PROCEDURES FOR THE CERTIFICATION OF AERODROMES AS AIRPORTS

COSCAP-BAG

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OBJECTIVE

In accordance with the role of the [name of the country] Civil Aviation Authority, the airport certification inspection program was developed to confirm specification standards and to assess the adequacy of operational procedures and facilities in relationship to the amount of air activity involved. This manual provides direction to both airport operators and aerodrome Inspectors on the airport certification program. Aerodrome Standards Civil Aviation Inspectors will reference the procedures herein, the applicable Standards and Recommended practices, and Air Navigation System Operational Directives to conduct annual inspections of all elements of the airport operation which impact upon the safety of flight (air and ground). Where an airport does not meet a standard, an aeronautical study will be conducted to determine if alternate measures can be implemented to provide an equivalent level of safety. Deviations to standards may be approved by the Minister, under such terms and conditions as deemed necessary, if approval is in the public interest and the deviation is not likely to affect aviation safety.
GLOSSARY OF TERMS

Aerodrome: Any area of land, water (including the frozen surface thereof) or other supporting surface used, designed, prepared, equipped or set apart for use either in whole or in part for the arrival, departure, movement or servicing of aircraft and includes any building, installations and equipment situated thereon or associated therewith.

Aeronautical study: A study of an aeronautical problem, conducted by the Minister, to identify possible solutions and to select the solution that is the most acceptable with respect to safety.

Aeroplane: A power-driven heavier-than-air aircraft, deriving its lift in flight from aerodynamic reactions on surfaces that remain fixed under given conditions of flight.

Air Carrier: Any person who operates a commercial air service.

Aircraft: Any machine capable of deriving support in the atmosphere from the reactions of the air.

Aircraft Stand: A designated area on an apron intended to be used for parking an aircraft.

Airport: An aerodrome described (to mention appropriate regulations) in respect of which an airport certificate is in force.

Airport Certificate: A certificate issued by the Minister pursuant (to mention appropriate regulations) and which includes an Aerodrome Manual and any other related document issued or approved by the Minister.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Aerodrome Manual:</td>
<td>The Aerodrome Manual, as amended from time to time pursuant to section 8 of the Air Regulations Series III, No. 2 &quot;Airport Regulations&quot;, section 3 of the CARS, subpart II Division I of the CAA, which forms part of the airport certificate. The content of the AOM is described at Chapter 3 of the Manual for the Certification of Aerodromes as Airports.</td>
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<tr>
<td>Airport Operator:</td>
<td>The holder of the airport certificate issued pursuant to the (to mention appropriate regulations), or the person in charge of the airport, whether as an employee, agent or representative of the holder of the airport certificate.</td>
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<td>Airport Zoning Regulation:</td>
<td>A Regulation respecting an airport pursuant to (to mention appropriate regulations).</td>
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<td>Airside:</td>
<td>That part of an airport designated as the &quot;movement area&quot; and includes areas restricted to authorized persons only.</td>
</tr>
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<td>Airside Activities:</td>
<td>Activities that are carried out on that part of the airport designated as the movement area.</td>
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<tr>
<td>Apron:</td>
<td>A part of a land aerodrome/airport, other than a maneuvering area, intended to be used for the loading and unloading of passengers and cargo, the refueling, servicing, maintenance and parking of aircraft and any movement of aircraft, vehicles and pedestrians necessary for such purposes.</td>
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<tr>
<td>Apron Management Service:</td>
<td>A service provided to regulate the activities and the movement of aircraft and vehicles on an apron.</td>
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<tr>
<td>(state name) Aviation Document:</td>
<td>Any license, permit, accreditation, certificate or other document issued by the Minister under Part I of the Aeronautics Act to or with respect to any person or in respect of any aeronautical product, aerodrome, facility or service.</td>
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</table>
Critical Aeroplane: The aeroplane or class of aeroplanes identified from among the aeroplanes the aerodrome is intended to regularly accommodate as having the most demanding operational requirements with respect to the determination of movement area dimensions, pavement load rating and other physical characteristics in the design of aerodromes.

Final Approach and Take-Off Area: A defined area over which the final phase of the approach manoeuvre to hover or landing is completed and from which the take-off manoeuvre is commenced and, where the FATO is to be used by performance class 1 helicopters, includes the rejected take-off area available.

Helicopter: A heavier-than-air aircraft supported in flight by the reactions of the air on one or more power-driven rotors on substantially vertical axis.

Helideck: A helicopter facility on ships and off-shore structures either floating or fixed.

Heliport: A land aerodrome described in subsection 3(1) of the Airport Regulations in respect of which an airport certificate is in force and which has been identified as a heliport.

Instrument Runway: One of the following types of runways intended for the operation of aircraft using instrument approach procedures.
a) Non-precision approach runway. An instrument runway served by visual aids and a non-visual aid providing at least directional guidance adequate for a straight-in approach.

b) Precision approach runway, category I. An instrument runway served by ILS or MLS and visual aids intended for operations down to 60m (200 ft.) decision height and down to an RVR of the order of 800m (2,600 ft.).

c) Precision approach runway, category II. An instrument runway served by ILS or MLS and visual aids intended for operations down to 30m (100 ft.) decision height and down to RVR of the order of 400m (1,200 ft.).

d) Precision approach runway, category III. An instrument runway served by ILS or MLS to and along the surface of the runway and:

   (A) intended for operations down to an RVR of the order of 200 m (600 ft.), no decision height being applicable, using visual aids during the final phase of landing;

   (B) intended for operations down to an RVR of the order of 50 m (150 ft.), no decision height being applicable, using visual aids for taxiing;

   (C) intended for operations without reliance on visual reference for landing or taxiing.

Land Airport: An aerodrome described in [to mention appropriate regulations], in respect of which an airport certificate is in force and which has been identified as a land airport.

Main Operation Base: The operations base designated by an applicant pursuant to [to mention appropriate regulations].
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<tr>
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<tbody>
<tr>
<td>Maneuvering Area:</td>
<td>A part of a land aerodrome/airport other than an apron, intended to be used for the take-off and landing of aircraft and for the movement of aircraft associated with take-off and landing.</td>
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<tr>
<td>Marker:</td>
<td>An object displayed above ground level for the purpose of indicating an obstacle, or obstruction boundary or surface edging.</td>
</tr>
<tr>
<td>Marking:</td>
<td>A symbol or group of symbols displayed on the surface of a movement area for the purpose of conveying aeronautical information.</td>
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<tr>
<td>Minister:</td>
<td>The Minister [name of the department responsible for Aeronautics].</td>
</tr>
<tr>
<td>Movement Area:</td>
<td>A part of an aerodrome used for the surface movement of aircraft and includes the maneuvering area and aprons.</td>
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<tr>
<td>Non-Instrument Runway:</td>
<td>A runway intended for the operation of aircraft using visual procedures or instrument procedures to circling minima only.</td>
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<tr>
<td>Obstacle:</td>
<td>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.</td>
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<tr>
<td>Obstacle Limitation Surface:</td>
<td>A surface that establishes the limit to which objects may project into the airspace associated with a land airport so that aircraft operations for which the airport is intended may be conducted safely and,</td>
</tr>
</tbody>
</table>
includes a transitional surface, a take-off surface, an approach surface, and an outer surface.

