

THE SIERRA LEONE CIVIL AVIATION REGULATIONS



PART 14C – CERTIFICATION OF AERODROMES

DECEMBER 2022

PREAMBLE

WHEREAS, The Director-General shall have power to perform such acts,-including the conduct of investigations, to issue and amend orders, rules, regulations and procedures pursuant to and in accordance with the Civil Aviation Act, 2019.

WHEREAS, the Director- General shall have power to publish all reports, orders, decisions, rules, and regulations issued under Civil Aviation Act, 2019 in such form and manner as may be best adapted for public information and use;

NOW THEREBY, The Director General under its powers given by Article 17(1) and 17(2)(a) of the Civil Aviation Act, 2019 issue the following regulations which supersedes previous regulations on Certification of Aerodromes.

1. SHORT TITLE

This regulation may be cited as Sierra Leone Civil Aviation Regulation “SLCAR Part 14C- Certification of Aerodromes”

2. EFFECTIVE DATE

This Regulation shall come into force as of the 21st day of December 2022.



Dr Moses Tiffa Baio
Director General

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1 GENERAL

Any reference in this Regulation to aerodrome standards is a reference to the standards in the SLCAR Part 14A.

1.1 Applicability

This Regulation shall be applicable to all aerodromes open to public use including military aerodromes used for civil operations.

1.2 Definitions

When the following terms are used in this Regulation, they have the following meanings:

Acceptable. A rule of construction that means the Authority has reviewed the method, procedure, or policy and have found it to be an alternative means of compliance or has accepted it to be implemented.

Aerodrome - A defined area on land or water (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 - A certificate issued by the Authority under applicable regulations for aerodromes used for international operations.

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 License – An authorization issued by the Authority under applicable regulations for domestic aerodromes open to public use.

Aerodrome Manual - The manual that forms part of the application for an aerodrome certificate/license pursuant to these regulations, including any amendments thereto, approved by the Authority.

Aerodrome Operator - In relation to a certificated/licensed aerodrome, means the aerodrome certificate/license holder.

Approved. Approved by the Authority directly or in accordance with a standard, orders, directives, rules, instruction, circulars or procedures approved by the Authority

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

Audit – A systematic, independent and documented process for obtaining evidence and evaluating it objectively to determine the extent to which requirements and audit criteria are fulfilled

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

Foreign object debris (FOD) - An inanimate object within the movement area which has no operational or aeronautical function and which has the potential to be a hazard to aircraft operations

Inspection – An examination of specific aviation activities, products or services of an aviation certificate, licence, approval or authorization holder (or applicant) performed by civil aviation inspectors to confirm compliance with requirements for the certificate, licence, approval or authorization already issued (or being issued) by the Authority.

Maneuvering 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 maneuvering 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 extends above a defined surface intended to protect aircraft in flight.

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.

Operating Permit - An authorization issued by the Authority under applicable regulations for aerodromes intended for private use.

Private Aerodrome – An Aerodrome that is not open to the public and is available for use only with the prior permission of the aerodrome operator/owner.

Promulgation - The act of formally notifying official information to the aviation community.

Safety Management System - A system for the management of safety at aerodromes including the organizational structure, responsibilities, procedures, processes and provisions for the implementation of aerodrome safety policies by an aerodrome operator, which provides for the control of safety at, and the safe use of, the aerodrome.

The Authority – means the Sierra Leone Civil Aviation Authority.

Vehicle - is considered to be any motorized self-propelled means of transportation such as a car, pushback tractor, belt loader, baggage tug, truck, etc.

Wildlife hazard management programme (WHMP) - a method for aerodrome operators to adopt reasonable wildlife risk control measures, in order to prevent wildlife from colliding with aircraft.

1.3 Abbreviation and Acronyms

Where the following abbreviations and acronyms are used, they shall have the following meaning:

AC	-	Advisory Circular
AIP	-	Aeronautical Information Publication

ARFFS	-	Aerodrome Rescue and Firefighting Services
DG - SLCAA	-	Director General, Sierra Leone Civil Aviation Authority
ICAO	-	International Civil Aviation Organization
SLCARs	-	Sierra Leone Civil Aviation Regulations

1.4 Requirement to use Authorized Aerodromes

- 1.4.1 No pilot in command of an aircraft shall use a place for landing or take-off, other than an aerodrome specified in Chapter 2 and Chapter 3 of this Regulation.
- 1.4.2 Paragraph 1.4.1 shall not apply, in respect of the use of agricultural or construction landing grounds.
- 1.4.3 The Authority may grant exemption(s) from the requirement of paragraph 1.4.1.
- 1.4.4 The provisions of paragraphs 1.4.1 shall not apply to -
 - (a) an emergency landing and the next subsequent take-off; or
 - (b) glider operations under arrangements made by a flying club and carrying a member of that club (if applicable); or
 - (c) a landing or take-off by helicopter.
 - (d) a military aerodrome
- 1.4.5 The Authority shall notify the public about the aerodromes authorized for use, indicating any conditions or limitations in respect of the use of the aerodrome.
- 1.4.6 The Authority shall notify the public from time to time, the aerodromes not available for use by a particular type or class of aircraft during a specified period of time. Such aerodrome(s) may only be used in an emergency.
- 1.4.7 If an aerodrome has been restricted or declared not available for use in terms of 1.4.6 above, no pilot in command of an aircraft of such type or class restricted shall use that aerodrome as a place of landing or take-off unless in an emergency.
- 1.4.8 A military aerodrome may be used for civilian purposes, if there is prior approval in writing by the Minister of Defence and the Minister of Transport and Aviation.

