrangement for reporting the results of the inspection and for taking prompt follow - up actions to ensure correction of unsafe conditions; and
- H. the names and roles of persons responsible for carrying out inspections and their telephone numbers during and after working hours.

#### **4.6. VISUAL AIDS AND AERODROME ELECTRICAL SYSTEM**

Particulars of the procedures for the inspection and maintenance of the aeronautical lights (including obstacle lighting), signs, markers and aerodrome electrical system including the following:

- A. arrangement for carrying out inspections during and outside the normal hours of aerodrome operation and the checklist for inspections;
- B. arrangement for recording the result of inspection and for taking follow -up action to correct deficiencies;
- C. arrangement for carrying out routine maintenance and emergency maintenances;
- D. arrangement for secondary power supplies, if any, and if applicable, particulars of any other method of dealing with partial or total system failure;
- E. the names and roles of the persons responsible for inspection and maintenance of the lighting and the telephone numbers for contacting those persons during and after working hours.

#### **4.7. MAINTENANCE OF THE MOVEMENT AREA**

Particulars of the facilities and procedures for the maintenance of movement area, including:

- A. arrangements for maintaining the paved areas;
- B. arrangements for maintaining the unpaved runways and taxiways;
- C. arrangements for maintaining the runway and taxiway strips; and

D. arrangements for the maintenance of aerodrome drainage.

#### **4.8. AERODROME WORKS - SAFETY**

Particulars of the procedures for planning and carrying out works safely (including works which may have to be carried out at short notice) on or in the vicinity of the movement area that may extend above an obstacle limitation surface including the following:

- A. arrangement for communicating with Air Traffic Control during the progress of such works;
- B. names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the works and the arrangement for contacting those persons and organizations at all times;
- C. names of the aerodrome fixed-base operators and aircraft operators who are to be notified of the work, and their telephone numbers during and after working hours; and
- D. distribution list for work plans, if required.

#### **4.9. APRON MANAGEMENT**

Particulars of the apron management procedures,

- A. arrangement between air traffic control and the apron management unit;
- B. arrangement for allocating aircraft parking positions;
- C. arrangement for initiating engine start and ensuring clearance of aircraft push- back;
- D. marshalling service; and
- E. leader (van) service.

#### **4.10. APRON SAFETY MANAGEMENT**

Procedures to ensure apron safety, including:

- A. protection from jet blasts;
- B. enforcement of safety precautions during aircraft refuelling operation;
- C. apron sweeping;
- D. apron cleaning;
- E. arrangements for reporting incidents/accidents on an apron; and
- F. arrangements for auditing the safety compliance by all personnel working on the apron.

#### **4.11. AIRSIDE VEHICLE CONTROL**

Particulars of the procedure for the control of surface vehicles operating on, or in the vicinity of, the movement area, including the following:

- A. details of the applicable traffic rules (including speed limits and the means of enforcement of the rules); and
- B. the method of issuing driving permits for operating vehicles in the movement area.

#### **4.12. WILDLIFE HAZARD MANAGEMENT**

Particulars of the procedure to deal with the danger posed to aircraft operations caused by the presence of birds or mammals in the aerodrome flight pattern or movement area, including the following;

- A. arrangement for assessing any wildlife hazard;
- B. arrangement for implementing wildlife control programmes; and
- C. names and roles of the persons responsible for dealing with wildlife hazards, and their telephone numbers during and after working hour.

#### **4.13. OBSTACLE CONTROL**

Particulars setting out the procedures for:

- A. monitoring the obstacle limitation surface and Type A Chart for obstacles in the take-off surface;
- B. controlling obstacles within the authority of the operator;
- C. monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces;
- D. the control of new developments in the vicinity of aerodromes; and
- E. notifying the Director General of Civil Aviation of the nature and location of obstacles and any subsequent addition or removal of obstacles for action necessary, including amendment of the AIS publications.