Private Use Aerodrome/Airport: Except in an emergency, a private use aerodrome/airport is not normally open to itinerant aircraft and therefore the operator's permission should be obtained prior to use. Services are not necessarily available.

Public Use Aerodrome/Airport: A public use aerodrome/airport is open to all aircraft at the discretion of the pilot.

Recommended Practice: A specification for physical characteristics, configuration, materiel, performance, personnel or procedure, the uniform application of which is recognized as desirable in the interest of safety, regularity or efficiency of international air navigation, and to which Contracting States to the ICAO Convention will endeavor to conform. It is editorial practice to use the operative verb "should" for writing the specifications of recommended practices.

Registered Aerodrome: Aerodromes listed in the [to mention appropriate aeronautical publication] which are not certified as airports are called registered aerodromes.

Runway: A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.

Runway Strip: A defined area including the runway and stopway, if provided, intended to reduce the risk of damage to aircraft running off a runway and to protect aircraft flying over it during take-off or landing operations.

Safety Area: A defined area on a heliport surrounding the FATO which is free of obstacles, other than those required
for air navigation purposes, and intended to reduce the risk of damage to helicopters accidentally diverging from the FATO.

Scheduled Service: A public air transportation service for which a schedule has been published.

Standard: A specification for physical characteristics, configuration, material, performance, personnel or procedure, the uniform application of which is recognized as necessary for the safety or regularity of international air navigation and to which Contracting States to the ICAO Convention will conform. In the event of impossibility of compliance, notification to the Council is compulsory under Article 38. It is editorial practice to use the operative verb "shall" for writing the specifications of standards.

Secondary Runway: The runway(s) designed to serve less critical aeroplanes and not necessarily sufficient for all aeroplanes which the primary runway is intended to serve and is provided to take account of the effect of particular winds of high velocity.

Stolport: A land aerodrome described in [to mention appropriate regulations] in respect of an airport certificate is in force and which has been identified as a stolport.

Taxiing: Movement of an aircraft on a surface under its own power, excluding take-off and landing, and in the case of helicopters, operation over a surface within a height band associated with ground effect and at speeds associated with taxiing, i.e., air-taxiing.
Taxiway: A defined path on a land aerodrome/airport established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome/airport and another, including:

a) Aircraft stand taxilane. A portion of an apron designated as a taxiway and 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 run off at higher speeds than are achieved on other exit taxiways thereby minimizing runway occupancy times.

Water Airport: An aerodrome described in subsection 3(1) of the Airport Regulations in respect of which an airport certificate is in force and which has been identified as a water airport.

Water Aerodrome Supplement(WAS): The aeronautical information publication published under the authority of the Minister [name of the department responsible for Aeronautics] to supplement maps, enroute and navigation charts, and the [name of the country] Air Pilot.
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1. Policy Guidance and General Instructions

1.1. GENERAL

In [name of the country] there are two classes of aerodromes: aerodromes which are not certified as airports; and aerodromes which are certified as airports.

1.2. PURPOSE

This document provides direction for the certification of aerodromes as airports.

1.3. AUTHORITY FOR PUBLICATION AND REVISIONS

The directives and information necessary for the certification of aerodromes as airports are published under the authority of the Director General, Civil Aviation Authority. He is also responsible for the publication of revisions. Proposals for changes shall be forwarded to:

Director General

Address.

1.4. AERODROMES AND AIRPORTS

An "aerodrome" means any area of land, water or other supporting surface used, designed, prepared, equipped or set apart for use either in whole or in part for the arrival, departure, movement or servicing of aircraft and includes any buildings, installations and equipment situated thereon or associated therewith. It is estimated that there are over [to indicate number of aerodromes in the country] in [name of the country]; however reliable information is available for approximately (to indicate a %) of this total. Where reliable aerodrome information is available, that information is published in [to indicate the appropriate aeronautical publication(s)]. An aerodrome which is listed and described in [to list appropriate
A "registered aerodrome" is called a "registered aerodrome". Information respecting registered aerodromes is contained in Appendix F. Aerodromes, including those not listed in the aeronautical publications, are required to be marked, lighted, equipped and operated in accordance with appropriate regulations.

An "airport" means an aerodrome in respect of which a aviation document (Airport certificate) is in force. There are over airports in , each with an airport certificate stating that it is in compliance with conditions required for the aerodrome to be certified and used as an airport. All airports are listed and described in the appropriate aeronautical publication(s).

It is that an airport shall be inspected at least once each year, by an Aerodrome Standards Civil Aviation Inspector, to ensure that the airport is operated and maintained in accordance with the conditions specified in the airport certificate.

1.5. APPLICABILITY OF CERTIFICATION

Any aerodrome that is located within the built-up area of a city or town shall be certified as an airport to comply with appropriate regulations, which prohibit aircraft from departing or arriving from an aerodrome that is so located unless that aerodrome is certified as an airport.

Any land aerodrome that is used by an air carrier as a main operations base or for a scheduled passenger carrying service shall be certified as an airport to comply with policies respecting air carrier operations.

1.6. AIRPORT CERTIFICATE AND AERODROME MANUAL FORMATS

An airport certificate shall be in the form illustrated in Appendix B of this document. The airport certificate comprises five sections:

<table>
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<th>Section I:</th>
<th>Certificate Cover Page</th>
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<tbody>
<tr>
<td>Section II:</td>
<td>Conditions</td>
</tr>
<tr>
<td>Section III:</td>
<td>Deviation from Standards</td>
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</tbody>
</table>
The operator of an airport shall maintain an Aerodrome Manual (AM), the contents of which shall be approved by the Minister setting out the standards and levels of service to be maintained for certification. An AM is therefore the legal reference to determine, by inspection, that the airport complies with all applicable regulatory requirements and that airside services and facilities are being provided at the level agreed upon in the original approval or as subsequently changed by amendment.

The drafting and submission of an Aerodrome Manual is the responsibility of the applicant aerodrome operator.

1.7. AIRPORT CERTIFICATION STANDARDS AND RECOMMENDED PRACTICES

The standards and recommended practices that are used for the certification of aerodromes as airports in (name of the country) are derived from International Standards and Recommended Practices which (name of the country) has undertaken to adopt in accordance with articles 37 and 38 of the Convention of International Civil Aviation. The National Standards and Recommended Practices that are applicable in (name of the country) have been categorized according to airport type and published in (name of the department) publications:

(a) Land Airport Standards and Recommended Practices
(b) Heliport and Helideck Standards and Recommended Practices
(c) Water Airport Standards and Recommended Practices.

The standards and recommended practices publications provide direction, where applicable, concerning:

(a) Physical Characteristics – geometry and dimensions of maneuvering areas for the operation of aircraft at airports;

(b) Obstacle Limitation Surface – geometry and dimensions of an obstacle free environment for aircraft taking off, landing and maneuvering in the vicinity of airports;
(c) Lighting – specifications for airport lighting to provide adequate visual guidance to aircraft taking off from the runway concerned, approaching it, or after a visual circuit and to aircraft maneuvering on the ground; and

(d) Markers, Marking and Signs – specifications which provide airport movement areas with clearly identifiable and appropriate visual guidance. The specifications for obstruction markings pursuant to (to list appropriate regulations).