1.5 Aerodrome Register

- 1.5.1 The Authority shall maintain a register of all aerodromes in Sierra Leone.
- 1.5.2 The register shall contain:
 - (a) the full name of the operator or owner of the aerodrome;
 - (b) the nationality of the operator or owner of the aerodrome;
 - (c) the postal, telephone, and e-mail addresses of the operator or owner of the aerodrome;
 - (d) the name and location of the aerodrome;
 - (e) the aerodrome reference point and elevation;
 - (f) the aerodrome reference code;
 - (g) certification status of the aerodrome;
 - (h) any other relevant information
- 1.5.3 The aerodrome register shall be in digital form.

2 CERTIFICATION/LICENSING OF AERODROMES

2.1 Applicability

This Chapter applies to aerodromes specified in sections 1.4.1 and 1.4.2 of the SLCAR Part 14A.

2.2 Requirement for an Aerodrome Certificate/License

- 2.2.1 No person / operator shall operate an aerodrome in Sierra Leone specified in section 2.1 above, without an aerodrome certificate/license issued by the DG - SLCAA in accordance with this part.
- 2.2.2 The issuance and renewal of an aerodrome certificate/license is subject to the aerodrome complying with the certification/licensing requirements set out in this regulation, and the standards prescribed in the SLCAR Part 14A.
- 2.2.3 The Authority shall, by means of audit procedures and inspections, at various intervals as determined by the DG - SLCAA, during the preceding certificate/license period or before the issuing of a new certificate/license, determine compliance with these Regulations and standards, for the purposes of, issuing or renewal of a certificate.

2.3 Application for an Aerodrome Certificate/License

- 2.3.1 An applicant for an aerodrome certificate/license shall submit to the DG - SLCAA for approval, an application in the form and manner prescribed by the Authority in IS 2.3.1 of this Regulation.
- 2.3.2 An application for an aerodrome certificate/license shall include:
 - (a) A completed application form as prescribed in IS 2.3.1 of this Regulation.
 - (b) An Aerodrome Manual prepared in accordance with Chapter 4 and IS 4.4 of this Regulation;
 - (c) A Safety Management System Manual;
 - (d) The plan of the aerodrome and its related facilities as specified in part 2 of IS 4.4 of this Regulation.
 - (e) Evidence of lawful entitlement to use the site as an aerodrome;
 - (f) A valid aerodrome environmental clearance certificate, in compliance with the Environmental Protection Agency Act in force;
 - (g) Clearance for the use of control measures, equipment and procedures for wildlife dispersal within the vicinity of aerodromes from the appropriate Wildlife Protection Authorities
 - (h) Procedures for the notification and reporting of aerodrome data and information;
 - (i) For initial application, a written approval from the local authority, regional or traditional authority council in whose area of jurisdiction the proposed aerodrome is situated, and from all other relevant Governmental Offices, Ministries, Agencies and Entities whose approval is required;
 - (j) Proof that the applicant is financially capable of operating the aerodrome;

- (k) The provision of adequate firefighting services, required under the SLCAR Part 14A section 9.2;
 - (l) Particulars of non-compliance with, or deviations from:
 - (i) the requirements, as contained in the relevant SLCARs;
 - (ii) The appropriate airspace classification.
 - (m) Statement of compliance with the applicable SLCARs;
 - (n) A WGS - 84 survey;
 - (o) details of competence of the key aerodrome personnel; including resume', training records, history and any other information that may be sought by the Authority, to ascertain the competency of the person(s) as prescribed by the Authority.
 - (p) All relevant charges as prescribed in the Authority's Scheme of Charges.
 - (q) Insurance cover from a renowned insurance company
 - (r) State security clearance
- 2.3.3 The application for an aerodrome certificate must be submitted to the DG - SLCAA, not less than 90 days before the date that the certificate is required.