#### **4.14. REMOVAL OF DISABLED AIRCRAFT**

Particulars of the procedure for removing a disabled aircraft on or adjacent to the movement area, including the following:

- A. roles of the aerodrome operator and the holder of the aircraft certificate of registration;
- B. arrangement for notifying the holder of the certificate of registration;
- C. arrangement for liaising with the air traffic control;

- D. arrangement for obtaining equipment and persons to remove the disabled aircraft; and
- E. names and roles of persons responsible for arrangement of the removal of disabled aircraft and their telephone numbers.

#### **4.15. HANDLING OF HAZARDOUS MATERIAL**

Particulars of the procedures for the safe handling and storage of hazardous material on the aerodrome, including the following:

- A. arrangements for special areas on the aerodrome to be set-up for the storage of inflammable liquids (including aviation fuels) and any other hazardous materials and
- B. the method to be followed for the delivery, storage, dispensing and handling of hazardous materials.

Note. - Hazardous materials include inflammable liquids and solid, corrosive liquids, compressed gases and magnetized or radioactive materials. The arrangement to deal with an accidental spillage of hazardous material should be included in the aerodrome emergency plan.

#### **4.16. LOW VISIBILITY OPERATIONS**

Particulars of procedures to be introduced for low visibility operations, including the measurement and reporting of runway visual range, as and when required and name and telephone numbers during and after working hours of the persons responsible for measuring the runway visual range.

#### **4.17. PROTECTION OF SITES FOR RADAR AND NAVIGATIONAL AIDS**

Particulars of the procedure for the protection of sites for radar and radio navigational aids located on the aerodrome to ensure that their performance will not be degraded, including the following:

- A. arrangements for the control of activities in the vicinity of radar and navaid installations;
- B. arrangements for ground maintenance in the vicinity of these installations; and
- C. arrangements for the supply and installations of signs warning of hazardous microwave radiation.

Note 1 . - In writing the procedure on each category clear and precise information should be included on:

- when, or in what circumstances, is an operating procedure to be activated;
- how is an operating procedure activated;
- actions to be taken;
- the person(s) to carry out the actions; and
- equipment, and access to such equipment, necessary for carrying out the actions.

Note 2. - If any of the procedures specific above is not relevant or applicable, the reason should be given.

## **PART 5**

### **AERODROME ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM**

#### **5.1. AERODROME ADMINISTRATION**

Particulars of the aerodrome administration, including the following, -.

- A. aerodrome organization structure chart showing the names and positions of key personnel, including their responsibilities;
- B. the name, position and telephone numbers of the person who has overall responsibilities for aerodrome safety; and
- C. airport committees.

#### **5.2. SAFETY MANAGEMENT SYSTEM (SMS)**

A safety management system shall be established in accordance with the requirements specified by the Director General of Civil Aviation.



## APPLICATION FOR AN AERODROME CERTIFICATE

### 1. Particulars of the Applicant

Full Name: .....
Address: .....
.....
Position: .....
Phone: ..... Facsimile: .....

### 2. Particulars of the Aerodrome Site

Aerodrome Name: .....
Geographical coordinates of the Airport: .....
Bearing and Distance from Nearest Town or Populous Area: .....
.....

### 3. Is the Applicant the Owner of the Aerodrome Site?

Yes <input type="checkbox"/> No <input type="checkbox"/>
If No Provide:
a) Details of rights held in relation to the site; and
b) Name and address of the owner of the site and written evidence to show that permission has been obtained for the site to be used by the applicant as an aerodrome.

### 4. Indicate the Largest Type of Aircraft Expected to Use the Aerodrome

.....
.....

5. Is the Aerodrome to be used for Regular Public Transport Operations?

Yes  No

6. Details to be shown on the Aerodrome Certificate

Aerodrome Name: .....

Aerodrome Operator: .....

(On behalf of the aerodrome operator shown above\*), I hereby apply for a certificate to operate the aerodrome.

Signed: .....

Date: ..... / ..... / .....

*Information:*

- 1. One copy of the aerodrome manual, prepared in accordance with the regulations is required as part of the application.*
- 2. The application should be submitted to the Director General of Civil Aviation.*
- 3. A quote will be provided for the cost of processing this application.*
- 4. Documentary evidence in support of all matters in this application may be requested.*