A standard is defined, under provisions of the Convention of International Civil Aviation, as a specification for physical characteristics, configuration, materiel, performance, personnel or procedure, the uniform application of which is recognized as necessary for the safety or regularity of international air navigation and to which Contracting States will conform in accordance with the Convention; in the event of impossibility of compliance, notification to the council is compulsory under Article 38. It is editorial practice to use the operative verb "shall" for writing the specifications of standards.

A recommended practice is defined, under the Convention of International Civil Aviation, as a specification for physical characteristics, configuration, materiel, performance, personnel or procedure, the uniform application of which is recognized as desirable in the interest of safety, regularity or efficiency of international air navigation, and to which Contracting States will endeavor to conform in accordance with the Convention. It is editorial practice to use the operative verb "should" for writing specifications of recommended practices.

1.8. SPECIAL PROCEDURES

Where the presence of nearby airports, aerodromes, sensitive areas, obstructions, traffic conditions, etc. necessitate the design and application of special flight procedures, such procedures shall be approved by the certification authority and published in the Aerodrome Manual (AM), [to list appropriate aeronautical publications], VFR Arrival/Departure Charts, VFR Terminal Area Charts, etc. Special procedures not relevant to certification need not be recorded in the AM.

1.9. DEVIATION FROM STANDARDS

Where an aerodrome cannot meet one or more of the certification standards, each deviation will be the subject of an aeronautical study as described in chapter 5. An
aeronautical study shall be conducted by qualified civil aviation inspectors. The results of the aeronautical study, including proposed recommendations to provide an equivalent level of safety will be forwarded to the Director General Civil Aviation Authority for approval.

1.10. AERODROME AND AIRPORT POLICY REFERENCES

[TO LIST ALL NATIONAL REFERENCES]
2. Issue and Suspension of an Airport Certificate

2.1. GENERAL

An aerodrome may be certified as an airport under one or several classifications and operating conditions as a private use or public use airport:

FIGURE 2-1

<table>
<thead>
<tr>
<th>AIRPORT CLASSIFICATION</th>
<th>OPERATING CONDITIONS</th>
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<tbody>
<tr>
<td>Land Airport</td>
<td>Day</td>
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<tr>
<td>Water Airport</td>
<td>Night</td>
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<tr>
<td>Heliport</td>
<td>VFR</td>
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<td>IFR</td>
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</table>

In general, an airport that is classified as an land airport or a water airport will be able to support aeroplane, helicopter and/or balloon operations unless the certification conditions state otherwise. An airport that is classified as a heliport will only be able to support helicopter operations unless the certification conditions state otherwise.

2.2. OBLIGATIONS OF THE HOLDER OF AN AIRPORT CERTIFICATE

The holder of an airport certificate shall:

(a) comply with all conditions and limitations prescribed in the certificate;

(b) maintain the standards, conditions, airside services and facilities as described in the AM.
(c) immediately notify the Director General, Civil Aviation Authority of intention to change any specifications contained in the AM;

(d) conduct regular scheduled safety inspections of the airport and special inspections as required, such as after an accident or incident;

(e) arrange for the issuance of a NOTAM in accordance with the appropriate NOTAM procedures when obstructions or hazards appear or changes in the level of service occur. When possible, for programmed construction or maintenance, a Class II NOTAM shall be issued giving advance notification at least 10 days before the proposed movement area restrictions. In cases where 10 days notice is not possible, the maximum possible notice shall be provided by Class I NOTAM. If the proposed restrictions are delayed, the NOTAM shall be cancelled and revised information provided if necessary;

(f) ensure that information appearing in aeronautical information publications with respect to the airport, is current and correct; and

(g) submit a Plan of Construction Operations to the Director General, Civil Aviation Authority to obtain approval prior to carrying out any construction activities while continuing the operational use of runways, taxiways or other maneuvering surfaces at the airport. All details of the construction activities, precautions, signage to be used, etc. are to be included in the plan.

2.3. THE AERODROME MANUAL

The Aerodrome Manual (AM) catalogues the obligations undertaken by the airport operator to maintain standards and to provide specified airside services at an agreed upon level.

The drafting of an AM is the responsibility of the applicant aerodrome operator. Where necessary, an Aerodrome Standards Civil Aviation Inspector will assist the applicant in drafting the AM.

2.4. INITIAL APPLICATION

Applicants for an airport certificate will be advised that, prior to undertaking any commitment regarding option, purchase or development agreements, they should discuss the proposed airport development plans with the Director General, Civil Aviation Authority. This should ensure that the proposed site can be developed to a standard that will allow certification and, where needed, later expansion. Scaled drawings of the proposed
aerodrome layout should be prepared to facilitate a proper assessment of the proposal.

The applicant shall submit a completed copy of an airport certificate application (Appendix A) together with a copy of the proposed AM (Appendix C) to the Director General, Civil Aviation Authority.

On receipt of the application, an Aerodrome Standards Civil Aviation Inspector will contact the operator to discuss details of the proposal. A visit may be arranged, after which the operator will be notified of the results. This notice will specify any constraints that must be resolved before a certification inspection will be carried out.

It is the policy of [name of the responsible department] to advise a proponent to consult with local land use authorities before undertaking any substantial commitments. The proponent of the airport shall obtain approval of the local use authority prior to issuance of an airport certificate. Should the local land use authority oppose the establishment of a certified airport, the Director General, Civil Aviation Authority shall refer the matter to the Minister [to identify the Minister responsible for aeronautics]. This policy has been adopted to ensure that local land-use authorities have the opportunity to object to or influence the establishment/development of airports. In all instances, the issuance of an airport certificate will be withheld until satisfactory resolution of the land use question.

2.5. AIRPORT CERTIFICATE ISSUE

An Airport Certificate will be issued where an airport certification inspection reveals that all the requirements for the airport's certification have been fulfilled, including:

(a) where a deviation from certification standards exists, measures have been implemented to provide for an equivalent level of safety; and

(b) the AM has been submitted by the Airport Operator and approved by the Director General, Civil Aviation Authority.

2.6. AIRPORT CERTIFICATE VALIDITY

An airport certificate will remain valid if the airport is maintained in accordance with conditions and special procedures specified in the certificate and to the level of service described in the AM. Annual
inspections shall be conducted to verify continued conformity to certification standards, and levels of service specified in the AM.

2.7. INTERIM AIRPORT CERTIFICATE

Pending issue of a permanent airport certificate, an interim certificate may be issued by letter or fax. The conditions of issue and any special conditions will be included in the authorizing document.

If required, a NOTAM shall be issued giving notice of the airport location, special conditions and method for contacting the operator.

2.8. AIRPORT CERTIFICATE AMENDMENT

The [to mention the department responsible for Aeronautics] may make amendments to the conditions of issue of an airport certificate where:

(a) an approved deviation from certification standards and/or conditions is required;

(b) there is a change in the use or operation of the airport;

(c) there is a change in the boundaries of the airport; and

(d) requested by the holder of the airport certificate.

2.9. AIRPORT CERTIFICATE SUSPENSION AND SURRENDER

Where necessary for aviation safety reasons, Aerodrome Standards Civil Aviation Inspectors DG have been delegated authority to suspend an airport certificate. The airport certificate holder will be notified of the grounds for suspension, prior to such action.

The process for suspending an airport certificate is detailed in [to mention appropriate document].