2.4 Grant of an Aerodrome Certificate/License

- 2.4.1 Subject to the provisions in (2.4.2) and (2.4.3) of this chapter, the Authority may approve the application and the aerodrome manual, submitted under 2.3 of this Regulation, and grant an aerodrome certificate/license to the applicant.
- 2.4.2 Before granting an aerodrome certificate/license, the Authority shall be satisfied that:
- (a) the applicant and his / her staff have the required competence and experience to operate and maintain the aerodrome properly;
 - (b) the aerodrome manual prepared for the applicant's aerodrome and submitted with the application, contains all the relevant information;
 - (c) the aerodrome facilities, services and equipment are in accordance with the standards and requirements specified in the Sierra Leone Civil Aviation Regulations;
 - (d) the aerodrome operating procedures make satisfactory provision for the safety of aircraft;
 - (e) an acceptable safety management system (SMS) is in place at the aerodrome; and
 - (f) the Aerodrome Operator has duly made payments (certification or licensing fee) as prescribed by the Authority.
- 2.4.3 The Authority shall request for additional documents in support of the application where it deems it necessary.
- 2.4.4 The Authority may refuse to grant an aerodrome certificate/license to an applicant. Where the Authority refuses to grant an aerodrome certificate/license, the Authority shall notify the applicant in writing, of its reasons no later than 14 days after making that decision.
- 2.4.5 Where it is deemed sufficient and necessary by the Authority to continue the certification/licensing process for the issuance of the certificate/license, the applicant shall submit to the Authority, its corrective action plan to remedy any deficiencies identified during the audit or evaluation, providing proof where funds and other means necessary for

the effective implementation of the plan are formally defined and approved by the Accountable Manager of the aerodrome.

- 2.4.6 Where the Authority deems it fit, a provisional certificate/license may be issued to the Aerodrome Operator who is undergoing aerodrome certification/licensing for a non-renewable period of six (6) months.
- 2.4.7 A provisional certificate/license shall not be issued without a budgetary provision to guarantee and justify the effective implementation of the corrective action plan by the expiry date accepted by the Authority.
- 2.4.8 If after the expiry date on the provisional certificate/license, the applicant is still unable to correct major deficiencies, the outcome of the certification/licensing process initiated shall be classified as unsatisfactory, and the application shall be denied by a written notification. The Aerodrome Operator shall restart the certification/licensing process by the submission of a new application.
- 2.4.9 Where after the expiration of the provisional certificate/license, the Authority is of the opinion that the Applicant has been able to correct majority of the major deficiencies identified, the Authority shall require the Applicant to submit another Corrective Action Plan and submit an application for an exemption in accordance with the conditions prescribed by the Authority. Upon an acceptable evaluation of the Corrective Action Plan, the Authority shall grant the aerodrome certificate/license, subject to the operating conditions placed on it.

2.5 Endorsement of Conditions on an Aerodrome Certificate/License

- 2.5.1 Upon successful completion of the processing of the application and inspection of the aerodrome, the Authority when granting the aerodrome certificate/license, shall endorse the operating conditions of the aerodrome.
- 2.5.2 The Authority may impose conditions, sanctions or operating restrictions on an aerodrome certificate/license in response to any non-compliance with these Regulations, and unresolved safety concerns. Such conditions, sanctions or operating restrictions may be imposed or withdrawn as the result of an aerodrome audit, inspections or other surveillance activity undertaken by the Authority.

2.6 Duration of an Aerodrome Certificate/License

- 2.6.1 An aerodrome certificate/license shall be valid for a period of three (3) years from the date on which the certificate/license is issued or renewed.
- 2.6.2 The certificate/license remains in force until it expires or is suspended or revoked by the DG - SLCAA, pursuant to the relevant sections of the Civil Aviation Act in-force, as the case maybe.
- 2.6.3 The holder of a certificate/license which has expired must within five days after the expiry surrender the certificate/license to the DG - SLCAA.
- 2.6.4 Failure to surrender a certificate/license in accordance with 2.6.3 above is subject to enforcement action.

2.7 Suspension and Revocation of an Aerodrome Certificate/License

- 2.7.1 The DG - SLCAA shall by written notice given to the holder of an aerodrome certificate/license, suspend or revoke the certificate/license in accordance with the relevant sections of the Civil Aviation Act in-force, if there are reasonable grounds for believing that:
- (a) The aerodrome facilities, operations or maintenance are not of the standard required for the interest of the safety of air navigation; or
 - (b) The holder has contravened a condition attached to the aerodrome certificate/license.
- 2.7.2 Notwithstanding 2.7.1 above, the DG - SLCAA may suspend or revoke an aerodrome certificate/license if:
- (a) after a safety inspection and / or audit carried out, it is evident that the holder of the certificate/license does not comply with the requirements prescribed in the SLCARs Part 14A and 14C; and that the holder fails to remedy the non-compliance(s) within the time frame specified by the DG - SLCAA, in a written notice requiring the holder to do so; or
 - (b) a designated inspector, authorised officer or authorised person is prevented by the holder of the certificate/license from carrying out a safety inspection and / or audit; or
 - (c) the holder of the certificate/license is under receivership, liquidation or bankruptcy proceedings; or
 - (d) the certificate/license holder is incapable or unwilling to carry out corrective action or has repeatedly committed serious violations; or
 - (e) the certificate/license holder has demonstrated a lack of responsibility, such as deliberate and flagrant acts of non-compliance or falsification of records jeopardizing aviation safety; or
 - (f) the suspension is necessary in the interest of aviation safety.
- 2.7.3 Before suspending or revoking an aerodrome certificate/license, the DG - SLCAA shall:
- (a) give to the certificate/license holder a written notice that:
 - (i) sets out the facts and circumstances that, in the opinion of the Authority, would justify the cancellation; and
 - (ii) invite the certificate/license holder to petition in writing, within thirty (30) days after the date of the notice, why the certificate/license should not be suspended or revoked; and
 - (b) take into account any written submissions that the certificate/license holder makes to the Authority within the time allowed under sub-paragraph 2.7.3(a) (ii).
- 2.7.4 A holder of a certificate/license that has been suspended or revoked may within 30 days, appeal in accordance with the relevant sections of the Civil Aviation Act in-force.
- 2.7.5 The holder of a certificate/license which is suspended shall within 48 hours after the suspension, produce the certificate/license thereof to the DG - SLCAA for appropriate action.

