

SLCAP 2300



**Civil Aviation Authority of Sri Lanka**


# Manual On Exemption Procedures for Non-compliances at Aerodromes

**First Edition 2010**

Issued under the authority of the Director General of Civil Aviation

# Manual On Exemption Procedures for Non-compliances at Aerodromes

**Control Number - 001**

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## FORWARD

Sri Lanka as a Contracting State to the Convention on International Civil Aviation has an obligation to the international community to ensure that the Aerodromes in Sri Lanka are maintained as per the standards of the Annex 14 to the Convention.

As per Annex 14 requirements Aerodromes used for International Civil Aviation are required to be certified by the State. In addition as per local regulatory requirements aerodromes used for domestic air transport operations are also required to be certified by 31<sup>st</sup> December 2012, if the maximum passenger seating capacity of the aircraft employed in the operation exceeds 30 seats.

The purpose of this manual is to harmonize the procedure for certification of aerodromes which does not conform to all the specifications contained in ASN96 – *Requirements to be Satisfied by the Aerodrome operators for the Certification of Aerodromes in Sri Lanka*.

When non-compliances are present, the effects on safety need to be analyzed and alternative measures and/or limitations on its use to mitigate any risk which appear due to non-compliance have to be established. The harmonization of this aspect of the certification process is therefore important for ensuring safety.

However the ultimate goal of this process is to correct the non-compliances or to deal with the situations where this is not possible, either due to physical constraints like terrain etc.

The officers in the CAA who are responsible to carry out the certification process of Aerodromes are required to follow the procedure described in this Manual when granting exemptions for Aerodrome Operators.

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

01 October 2010





### **Record of Amendments**

<b>Rev. Number</b>	<b>Date</b>	<b>Entered by</b>

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## Definitions and Abbreviations

### Definitions:

**Apron** A defined area on a land aerodrome provided for the stationing of aircraft for the embarkation and disembarkation of passengers, the loading and unloading of cargo, and for parking.

**Manoeuvring Area** That part of an aerodrome provided for the take-off and landing of aircraft and for the movement of aircraft on the surface, excluding the apron and any part of the aerodrome provided for the maintenance of aircraft.

**Movement Area** That part of an aerodrome intended for the surface movement of aircraft, including the manoeuvring area, aprons and any part of the aerodrome provided for the maintenance of aircraft.

**Runway** A defined rectangular area, on a land aerodrome prepared for the landing and take-off run of aircraft along its length.

**Taxiway** A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including:

- a) **Aircraft stand taxilane.** A portion of an apron designated as a taxi route intended to provide access to aircraft stands only.
- b) **Apron taxiway.** A portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron.
- c) **Rapid exit taxiway.** A taxiway connected to a runway at an acute angle and designed to allow landing aeroplanes to turn off at higher speeds than are achieved on other exit taxiways thereby minimising runway occupancy times.


### Abbreviations:

<b>AGL</b>	-	Aeronautical Ground Lighting
<b>ANR</b>	-	Air Navigation Regulation
<b>APU</b>	-	Auxiliary Power Unit
<b>ATC</b>	-	Air Traffic Control
<b>CAASL</b>	-	Civil Aviation Authority of Sri Lanka
<b>SLCAP</b>	-	Civil Aviation Publication (published by CAASL)
<b>CCTV</b>	-	Closed Circuit Television
<b>dB</b>	-	Decibels
<b>dB(A)</b>	-	Decibels A-weighted (to reflect the response of the human ear)
<b>FOD</b>	-	Foreign Object Debris or Foreign Object Damage
<b>GPU</b>	-	Ground Power Unit
<b>IATA</b>	-	International Air Transport Association
<b>ICAO</b>	-	International Civil Aviation Organisation
<b>ILS</b>	-	Instrument Landing System
<b>JAR-OPS</b>	-	Joint Aviation Requirements - Operations
<b>MEWP</b>	-	Mobile Elevating Working Platform



<b>MOR</b>	-	Mandatory Occurrence Report
<b>POB</b>		Persons on board
<b>PPE</b>		Personal Protective Equipment
<b>RT</b>		Radiotelephone /Radiotelephony
<b>SMS</b>		Safety Management System
<b>SOP</b>		Standard Operating Procedure
<b>VDGS</b>		Visual Docking Guidance System



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## 1 Purpose

The purpose of this manual is to harmonize the procedure for certification of aerodromes which does not conform to all the specifications contained in ASN96 – Requirements to be satisfied by the Aerodrome operators for the Certification of Aerodromes in Sri Lanka.

When non-compliances are present, the effects on safety need to be analyzed and alternative measures and/or limitations on its use to mitigate any non-compliance have to be established. The harmonization of this aspect of the certification process is therefore important for ensuring safety. In accordance with 7.1.4 in Section E of ASN 96 it is required to conduct an aeronautical study for granting exemptions for non-compliances with standards specified in ASN 99, Aerodrome Standards in Sri Lanka.

The ultimate goal is to correct the non-compliances or to deal with the situations where this is not possible, either due to physical constraints like terrain etc.