An airport certificate may be suspended where:

(a) the airport does not meet an airport certification standard required by [to mention appropriate regulations].
(b) the airport operator does not comply with a condition prescribed in the airport certificate;

(c) an immediate threat to aviation safety exists or is likely to occur as a result of an act or thing having been or proposed to be done under the authority of the airport certificate;

(d) when it is determined that one or more factors have deteriorated to a point where air safety is jeopardized.

When an airport certificate is suspended on the grounds that an immediate threat to aviation safety exists, the Director General, Civil Aviation Authority shall be advised and a Class I NOTAM shall be issued. The initial suspension shall be for a maximum of 10 days.

An airport certificate shall be surrendered when the airport no longer meets the eligibility criteria specified in paragraph 1.5 or at the request of the certificate holder.
3. AERODROME MANUAL (AM)

3.1. GENERAL

An Aerodrome Manual (AM) is a requirement for certifying an aerodrome as an airport. Appendix C provides guidance to the airport operator in development of the AM. The AM must be approved by the Minister to signify the airport meets certification standards and there are no apparent shortcomings which would adversely affect safety of flight at the airport. The AM provides a reference document for certification inspections.

The contents of the AM shall be consistent with the applicable Regulations and associated documents identified in Section 1.7 of Chapter 1. During an airport certification inspection, the AM is used by an Aerodrome Standards Civil Aviation Inspector as a checklist of the airport certification standards to be maintained and of the level of airside services being provided.

The airport operator shall:

(a) keep the AM current at all times;
(b) maintain at least one complete and current copy of the AM at the airport to be available as a reference;
(c) furnish the applicable portions of the AM to the personnel responsible for their implementation;
(d) make the copy required by item (b) above available for inspection by the representative of the regulatory authority or by airport users and tenants upon request;
(e) provide the Director General, Civil Aviation Authority, with one complete and current copy of the AM; and
(f) maintain an amendment list and ensure that holders of the AM receive numbered and dated amendments in a timely manner.

3.2. PURPOSE OF AERODROME MANUAL

The AM serves as:
(a) a legal reference between the airport operator and the regulatory authority, with respect to the standards, conditions and levels of service to be maintained for certification;

(b) a reference document for airport inspections;

(c) a reference document for airport users and tenants; and

(d) a legal instrument to record any approved changes of the airport's standards, conditions or levels of service.

3.3. CONTENT OF AERODROME MANUAL (AM)

An AM should consist of four (4) parts:

Part 1 – Administration;

Part 2 – Airport Specifications

Part 3 – Airside Services and Facilities;

Part 4 - Operational Plans

3.3.1. Part 1 – Administration

The administration section shall include:

(a) a record of amendments to the AM;

(b) a current list of holders of copies of the AM;

(c) an acknowledgement of AM amendment procedures and of the obligations of the airport operator;

(d) a description of the operational organization and operating procedures that contains assigned responsibilities, operational lines of succession, and delegated authorities. The format shall include where appropriate:

(1) a foreword by the airport operator/manager;

(2) a chart of the operational organization;
3.3.2. Part 2 – Airport Specifications

This section shall contain information regarding the specifications of the certification standards applicable to the airport including:

(a) physical characteristics
(b) obstacle limitation surfaces
(c) declared distances
(d) lighting
(e) markers
(f) markings
(g) signs

Deviations from the Certified Airport Regulations and conditions applicable for approval shall be published in Part III of the Airport Certificate. Details of any special flight procedures required at the airport shall be specified in Section IV of the Airport Certificate.

Appropriate diagrams photographs, etc., shall be included showing movement areas, visual aids, non-visual aids; shore-based facilities including water take-off and landing areas, etc.
3.3.3. Part 3 – Airside Services and Facilities

This section shall contain information regarding airside services and facilities provided at the airport, including:

(a) Facilities and services provided by [name of the Air Navigation service provider] in accordance with level of service policy:

(i) air traffic and communication services;
(ii) navigational aids;
(iii) aeronautical information services;
(iv) aviation weather services; and
(v) runway traction measurement systems.

Guidance applicable to the above-noted airside services and facilities is contained in Appendix E.
### 3.3.4. Part 4

(a) Four airside plans that are always required as a condition of certification in Section II of the airport certificate:

(i) emergency response measures;

(ii) airport safety measures;

(iii) movement area access and control procedures; and

(iv) apron management and apron safety plans.

Note: These services are to be provided to the extent appropriate to the operational requirements of the airport.

(b) Other airside services which may be required as a condition of certification in the interest of aviation safety.

(c) Other airside services and facilities provided at the discretion of the airport operator as a result of consultation with airport tenants and user.
4. AIRPORT CERTIFICATION INSPECTIONS

4.1. Introduction

An airport certification inspection is first and foremost a comprehensive safety review. An Aerodrome Standards Civil Aviation Inspector is responsible to confirm that the airport meets airport certification standards and that airside organization, procedures, services and facilities are all provided in accordance with the level of service described in the AM.

4.2. Type of Inspection

The following inspections may be required as part of the certification process:

(a) **Pre-development.** A site inspection may be conducted by an Aerodrome Standards Civil Aviation Inspector to provide general advice respecting the development of the site to a certified airport status.

(b) **Site Assessment Inspection.** After receipt of the application an initial inspection may be conducted to:

   (i) verify the application details;

   (ii) assess the suitability of the site for development as an airport from an aviation safety standpoint; and

   (iii) identify areas requiring development to meet applicable airport certification standards.

(c) **Annual Certification** shall be conducted to verify conformity to the standards and the levels of service listed in the Aerodrome Manual (AM) and to identify any areas of non-compliance.

(d) **Special Inspections** may be conducted where there is cause to suspect that the airport no longer conforms to the certification requirements outlined in the AM.

(e) **Follow-up Inspections** may be conducted where necessary to verify that the airport operator has rectified a situation that was found to be unsatisfactory during a preceding inspection.
(f) Certified Airport Safety Review shall be conducted when considered necessary by the Director General, Civil Aviation Authority.

Team Approach at Major Airports. The scope of airport certification is such that a team approach may be requested by the Director General, Civil Aviation Authority at major airports. In this case an inspector-in-charge will be supported as necessary by additional inspectors and other specialist staff (assigned from other groups, Air Traffic Services and Technical Services etc.).
5. AERONAUTICAL STUDY

5.1. Purpose

An aeronautical study is conducted to:

- Assess the impact of deviation from airport standards;
- Present alternative means of achieving the required level of safety;
- Estimate the effectiveness and the cost of each alternative; and
- Recommend procedures to compensate for the deviation.

5.2. Applicability

An aeronautical study shall be carried out where airport standards cannot be met or as a result of development. Such a study is most frequently undertaken during the planning of a new airport or during the certification of an existing aerodrome as an airport.

5.3. Definition

An aeronautical study is a study of an aeronautical problem to identify possible solutions and if possible select a solution that is acceptable with respect to safety.

5.4. Techniques

An aeronautical study will be conducted by a qualified civil aviation inspector. The techniques most frequently used are:

(a) technical analysis,
(b) benefit/cost analysis, and
(c) risk estimation

5.4.1. Technical Analysis
Technical analysis is the technique that is most familiar to aerodrome certification inspectors. In effect, the technical analysis will provide justification for a deviation on the grounds that an equivalent level of safety can be attained by other means. It is generally applicable in situations where the cost of correcting a problem that violates a standard is excessive but where the unsafe effects of the problem can be overcome by some procedural means which is both practical and reasonable.