- 2.7.6 The holder of a certificate/license which is revoked shall, within 7 days from the date on which the certificate/license is revoked, surrender that certificate/license to the DG - SLCAA.
- 2.7.7 Failure to surrender a certificate/license in accordance with paragraphs 2.7.5 and 2.7.6 above, is subject to enforcement action pursuant to the relevant sections of the Civil Aviation Act in-force.

2.8 Surrender of an Aerodrome Certificate/License

- 2.8.1 A holder of an aerodrome certificate/license may surrender the certificate/license to the DG - SLCAA, subject to the provision in 2.8.2 below.
- 2.8.2 A holder of an aerodrome certificate/license who wishes to surrender the certificate/license shall give the DG - SLCAA not less than 90 days' notice in writing, before the date on which the certificate/license is to be surrendered.
- 2.8.3 The DG - SLCAA shall revoke the aerodrome certificate/license on the expiry of the period of notice referred to in regulation 2.8.2 above.
- 2.8.4 Where, after the expiry period in 2.8.2 above, an aerodrome is abandoned or is not maintained in accordance with the conditions of the certificate/license, the holder of the certificate/license must remove, obliterate or modify the aerodrome markings, and extinguish all aeronautical ground lights and signs as required under the SLCAR's Part 14A.
- 2.8.5 In addition to 2.8.4 above, the aerodrome operator shall display runway and taxiway closed markings as appropriate.
- 2.8.6 Upon revocation of a certificate/license pursuant to paragraph 2.8.1, 2.8.2 or 2.8.3, the DG - Authority shall arrange for:
- (a) the revocation to be notified through a NOTAM; and
 - (b) details of the certificate/license and any other information about the aerodrome to be removed from the AIP.

2.9 Transfer of an Aerodrome Certificate/License

- 2.9.1 The Authority shall give its consent to; and issue an instrument of transfer of an aerodrome certificate/license to a transferee when:
- (a) the current holder of the aerodrome certificate/license notifies the Authority in writing, at least 180 days before ceasing to operate the aerodrome, that the current holder will cease to operate the aerodrome as of the date specified in the notice;
 - (b) the current holder of the aerodrome certificate/license notifies the Authority, in writing, of the name of the transferee;
 - (c) the transferee applies to the Authority in writing within 90 days before the current holder of the aerodrome certificate/license ceases to operate the aerodrome, for the aerodrome certificate/license to be transferred to the transferee; and
 - (d) the requirements set out in 2.4.2 above are met in respect of the transferee.

2.9.2 If the Authority does not consent to the transfer of an aerodrome certificate/license, it shall notify the transferee in writing of its reasons, no later than 14 days after making that decision.

2.10 Interim Aerodrome Certificate/License

2.10.1 The Authority may issue an interim aerodrome certificate/license to the proposed transferee of an aerodrome certificate/license referred to in 2.9.1 above, authorizing the applicant or transferee to operate an aerodrome if the Authority is satisfied that:

- (a) an aerodrome certificate/license in respect of the aerodrome will be issued to the applicant or transferred to the transferee as soon as the application procedure for the grant or transfer of an aerodrome certificate/license has been completed; and
- (b) the grant of the interim certificate/license is in the public interest, and is not detrimental to aviation safety.

2.10.2 An interim aerodrome certificate/license issued pursuant to 2.9.1 above, shall expire on:

- (a) the date on which the aerodrome certificate/license is issued or transferred; or
- (b) the expiry date specified in the interim aerodrome certificate/license; whichever is earlier.

2.10.3 The term of validity of an interim certificate/license shall be for a period of one hundred and eighty (180) days.

2.11 Amendment of an Aerodrome Certificate/License

The Authority shall amend an aerodrome certificate/license provided that, the requirements of paragraphs 2.4.2, 2.4.5 and 2.4.6 have been met, where:

- (i) there is a change in the ownership or management of the aerodrome;
- (ii) there is a change in the use or operation of the aerodrome;
- (iii) there is a change in the boundaries of the aerodrome; or
- (iv) the holder of the aerodrome certificate/license requests an amendment.

2.12 Renewal of an Aerodrome Certificate/License

2.12.1 An aerodrome certificate/license shall be renewed by the Authority, upon the conditions on which it was granted and any other requirements that may be applicable at the time of renewal.

2.12.2 The Aerodrome Certificate/License holder shall submit the application for renewal along with all relevant enclosures at least ninety (90) working days before expiration of the Aerodrome Certificate to the Director General, SLCAA.

2.13 Publication of an Aerodrome Certificate/License

The issuance, cancellation, revocation or suspension of an aerodrome certificate/license shall be published in the AIP.