### 1.1 Non-Compliances

Non-compliances are primarily related to the following aspects at the aerodrome for which some examples are given below:

#### Facilities and equipment

- Visual and non-visual aids.
- Obstacles on the strip and the obstacle limitation surfaces i.e. approach, departure and transitional surfaces.
- Strip areas - dimensions and quality, inadequate runway strip.
- Inadequate taxiway width and lack of fillets.
- Runway end safety areas
- Inadequate runway – taxiway separation distances.
- Rescue and fire-fighting vehicles and equipment.
- Meteorological equipment.


#### Services and operational procedures

- Rescue and fire-fighting services
- Meteorological services
- Low visibility procedures

### 1.2 Categories of Exemptions

Exemptions for non-compliances shall be:


- i. **Temporary Exemptions:** where the non-compliance is expected to be removed and inter operability is the predominant aspect of the requirement, such as mandatory signs, availability of runway strip etc.

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- ii. **Permanent Exemptions:** where non-compliance is not reasonably, be removed and interoperability is not the predominant aspect of the requirement, such as the infringement of high ground into an obstacle limitation surface etc.

### 1.3 Procedure for Seeking Exemptions


- 1) The aerodrome operator shall submit separate application for each non-compliance in the prescribed format for seeking exemption (See Appendix - I).
- 2) The application for exemption shall be supported with the reasons for non-compliance, safety assessment reports, means of mitigation and indication as to when compliance can be expected.
- 3) An application for a standard exemption includes:
  - i. the applicant's name and address. Name of aerodrome where exemption is being sought (Aerodrome certificate number to be quoted if already issued).
  - ii. the relevant provisions of ASN 99 for which the exemption is sought.
  - iii. the category under which exemption sought (temporary/permanent) and justifiable reasons why the applicant needs the exemption. The reasons provided should be detailed and self-explanatory.
  - iv. the period for which the exemption is required.
  - iv. whether the exemption will affect a particular kind of operation, the details thereof.
  - v. the action plan for rectification and review of non-compliance for temporary exemption, including the mitigation measures adopted for ensuring the safety during the exemption period.
  - vi. Risks arising due to non-compliance after carrying out a safety assessment and Mitigation measures adopted to reduce the identified risks
  - vii. Undertaking by the certificate holder that he shall annually review the conditions or mitigation measures and any other resultant non-compliance in particular when any significant changes in the activity or aerodrome development are proposed.
- 4) The applicant should forward the application in the prescribed format to the Director General of Civil Aviation for consideration for granting exemptions with the supporting documents. Failure to provide adequate information may delay processing / refusal of the application.

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- 5) When the deficiency in respect of the exemption granted is rectified the aerodrome operator shall notify the DGCA.

#### **1.4 Procedure to be followed by Aerodrome Inspectors when granting Exemptions**

- 1) The Director General of Civil Aviation will forward the request to the Aerodrome Inspector through the DD/A&NS.
- 2) The Aerodrome Inspector shall conduct an aeronautical study and recommend the DD/A&NS whether the exemption can be granted and if so conditions which should be imposed to grant the exemption based on the aeronautical study.
- 3) Based on the above recommendation and the observations of the DD/A&NS, He/She will recommend DGCA to grant/refuse the exemption to the Aerodrome Operator.
- 4) Once the exemption is granted, it shall be included in the aerodrome manual.
- 5) The AI will inform SAISO to include the exemption in the AIP.
- 6) The exemption granted shall be reviewed during renewal of the certificate.
- 7) When the operator informs the DGCA the rectification of the deficiency in respect of the exemption granted, the DGCA will notify the same to the AI through DD/A&NS.
- 8) The AI will conduct an inspection to assess the rectification.
- 9) If AI is satisfied with the rectification he/she will recommend DGCA through DD/A&NS to remove the exemption from the Aerodrome Manual and inform SAISO to remove the exemption from the AIP.

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## 2 APPENDIX – 1 – Application for Seeking Exemption

### APPLICATION FOR SEEKING EXEMPTION


(In duplicate)

#### 1. DETAILS OF APPLICANT

- 1.1. Name of Aerodrome:
- 1.2. Aerodrome Certificate Number:
- 1.3. Full name of applicant (in capital letters):

#### 2. DETAILS OF EXEMPTION SOUGHT

- 2.1 Relevant provisions of ASN99 for which exemption is sought:
  
- 2.2 The category under which exemption sought (temporary/ permanent):
  
- 2.3 Reasons why the exemption is needed (*The reasons provided should be detailed and self explanatory*):
  
- 2.4 Period for which exemption is required:
  
- 2.5 If the exemption will affect a particular kind of operation, the details thereof:
  
- 2.6 For temporary exemption, the action plan for rectification
  
- 2.7 For temporary exemptions, risks identified after conducting a risks assessment and measures adopted to mitigate risks identified for ensuring the safety during the exemption period:
  
- 2.8 For permanent exemptions risks identified after conducting a risks assessment and measures adopted to mitigate risks identified for ensuring the safety during the exemption period:

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I hereby certify that the forgoing information is correct in every respect and no relevant information has been withheld. I also undertake the responsibility for annually reviewing the conditions or mitigation measures and any other resultant non-compliance in particular when any significant changes in the aerodrome activity and development are proposed.

SIGNATURE OF APPLICANT

DATE.....

NAME.....

(in capital letters)

POSITION HELD.....

(with official seal)