In conducting a technical analysis an inspector will draw upon practical experience and specialized knowledge. He may also consult specialists in relevant areas. When considering alternative procedures in the deviation approval process, it is essential to bear in mind the safety objective of Airport Regulations and standards so that the intent of the Regulations is not circumvented.

A few examples of the kinds of problems which technical analysis methodology can resolve and the special conditions that may result from such analysis are:

(a) An obstacle that penetrates an obstacle limitation surface may be permitted if the obstacle is made conspicuous by marking, lighting and a descriptive notation made in flight information publications.

(b) An obstacle that penetrates an outer surface may be permitted if a circling procedure is prohibited, or restricted to obstacle-free segments of the outer surface.

(c) Large aircraft may be permitted to operate at airports where runways and taxiways are so close together that the large aircraft obstruct the use of a runway when they are taxiing, provided a system of positive control is established to prevent the use of a runway when it is so obstructed.

(d) Where the effect of an obstacle within a take-off/approach path of a runway cannot be mitigated by displacing the runway threshold, the use of that runway may be permitted provided the obstacle is made conspicuous by marking and lighting. In addition, a practical safe obstacle avoidance procedure for aircraft departing or approaching the runway is published in flight information publications.

(e) Use of a runway, where the width relative to length is less than the prescribed in the [to mention the appropriate Standards, Aerodrome Standards and Guidelines], may be permitted provided a cautionary note is published in flight information publications specifying an aircraft wing span/outer main gear span limitation that is appropriate for the narrower than standard runway width.
(f) Use of a runway with sub-standard runway strip or graded areas may be permitted provided a cautionary note describing the condition and the cautions to be exercises are published in flight information publications.

5.5. Benefit/Cost Analysis

Benefit/cost analysis is a technique for comparing alternate choices where the costs and the benefits can be rationalized over an extended period of time. The costs and benefits are quantified in terms of dollars discounted over a common time period.

Sometimes the benefit/cost factors relate to narrow spectrum of operational consideration and sometimes to a more broadly defined aspect (industrial, mining, population growth, etc.). The local area situation must be considered in assessing an airport's potential as a factor in the growth of the local area. Normally, an analysis will be projected over a 15-year period during which the benefits will repay the initial capital investment and on-going operating costs. It will normally be necessary to draw upon a specialist's advice to complete benefit/cost analysis.

5.6. Risk Estimation

Risk estimation is an important element of an aeronautical study, being required for both benefit/cost and technical analysis.

One of the alternatives in a benefit/cost analysis is to simply accept the risk created by the deviation and approve operations without imposing conditions. The "cost" in this do-nothing choice is a decrease in the level of safety resulting from the deviation from standard. To calculate this "cost" or reduction in safety, it is necessary to estimate the risk in such operations.

Since technical analysis involves the development of alternative procedures that safely compensate for a deviation, the risks associated with the alternative procedures must be estimated to ensure that the required level of safety is attained.

In many cases risk can be satisfactorily estimated on the basis of the historical safety record of operations at the airport involved, where such a record is available. Where special procedures are proposed to compensate for a deviation, the risk can sometimes be estimated using appropriate data from other sites where the procedures have been used.
5.7. Approval of Deviations

When an aeronautical study is completed, a copy of the study together with the recommendation of the study team that includes a description of any alternative procedure developed to offset the impact of the deviation, shall be sent to the Director General, Civil Aviation Authority for approval. Normally 30 days should be allowed for the DG to accept/refuse the recommendation made by the study team.

In some circumstances the only reasonable means of providing an equivalent level of safety is to require, as a condition of certification, that cautionary advice be published in the appropriate aeronautical publication(s).

The determination to require "Aeronautical Publication(s)" caution will be primarily dependent on two considerations:

(a) the pilot's need to be made aware of potentially hazardous conditions; and

(b) the [name of the country] Civil Aviation Authority responsibility to advertise deviations from standards that would otherwise be assumed under certificate status.

The following procedure is to be followed whenever a cautionary statement is required to be published in the aeronautical publications:

(a) the request for deviation approval will reference the applicable standard and include as necessary a suggested non technical wording for aeronautical publications cautionary advice;

(b) the deviation approval will be staffed through ANS to confirm suitability of the aeronautical publication(s) cautionary statement.
6. Appendix "A" Application for Airport Certificate

(see next page)
<table>
<thead>
<tr>
<th>Full name of applicant</th>
<th>Telephone</th>
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APPLICATION FOR AIRPORT CERTIFICATE
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<table>
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<tr>
<th>Location of Airport (attach a sketch or photograph)</th>
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### PROPOSALS FOR AIRPORT

<table>
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### CLASSIFICATION OF AIRPORT

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### AIRPORT PROPERTY TITLE

<table>
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<td>Period for which you hold those rights</td>
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<tr>
<td>Name and address of owner who has permitted this site to be used as an airport</td>
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### LOCAL NOTICE

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<th>Have objections been raised to the proposed use of the site as an airport?</th>
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<tr>
<td>Name and address of authorities advised</td>
<td>Date of advisement</td>
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### ADDITIONAL COMMENTS


### CERTIFICATION

I HEREBY CERTIFY THAT THE INFORMATION IN THIS APPLICATION IS CORRECT AND NO RELEVANT INFORMATION HAS BEEN OMITTED

<table>
<thead>
<tr>
<th>Date (yyyy/mm/dd)</th>
<th>Signature of Applicant</th>
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### INSPECTOR’S COMMENTS


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7. APPENDIX "B" – AIRPORT CERTIFICATE

(SEE NEXT PAGES).
<table>
<thead>
<tr>
<th>NAME OF AIRPORT:</th>
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**SECTION 1 – CERTIFICATION**

This certificate is issued under the authority of the Director General, Civil Aviation Authority pursuant to [to mention appropriate Law and Regulations] and certifies that this airport meets the airport standards, except as noted in Section III, subject to any special procedures specified in Section IV, under conditions of:

Public Use:

Private use:

Day:

Night:

VFR:
IFR:

SECTION – II

CONDITIONS

This certificate or any part thereof may be suspended or cancelled at any time by the Director General, Civil Aviation Authority for failure on the part of the operator, his servants or agents to comply with the terms and provision of this certificate, (to add the national law(s) and regulation(s) applicable).

This certificate shall remain valid as long as:

(a) the airport is maintained in accordance with airport standards; and operational procedures, airside services, and airside facilities are provided in accordance with the level of service described in the Aerodrome Manual (AM) (Appendix C);

(b) conditions applicable for approval, as specified in Section III are observed;

(c) special procedures specified in Section IV are observed;

(d) the certificate holder notifies the Director General, Civil Aviation Authority in writing prior to making any changes in the physical characteristics, movement areas or obstacle limitation surfaces of the aerodrome for the purpose of publishing such changes by NOTAM and Aeronautical Information Publications;

or until the certificate is suspended or cancelled.