2.14 Continuous Oversight

- 2.14.1 Once the Authority has completed a thorough review of the compliance of an aerodrome with respect to the requirements of the SLCAR's Part 14A and C; leading to the granting of an aerodrome certificate/license to an individual or an aerodrome operator, continuous oversight shall be established by the Authority, in-order to ensure that compliance with regards to certification conditions and on-going additional requirements are maintained.
- 2.14.2 The Authority retains also, the right to inspect the aerodrome at any time.
- 2.14.3 If conditions or operations are found to be unsafe, the Authority also retains the right to place restrictions on the use of the aerodrome or withdraw / suspend the aerodrome certificate/license.

3 REQUIREMENT FOR GRANTING AN OPERATING PERMIT FOR PRIVATE AERODROMES

3.1 Applicability

This Chapter applies to private aerodromes.

3.2 Requirements for an Operating Permit

No person shall operate a private aerodrome if an operating permit is not granted by the Authority

3.3 Application for the grant of an operating permit

An application for grant of an operating permit shall be submitted in writing and accompanied by:

- (a) a completed application form specified in IS 3.3A;
- (b) the self-reporting form set out in IS 3.3B of this Regulation;
- (c) The plan of the aerodrome and its related facilities;
- (d) the fees or charges as may be prescribed by the Authority;
- (e) written permission from the owner of the land or evidence of ownership of the proprietary interest in the land on which the aerodrome is located.
- (f) State security clearance
- (g) Statement of compliance with the applicable SLCARs;
- (h) A WGS-84 survey
- (i) particulars of deviations/exemptions, if any, from the applicable standards

3.4 Review of application

- (a) The Authority shall ensure the self-reporting form is completed appropriately including its attachments as outlined in section 3.3 above.
- (b) The Authority shall also, prior to the issuance of an operating permit, assess the facilities of the aerodrome to verify the information provided in the self-reporting form set out in the IS 3.3B of this Regulation, and compliance with applicable aerodrome standards.

3.5 Issuance of an operating permit

- (a) The Authority shall issue an operating permit in the form and manner prescribed by the Authority where the applicant has:
 - (i) Implemented the applicable standards in the SLCAR Part 14A, and fulfilled the requirement in section 3.3 above;
 - (ii) complied with any applicable security Regulations; and

- (iii) complied with any other requirements as may be specified by the Authority as at the time of the application
- (b) The issuance of an operating permit may be subject to any other conditions as may be specified or notified by the Authority based on the results of the inspection of the facilities.
- (c) The Authority may decline to grant an operating permit to an applicant and where the Authority declines, it shall notify the applicant in writing giving the reasons not later than fourteen (14) days after making that decision.
- (d) The Authority shall, following the issuance of an operating permit, carry out surveillance inspections to ensure continuing validity of the permit and continuing capacity of the aerodrome operator to maintain safe and regular operations of the aerodrome and associated facilities and services.
- (e) Notwithstanding the requirements of section 3.5(d), the Authority may use aerodrome condition reports from pilots operating in private aerodromes for surveillance purposes.
- (f) An aerodrome operating permit issued under these Regulations is not transferable.

3.6 Validity of an operating permit

An operating permit shall be valid for a period of five (5) years unless otherwise suspended or revoked by the Authority.

3.7 Renewal of an operating permit

An application for renewal of an aerodrome operating permit shall be made to the Authority in the form and manner prescribed in section 3.3 above:

3.8 Amendment of an operating permit

- (a) An application for the amendment of an operating permit shall be submitted to the Authority in writing.
- (b) The Authority shall amend an aerodrome operating permit where:
 - (i) there is a change in the ownership or management of the aerodrome;
 - (ii) there is a change in the use or operation of the aerodrome;
 - (iii) there is a change in the boundaries of the aerodrome; or
 - (iv) the holder of the aerodrome operating permit requests an amendment.
 - (v) it is deemed necessary based on the results of an inspection.
- (c) The Authority may request the applicant to submit:
 - (i) the self-reporting form set out in IS 3.3B in this Regulation,

- (ii) the particulars of any non-compliances and deviations from standards if applicable;
and

3.9 Surrender of an operating permit

- (a) The Authority may revoke an aerodrome operating permit Where:
 - (i) following a surveillance inspection, it is determined that the aerodrome is unsafe for the operation of aircraft and the operator has failed to remedy the situation within a period of ninety (90) days after the inspection;
 - (ii) the holder of the permit requests the Authority to cancel the permit; or
 - (iii) it is deemed necessary in the interest of aviation safety.
- (b) Subject to paragraphs 3.9(a)(i) and 3.9(a)(iii), the Authority shall give reasons in writing for the cancellation to the aerodrome operator.
- (c) A holder of an operating permit who is aggrieved by the cancellation under section 3.9(b) may appeal to the Authority within thirty (30) days of the cancellation.
- (d) Upon revocation of an operating permit, the DG - Authority shall arrange for:
 - (i) the revocation to be notified through a NOTAM; and
 - (ii) details of the operating permit and any other information about the aerodrome to be removed from the AIP.
- (e) Where an aerodrome is abandoned or is not maintained in accordance with the conditions of the operating permit, the holder of the operating permit must remove, obliterate or modify the aerodrome markings, and extinguish all aeronautical ground lights and signs as required under the SLCAR's Part 14A.
- (f) In addition to section 3.9(e) above, the aerodrome operator shall display runway and taxiway closed markings as appropriate.

3.10 Notification of private aerodromes

The Authority shall publish in the Aeronautical Information Publication (AIP) the list of all private aerodromes including the name, postal address, telephone and facsimile numbers, and e-mail address of the permit holder and any other relevant information.

3.11 Safety Inspections

- (a) The operator/owner of the aerodrome shall arrange for the Authority to conduct a safety inspection of the aerodrome at least once each year.
- (b) The Authority shall provide the operator a written report detailing the outcomes of the safety inspection.

(c) In the case of findings, the operator shall develop and submit a corrective action plan (CAP) to the Authority within fourteen (14) days from the date of receipt of the inspection report.

3.12 Restrictions

An operator issued with an operating permit shall not carry passengers or cargo for compensation.

4 AERODROME MANUAL

The aerodrome manual is a fundamental requirement of the certification process. It shall contain all the pertinent information concerning the aerodrome site, facilities, services, equipment, operating procedures, organization and management including the safety management system. The information contained in the aerodrome manual shall demonstrate that the aerodrome complies with the requirements of this Regulation, and that there are no apparent deficiencies that affect the safety of air operations.

The aerodrome manual, shall be the subject of a formal agreement between the aerodrome operator and the Authority with respect to the specifications, conditions and level of service to be maintained at the aerodrome. Information provided in the aerodrome manual shall enable the Authority to assess the suitability of the aerodrome for the aircraft operations proposed and to judge an applicant's fitness to hold a certificate/license. It shall be the basic reference guide for conducting site inspections for the grant of an aerodrome certificate/license and for subsequent safety inspections.

The aerodrome manual is a living document, and shall be subject to amendment in order to ensure accurate and up-to-date information. The applicant is fully responsible for the accuracy of the information provided in the aerodrome manual. He shall also be responsible for amending the aerodrome manual and notifying the Authority of such amendments. The content of an aerodrome manual shall be treated with confidentiality.

4.1 Applicability

This chapter is applicable to all aerodromes open to public use.

4.2 Preparation of the Aerodrome Manual

4.2.1 The operator of a certified/licensed aerodrome shall have a manual to be known as the **Aerodrome Manual** for the aerodrome, which shall be approved by the DG - SLCAA.

4.2.2 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 currency of pages and amendments thereto, including a page for logging revisions; and
- (d) be organized in a manner that will facilitate the preparation, review and approval process.

4.3 Location of the Aerodrome Manual

4.3.1 The aerodrome operator shall provide the Authority with two (2) complete and current copies of the aerodrome manual.

4.3.2 The aerodrome operator shall keep at least one approved and current copy of the aerodrome manual at the aerodrome, and one copy at the operator's principal place of business if other than the aerodrome.

4.3.3 The aerodrome operator shall make the copy referred to in section 4.3.2 above, available for inspection by authorized Authority personnel.

4.4 Information to be Included in The Aerodrome Manual

4.4.1 The operator of a certified/licensed aerodrome shall include the following particulars in the aerodrome manual, to the extent that they are applicable to the aerodrome under the following parts:

Part 1 - General information set out in IS 4.4 of this Regulation, on the purpose and scope of the aerodrome manual; the legal requirement for an aerodrome certificate/license and an aerodrome manual; conditions for use of the aerodrome; the aeronautical information services available, and the procedures for their promulgation; the system for recording aircraft movements and the obligations of the aerodrome operator as specified in Chapter 5 of this Regulation.

Part 2 - Particulars of the aerodrome site as set out in IS 4.4 of this Regulation.

Part 3 - Particulars of the aerodrome required to be reported to the aeronautical information services, as set out in IS 4.4 of this Regulation.

Part 4 - The aerodrome operating procedures and safety measures as set out in IS 4.4 of this Regulation. This shall include references to air traffic procedures such as those relevant to low visibility operations. Air traffic management procedures are normally published in the air traffic services manual with a cross-reference to the aerodrome manual.

Part 5 - Details of the aerodrome administration and the safety management system as set out in IS 4.4 of this Regulation.

4.4.2 If under chapter 4.2 of this Regulation, the Authority exempts the aerodrome operator from complying with any requirement set out in 2.4.2 above, the aerodrome manual shall indicate the identification number given to that exemption by the Authority, the date the exemption came into effect and any conditions under which the exemption is granted.

4.4.3 If a required particular is not included in the aerodrome manual because it is not applicable to the aerodrome, the aerodrome operator shall state in the manual the reason for non-applicability of the particular.

4.5 Form of an Aerodrome Manual

4.5.1 Unless otherwise approved by the DG – SLCAA, the operator of a certified/licensed aerodrome shall keep the master copy of the aerodrome manual for the aerodrome in printed form.