The operator shall advise the Director General, Civil Aviation Authority within 14 days after a change of ownership of the airport.
## SECTION III

### DEVIATION FROM STANDARDS

<table>
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SECTION – IV

SPECIAL PROCEDURES

The following special procedures are in effect as condition of certification:

________________________________________  _______________________________
Director General, Date (YYYY/MM/DD)

Civil Aviation Authority (of issue)
8. APPENDIX "C"  AERODROME MANUAL

Appendix "C" is attached at the end of this document.
9. APPENDIX "D" AIRPORT INSPECTION REPORT

<table>
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<td>TYPE OF INSPECTION</td>
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<td>ININSPECTOR</td>
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AERODROME MANUAL

Part 1 – Administration. To be updated if need be.
Part 2 – Airport Specifications. Confirm AM data: physical characteristics; obstacle limitation surfaces; lighting, markers, markings and signs; obstructions; airport zoning; and airport diagrams.
Part 3 – Airside Services and Facilities: Confirm airside services and facilities are being provided in accordance with the level of service described in the AM.

INSPECTION ASSESSMENT

1) Satisfactory          2) Unsatisfactory
3) Suspend              4) Cancel

Remarks:

NEXT INSPECTION

APPROXIMATE DATE:

INSPECTION WILL EXAMINE:

__________________________________________
Date

__________________________________________
Inspector's Signature
10. APPENDIX "E" ADVICE AND INFORMATION REGARDING THE CONTENT OF AIRPORT OPERATIONS PROCEDURES

1. Evaluation of airside activities

1.1. The following advice and information on operational organization, operational procedures, airside services, and airside facilities is provided for guidance to airport operators and Aerodrome Standards Civil Aviation Inspectors.

1.2. An Aerodrome Standards Civil Aviation Inspector shall verify that the operational procedures and airside services correspond to those described in Part 1, Part 2 and Part 4 of the AM. Where problems resulting from the provision of any airside service have been reported or are detected on an inspection, an Aerodrome Standards Civil Aviation Inspector shall bring the detail to the attention of the airport operator and a mutually agreed solution shall be developed.

1.3. In developing the level of airside services that are needed at an individual airport, every effort should be made to determine the level of airside services necessary for safe aircraft operations.

2. Airport Operator's Organizational Structure

2.1. A chart of the airport management structure is required in Part 1 of the AM. The operational organization illustrated at Figure E.1 is based on the ICAO model and provides guidance on reporting relationships of airside units. The complexity of the organization will be dictated by the size of the airport. Small airports may only have one or two employees.
FIGURE E.1

AIRSIDE MANAGER

CRASH FIRE RESCUE SERVICE

MOVEMENT AREA SAFETY UNIT

DUTY OPERATIONS OFFICER

OPERATIONS MANAGER

FIELD MAINTENANCE

APRON MANAGEMENT UNIT
2.2. Airport operators should consider the following in assessing their operation:

(a) how members of the airside team co-ordinate their efforts to provide a safe and efficient air operation;

(b) the degree of co-ordination and cooperation between airport operational staff and the following Transport Canada support branches: air traffic services, technical services, air navigation system specialists, regulatory specialists;

(c) the formal procedures established to disseminate operational information between airport management and users;

(d) the availability of appropriate guidance publications i.e. operating procedure manuals, policy, AIS etc.; and

(e) the existence and content of contingency plans.

3. Airport Operational Procedures

3.1. Adherence to standard airport operational procedures is essential to safe and efficient air operations. Where there are areas of overlapping or transfer of responsibility, inter-unit agreements are necessary to ensure there is no confusion concerning accountability.

3.2. The airport operator is responsible to ensure the widest possible dissemination of airside operating procedures and MOUs so that all appropriate personnel are knowledgeable of their content. Aerodrome Standards Civil Aviation Inspectors will confirm that these procedures exist.

3.3. Inter-relationships which may require MOUs or inter-unit agreements include:

(a) Airport Operator – ATS
(b) Airport Operator – Technical Services
(c) Airport Operator – Security.
(d) Airport Field Maintenance – ATS
(e) CFR – ATC
(f) CFR – City
3.4. Operational procedures are to be described in Part 4 of the AM and copies of the inter-unit agreements should be attached as appendices.

4. Emergency Response Plan

4.1. An emergency response plan is required for an aerodrome to be certified as an airport. The detailed content of the plan will be determined by the requirements and resources available to the operators of the airport concerned. Airports which are located within 8 km (5 miles) of large bodies of water shall include in their airport emergency response plans, procedures for notification of the appropriate rescue centre in the event of a possible aircraft ditching in the vicinity of the airport. The lack of operator resources must not prevent as thorough an emergency planning effort as possible in preparing site emergency responses to all possible site specific emergency situations. At smaller, providing fire extinguishers at strategic locations may satisfy on site needs. However, every airport should have some type of aid agreement with local police, fire, and medical units. The types of emergencies for which contingency plans may be required include: aircraft crash on airport; aircraft crash off airport (water rescue plans where required); hazardous material handling; bomb threat; hijacking; medical emergency; natural disasters, etc.. The emergency response plan shall contain, for each type of emergency anticipated:

(a) up-to-date notification procedures and telephone numbers for all participating agencies, both on and off the airport;

(b) a clearly specified commander and chain of authority covering all phases of the emergency;

(c) list of pertinent on-airport services available with telephone numbers and names of individual contacts;

(d) copies of Memoranda of Understanding (MOU) with other agencies for mutual aid and the provision of emergency services;

(e) detailed outline of responsibilities and actions to be undertaken by each participating agency in varying emergency circumstances; and

(f) provision for regular tests and review of the emergency response plan.
4.2. Recommended practices for operators of [name of the country] airports to use in developing airport emergency response plans may be found in ICAO Doc 9137 – AN/898, Part 7, Airport Emergency Planning; FAA advisory Circular 150/5200-31, Airport Emergency Plan.

4.3. The airport operator shall provide a current copy of the emergency response plan with amendment service to all participating agencies that are listed in the plan.

5. Airport Safety Program

5.1.1. An airport safety program (ASP) is required for an aerodrome to be certified as an airport. Factors to be considered in developing an airport safety program include, where applicable:

(a) airport zoning infractions;
(b) runway surface conditions;
(c) foreign object damage potential-cleanliness;
(d) graded and strip area condition;
(e) pavement markings;
(f) obstruction markings;
(g) airfield signage and visual aids;
(h) airfield lighting;
(i) airfield drainage;
(j) measurement and maintenance of runway surface friction;
(k) operations during adverse weather conditions;
(l) airport safety during construction;
(m) control of work on movement areas;
(n) central coordination authority for NOTAM’s;
(o) airfield physical security and access control;
wildlife control;

airport navigational aid interference;

aircraft parking and refueling safety;

airside vehicular control;

airside vehicular control;

mobile equipment inspection and certification program; and

vehicle operator training and certification program.

NOTE: The above factors may not be applicable to all airports. Where a factor is applicable, the airport operator shall develop a continuing program to eliminate unsafe conditions.

5.2. The Airport Safety Program (ASP) is divided into three parts: airside, groundside, and buildings owned and operated by the airport operator. Airport operators are encouraged to institute a program which includes all aspects of the ASP.

5.3. The basis of our program is a self-inspection program. This program is structured to provide a monitoring system designed to alert airport management to unsafe airport conditions, and ensures corrective actions are taken.