4.5.2 Other copies of the manual may be kept in a printed or electronic form.

- 4.5.3 The manual may consist of more than one part.
- 4.5.4 The aerodrome operator shall maintain the manual so that a person reading the manual shall know:
 - (a) when changes have been made to the information in the manual; and
 - (b) whether the manual is up-to-date.

4.6 Amendment of the Aerodrome Manual

- 4.6.1 The operator of a certified/licensed aerodrome shall alter or amend the aerodrome manual whenever necessary, in order to maintain the accuracy of the information in the manual.
- 4.6.2 To maintain the accuracy of the aerodrome manual, the Authority may issue a written instruction to an aerodrome operator requiring the operator to alter or amend the manual in accordance with that directive.
- 4.6.3 Subject to any directions issued under 4.6.4 below, the operator of a certified/licensed aerodrome shall operate and maintain the aerodrome in accordance with the procedures set out in the aerodrome manual for the aerodrome.
- 4.6.4 The DG - SLCAA may direct the operator of a certified/licensed aerodrome to amend the procedures set out in the aerodrome manual, if the DG - SLCAA considers such changes to be necessary in the interests of safety of air navigation.

4.7 Notification of Changes to the Aerodrome Manual

- 4.7.1 The operator of a certified/licensed aerodrome shall notify the Authority in writing of any amendment that the operator wishes to make to the aerodrome manual.
- 4.7.2 Subject to 4.7.1 above, an operator shall submit the proposed amendment to the DG - SLCAA for approval, before the manual is amended.
- 4.7.3 The DG - SLCAA shall approve the amendment made to an aerodrome manual where the amendment meets the requirements of these Regulations.
- 4.7.4 The operator shall make all aerodrome personnel and other relevant organisations aware of the changes that are relevant to their duties and responsibilities.

4.8 The Authority's Approval of the Aerodrome Manual

- 4.8.1 The Authority shall approve the aerodrome manual and any amendments thereto, provided these meet the requirements of the preceding regulations in this section. The approved aerodrome manual will become the reference guide for the continued surveillance of the aerodrome.
- 4.8.2 The aerodrome operator shall ensure that all aerodrome personnel and all other relevant organization personnel have easy access to the parts of the aerodrome manual that are relevant to their duties and responsibilities.

5 OBLIGATIONS OF THE AERODROME OPERATOR

The grant of an aerodrome certificate/license shall oblige the aerodrome operator to ensure; the safety, regularity and efficiency of operations at the aerodrome, its initial and continuing organisational competence, to allow the Authority's authorized personnel access to the aerodrome to carry out safety audits, inspections and testing, and to be responsible for notifying and reporting conditions at the aerodrome as prescribed in the Civil Aviation Act in-force.

5.1 Applicability

This chapter applies to all aerodromes open to public use, except where otherwise specified by the DG - SLCAA.

5.2 Compliance with SLCARs

The aerodrome operator shall comply with the standards specified in the SLCARs and with any conditions endorsed in the aerodrome certificate/license or any exemption that may be granted by the DG - SLCAA.

5.3 Competence of Operational and Maintenance Personnel

- 5.3.1 The aerodrome operator shall employ an adequate number of qualified and skilled/competent personnel to perform all critical activities for aerodrome operations and maintenance.
- 5.3.2 Where the Authority requires competency certification for the Aerodrome Operator's personnel, it shall employ only those persons possessing such certificate/licenses.
- 5.3.3 The aerodrome operator shall be responsible for ensuring that its staff and all personnel involved in aerodrome operations and maintenance at the aerodrome are competent for each task they are required to carry out.
- 5.3.4 The aerodrome operator shall establish and implement an approved training programme for all personnel involved in Aerodrome operations and maintenance.
- 5.3.5 The training programmes shall include procedures for the verification of personnel knowledge and for the practical application thereof, at adequate intervals.
- 5.3.6 Training objectives shall be identified to ensure that competence is achieved and maintained. The training programme shall include the content and frequency for each technical subject, as well as a method to track the progress of the required training and the maintenance of training records.
- 5.3.7 The training programme shall include:
 - a) Theoretical training;
 - b) Practical or on-the-job training;
 - c) Testing of understanding; and
 - d) Demonstrating competence or recurrent theoretical and/or practical training
- 5.3.8 Refresher training shall be provided at least every three (3) years and/or following an accident, incident or serious occurrence, if training related issues have been identified as a

contributing factor, or after a long-term absence to ensure that personnel are kept abreast of the most recent material, developments and practices.

- 5.3.9 In order to demonstrate competence in a specific task, personnel shall demonstrate that the theory, practical training and local knowledge can be applied together in a satisfactory way, usually completing a competence check. Training records shall be maintained for each personnel throughout their employment period.