5.4. Other references that are available to develop a safety program for an airport is:


5.5. Where necessary an airside safety officer shall be appointed reporting to the airport manager/operator.

6. Movement Area Access and Traffic Control Procedures

6.1. Movement area traffic management and control procedures to control authorized personnel, vehicles and equipment operating on or near airport movement areas are required for an aerodrome to be certified as an airport. Factors to be considered in the development of movement area traffic management and control procedures:
(a) is a local site specific Manual of Airport Traffic Directives required?

(b) is an Airside Vehicle Operator Permit (AVOP), or equivalent system required and in use with a means for initial and recurrent training and testing?

(c) is there a need for airside vehicles and equipment to be radio equipped?

(d) are all persons operating vehicle and equipment radios, holders of a Restricted Radiotelephone Operators Certificate?

(e) are vehicles and equipment assigned a clear and distinct radio identification?

(f) do all airside vehicles and equipment have adequate safety markings and equipment (flashing lights, etc.)?

(g) have vehicle routes or corridors been established and marked?

(h) is pedestrian traffic controlled to and from aircraft?

(i) is there an air carrier/airport operator committee required and in place to manage the allocation and scheduling of apron space?

(j) are there ATS agreement for controlling vehicle and equipment movement areas operations, and if so, are the agreements adequate?

(k) are regular movement area inspections conducted by the airport operator?

6.2. Movement area access procedures shall be developed by airport operators to discourage the entry of unauthorized persons, vehicles and wildlife into airport movement areas. The requirement can vary from the posting of warning signs at all access points to the movement area up to full security fencing with access points to the movement area under strict control. Information on movement area traffic control procedures is available in ICAO Doc 9476-AN/927 – Manual of Surface Movement Guidance and Control Systems.

6.3. Whenever an unsafe condition comes to the attention of the airport operator, the Director General, Civil Aviation Authority shall be notified immediately so that action respecting aircraft operations can be taken.
7. Apron Management Services and Apron Safety

7.1. Apron management services and apron safety procedures shall be provided at airports where traffic conditions make such measures necessary for safety and efficiency.

7.2. Apron management services may be provided by: an airport traffic service unit; an Apron Management Unit set up by the airport authority; an operator in the case of a company terminal; or jointly by ATS and an airport operator.

7.3. Whichever form of operating an apron management service is provided, it will require close liaison amongst the airport operator, aircraft operators and ATS to coordinate: gate and parking allocation; aircraft arrival or departure times; start-up clearances; dissemination of information to operators; notification of work in progress; serviceability of facilities; security arrangements; and safety services. In all instances, inter-unit agreements must clearly delineate responsibilities and record delegations of authority.

7.4. Co-ordinated apron management service. One form of the co-ordinated apron management service is where advisory service to aircraft requiring start-up or push-back clearance on the apron is vested in the air traffic control service unit, and the control of vehicles is the responsibility of the airport authority or the operator. At such airports, authorization for the movement of aircraft is given on the understanding that safe separation between the aircraft and vehicles not under radio control is not included. However, aircraft have the right of way and vehicle drivers must be adequately trained to operate safely on the apron area.

7.5. An apron management unit where provided by the airport operator or by local aircraft operator is responsible for, in close communication with ATC; gate and parking assignment, dissemination of movement information to aircraft operators and updating basic information on aircraft arrival times, landings and take-offs.

7.6. When provided an apron management unit shall be responsible for the control of vehicles, in accordance with procedures laid down by the airport operator.

7.7. Apron management service solely by airport authority or operating company. At some airports a preferred system of operating aprons has been to set up a traffic management control procedure in which a single unit takes over the responsibility for aircraft and vehicles at a pre-determined hand-over point between the apron and the maneuvering area. This unit assumes responsibility for monitoring and co-ordinating all aircraft traffic on the apron, issuing verbal advisory information on an agreed radio frequency and monitoring all apron vehicle traffic, and other apron
activities, in order to advise aircraft of potential hazards within the apron area. By arrangement with the airport ATS unit, start-up and taxi clearances will be given to departing aircraft to the hand-over point where the ATS unit assumes responsibility.

7.8. Additional information on the subject of apron management and apron safety can be found in ICAO Doc 9137-AN/898 Airport Services Manual, Part 8, Chapter 10, "Apron Management and Apron Safety".

8. Disabled Aircraft Removal Plan

8.1. The airport operator, in consultation with aircraft owners and operators, should develop a plan for removal of disabled aircraft from the maneuvering area. The extent of the plan will depend on user aircraft weights and sizes and the density of air traffic at the airport.

8.2. Where a disabled aircraft is on a part of an airport that interferes with the movement of other aircraft, the disabled aircraft shall be removed as quickly as is consistent with the safety of life and property.

8.3. Where a disabled aircraft has been involved in an accident, permission to disturb the accident site must be obtained from the investigator-in-charge. Notwithstanding this general rule, the aircraft may be moved where necessary to preserve life or to prevent additional hazard to persons or property.

8.4. A claim for damages could follow an attempt to move a crashed aircraft if it was proven the act of moving worsened the damage. Therefore, the invariable rule is that only aircraft owner, operator or his appointed representatives should control the aircraft removal operation.

8.5. To avoid delay, aircraft owners or operators using the airport shall nominate a person or organization authorized to act on their behalf at the airport.

8.6. Airport management should coordinate the aircraft removal operation. All major users of the airport will be informed of the airport management's preparations and capabilities, as well as policies regarding disabled aircraft removal. The officer assigned responsibility to coordinate this plan should be made known to all aircraft owners or operators.

8.7. When a disabled aircraft removal plan is required, the plan should include:

(a) a list of equipment available on or near the airport on demand;
(b) a list of additional equipment available from nearby airports on request;

(c) a list of nominated agents acting on behalf of each aircraft operator at the airport;

(d) a statement of the aircraft operator arrangements for the use of pooled specialist equipment; and

(e) a list of local contractors (with names and telephone numbers) with suitable removal equipment for hire.

8.8. References for use in developing a plan for the removal of disabled aircraft are:

(a) ICAO Doc 8137-AN/898, Part 8 Airport Operational Services, Airport Services Manual, Chapter 14 – Removal of Disabled Aircraft;

(b) ICAO Doc 9137-AN/898, Airport Services Manual, Part 5, Removal of Disabled Aircraft;

(c) FAA Advisory Circular 150/5200-13, Removal of Disabled Aircraft.

9. Airside Maintenance and Inspections

9.1. Routine airside maintenance and inspection procedures shall be developed as an ongoing activity in support of the Airport Safety Program (see Appendix E, Part 5) to ensure that aircraft movement area surfaces are free of contaminants such as water, foreign objects and grass cuttings. Temporary obstructions within the movement areas shall be reported in NOTAM’s.

9.2. Foreign Object Damage Control (FOD) – The need for a FOD program should be assessed and, where necessary, control measures implemented to reduce hazards to aircraft. The airport operator, in consultation with aircraft owners and operators shall implement necessary precautions. An appropriate FOD control program will depend on the airport environment and type of aircraft using the airport.

9.3. Bird Hazard Control – The bird strike hazard of an airport should be assessed and, when necessary control measures implemented to reduce bird strikes. (note: a publication on "Airport Bird Hazard Control" will be published in 2009).
9.4. **Movement Area Surface Evaluation** – Movement Areas Surfaces should have adequate bearing strength to be used without risk of damage to the pavement or aircraft. For certification purposes land airport movement area surfaces need to meet specific load bearing capacity, but the load bearing values should be provided for inclusion in the Aerodrome Manual and aeronautical information publications.

9.5. **Surface Condition Measurement** – The procedure for entering movement areas to assess surface conditions, i.e. runway surface conditions report, shall be described in this section.

10. Air Traffic Services and Communication Services

Air traffic and communication services that are available shall be described.

11. Aeronautical Information Services

Current aeronautical information publications statements shall be reviewed regularly *(frequency to be determined, e.g. every 60 days)*. Procedures shall be established through a central coordinating authority for the publication of daily NOTAMs.

12. Aviation Weather Services

Aviation weather services that are available shall be described.
10. APPENDIX "F" – REGISTERED AERODROMES

1. Definition

1.1. A registered aerodrome is an aerodrome which is listed and described in the Aeronautical Publication and which is not certified as an airport.

2. Obligations

2.1. The owner/operator of a registered aerodrome shall, as a condition of having information describing the aerodrome published in the aeronautical publications:

(a) comply with the appropriate regulations respecting the marking, lighting, equipping and operation of aerodromes;

(b) provide the Director General, Civil Aviation Authority, with the information required for listing and describing the aerodrome in the aeronautical publications;

(c) advise the Director General, Civil Aviation Authority of any changes of the aerodrome, including changes of ownership or operation, that require corrective amendment of information currently published in the Aeronautical Publications.

(d) advise the Director General, Civil Aviation Authority of any condition on or in the vicinity of aerodrome that the aerodrome owner/operator believes to be hazardous to flight operations.

3. Aerodrome Registration Procedures

3.1. On receipt of an application for the registration of an aerodrome, the Director General, Civil Aviation Authority will contact the applicant to arrange for an inspection of the aerodrome to determine that all the conditions of registration have been met.

4. Periodic Inspection of Registered Aerodromes

4.1. Registered aerodromes shall be inspected every two years to verify compliance with appropriate regulations. The inspection shall be conducted by an Aerodrome Standards Civil Aviation Inspector.
11. APPENDIX "G" – GUIDANCE TO AERODROME INSPECTORS

1. Inspection Process

1.1. An airport certification inspection is first and foremost a comprehensive safety review. An Aerodrome Standards Civil Aviation Inspector is responsible to confirm that the airport meets airport certification standards and that airside organization, procedures, services and facilities are all provided in accordance with the level of services described in the Aerodrome Manual (AM).

(a) the organizational structure, delineation of responsibilities, inter-unit agreements, airside operational organization, operational procedures and aeronautical information review process;

(b) the physical dimensions and configuration including runways, grades areas, runway strips, taxiways, stopways, clearways, apron areas, displaced thresholds and declared distances;

(c) the obstacle limitation surfaces and dimensions, including take-off/approach area boundaries, take-off/approach surfaces and slopes, transitional surface slopes and outer surface dimensions;

(d) the location, maintenance and operation of visual aids including approach lights, RILs, VASIS, PAPI, runway/taxiway centerline and edge lights, runway threshold/end lights and runway/taxiway surface markings and the wind indicators;

(e) the marking and lighting of all obstructions, hazards, unserviceable areas, closed runways and taxiways, non-load bearing pre-threshold, apron and taxiway shoulder area;

(f) the siting, dimensions, colour, wording and lighting of all aerodrome operational guidance signs including mandatory instruction, directional, designator, information, distance-to-go, navigation check point and vehicular directional signs;

(g) conformity with established by applicable Airport Zoning Regulation;

(h) where required, the availability and currency of ICAO Type A Charts;

(i) the heliport-on-airport special procedures and flightway designs for the approach/departure, hover taxi, air hover and parking of helicopters; and,

(j) all airside services and facilities being provided at a certified airport are to be described in Part 3 of the Aerodrome Manual. While some airside maintenance services may be discretionary in responding to user needs, the provision of the following services is essential: emergency response plan; airport safety plan, movement area access and control procedures; and apron management and apron
safety procedures. Airport facilities may include: navigation aids; communication services; aviation weather services and aeronautical information services.

1.2. Further guidance on the certification inspection of airside services is provided at Appendix "E".

1.3. The inspector shall ensure that the airport name, as it appears on the airport certificate and the Zoning Regulation, is consistent with the official airport name as shown in the aeronautical publications. Where necessary, new certificates will be issued and the Zoning Regulations amended to agree with the airport name appearing in the Aeronautical Publications.

2. Inspection Procedures – General

2.1. **Scheduling.** Airport operators will be advised as far in advance as possible of an initial certification inspection and an annual certification inspection. Additional inspections may be conducted unannounced.

2.2. **Preparation.** The more knowledgeable the Aerodrome Standards Civil Aviation Inspectors are about the local situation prior to the inspection the more effective they will be in judging the operator's plans, organization, procedures, inter-unit agreements, personnel, equipment, training, maintenance, etc.

2.3. Prior to a certification inspection an inspector should review the following:

(a) current NOTAMs, airport obstruction charts, geological survey maps, previous airport certification/monitoring inspection reports, airport safety surveys (airport safety plan), Aerodrome Manual and pertinent correspondence relating to airport certification and safety;

(b) check the latest airport survey mosaic master plans, scheduled short and long term construction projects, land-use and electronic zoning protection requirements. Check the official designation of runways, taxiways, aprons, gates and parking areas and evaluate this information with current instrument approach plates and with information contained in the aeronautical publications;

(c) ensure that operational procedures, inter-unit agreements, Memoranda of Understanding, Advisory Circulars, etc., are available while conducting the certification inspection;

(d) check status of follow-up actions in correcting previous deficiencies;

(e) check with Flight Inspection, ATS, Security and Emergency Planning, Airport Safety Services etc., to obtain information that is relevant to the inspection; and

(f) ensure that inspection tools and equipment are available and serviceable:
(i) inclinometers;
(ii) measuring wheel-tape;
(iii) compass;
(iv) transit;
(v) GPS receiver
(vi) digital camera
(vii) binocular
(viii) clipboard or voice recorder
(ix) inspection forms (appendix C)
(x) a vehicle with proper equipment for airside transport, including a qualified escort where necessary
(xi) applicable reference publications; and
(xii) a current copy of the airport Aerodrome Manual.

2.4. The inspection should normally be conducted in the following sequence:

(a) assemble and brief the airport inspection team;
(b) meet with the airport operator to discuss the airport status, both current and future;
(c) invite the airport operator or an appointed representative to participate in the inspection (an appointed representative should be a qualified escort);
(d) conduct the inspection of the airport with reference to current AM (described in Appendix C);
(e) conduct interviews, where necessary, with key personnel such as: operations managers; field maintenance supervisors; fire chiefs; air traffic services personnel; major users, etc., to identify and gather information on problem areas;
(f) arrange for a post-inspection de-briefing with the airport operator and, where necessary, airport staff, to discuss the results of the inspection including shortcomings, corrective actions and follow-up commitments; and
(g) conduct aeronautical studies (described in chapter 5), where necessary.

2.5. Inspection Reports. Each certification inspection must be documented and the airport operator fully informed of the results of the inspection.