5.4 Aerodrome Operations and Maintenance

- 5.4.1 The aerodrome operator shall operate and maintain the aerodrome in accordance with the procedures set out in the approved aerodrome manual.
- 5.4.2 Where the Authority deems it necessary to ensure the safety of aircraft, it shall give written directives to an aerodrome operator to alter the procedures set out in the aerodrome manual.
- 5.4.3 The aerodrome operator shall ensure proper and efficient maintenance of the aerodrome facilities.
- 5.4.4 The aerodrome operator shall coordinate with the ATS provider in order to be satisfied that appropriate air traffic services are available to ensure the safety of aircraft in the airspace associated with the aerodrome. The coordination shall cover other areas related to safety such as aeronautical information service, air traffic services, designated meteorological authorities, and security.

5.5 Aerodrome Operator's Safety Management System

- 5.5.1 The Aerodrome Operator shall establish a Safety Management System commensurate to the scope of operations of the aerodrome, describing the structure of the organization, and the duties, powers and responsibilities of the officials in the organizational structure, with a view to ensuring that operations are carried out in a demonstrably controlled way and are improved where necessary.
- 5.5.2 The Aerodrome Operator shall oblige all users of the aerodrome, including fixed-base operators, ground handling agencies and other organizations that perform activities independently at the aerodrome in relation to flight or aircraft handling, to comply with the requirements specified in its approved Safety Management Systems. The Aerodrome Operator shall monitor such compliance.
- 5.5.3 The Aerodrome Operator shall require all users of the aerodrome, including fixed-base operators, ground handling organizations and other organizations referred to in 5.5.2 above, to cooperate in the programme to promote safety at, and the safe use of, the aerodrome, by immediately informing the aerodrome operator of any accidents, incidents, defects and faults which have a bearing on safety.

5.6 Aerodrome Operator's Internal Safety Audits and Safety Reporting

- 5.6.1 The Aerodrome Operator shall arrange for an internal audit of its 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

for an external audit and inspection programme for evaluating other users, including fixed-base operators, ground handling agencies and other organizations working at the aerodrome as referred to in 5.5.2 above.

- 5.6.2 The audits referred to in 5.6.1 above, shall be carried out every 12 months, or less, as agreed with the Authority.
- 5.6.3 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.
- 5.6.4 The aerodrome operator shall submit a copy of the audit report to the DG - SLCAA and shall retain a copy for a period 6 years.
- 5.6.5 The audit report(s) shall be prepared and signed by the persons who carried out the audits and inspections.

5.7 Access to the Aerodrome

- 5.7.1 Personnel so authorized by the Authority may inspect and carry out tests on the aerodrome facilities, services and equipment, inspect the aerodrome operator's documents and records and verify the aerodrome operator's safety management system before the aerodrome certificate/license is granted or renewed and, subsequently, at any other time, for the purpose of ensuring safety at the aerodrome.
- 5.7.2 An aerodrome operator shall, at the request of the person referred to in 5.7.1 above, 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 5.7.1.
- 5.7.3 The aerodrome operator shall cooperate in conducting the activities referred to in 5.7.1.

5.8 Notifying and Reporting

An aerodrome operator shall adhere to the requirement to notify and report to the Authority, Air Traffic Control and Pilots within the specified time limits, specified in this Regulation.

5.8.1 Notification of Inaccuracies in Aeronautical Information Service (AIS) Publications

An aerodrome operator shall review all Aeronautical Information Publications (AIPs), AIP Supplements, AIP Amendments, Notices to Airmen (NOTAMs), Pre-flight Information Bulletins and Aeronautical Information Circulars issued by the Air Navigation Service Providers (ANSPs) upon receipt thereof; and shall immediately after such reviews notify the AIS unit of any inaccurate information contained therein that pertains to the aerodrome.

5.8.2 Notification of Changes to the Aerodrome Facilities, Equipment and Level of Service Planned In Advance

An aerodrome operator shall notify the Authority, in writing, at least sixty (60) days before effecting any change to the aerodrome facility or equipment, or the level of service at the aerodrome that has been planned in advance and which is likely to affect the accuracy of the information contained in any AIS publication referred to in paragraph 5.8.1 above.

5.8.3 Issues Requiring Immediate Notification

Subject to the requirements of paragraph 5.8.4 below, an aerodrome operator shall give the ANSP, and shall arrange for the air traffic control and the Authority to receive immediate notice detailing any of the following circumstances of which the operator has knowledge:

- (a) obstacles, obstructions and hazards:
 - (i) any projections by an object through an obstacle limitation surface relating to the aerodrome; and
 - (ii) the existence of any obstruction or hazardous condition affecting aviation safety at or near the aerodrome;
- (b) level of service: reduction in the level of service at the aerodrome as set out in any of the AIS publications referred to in 5.8.1 above;
- (c) movement area: 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.

5.8.4 Immediate Notification to Pilots

When it is not feasible for an aerodrome operator to arrange for the ATC and the Authority to receive notice of a circumstance referred to in 5.8.3 above, the operator must give immediate notice directly to the pilots who may be affected by that circumstance.

5.9 Special Inspections

An aerodrome operator shall inspect an aerodrome, as circumstances require, to ensure aviation safety:

- (a) as soon as practicable after any aircraft *accident* or *incident* within the meaning of these terms as defined in the SLCAR Part 13.
- (b) during any period of construction or maintenance of the aerodrome facilities or equipment that is critical to the safety of aircraft operation; and
- (c) at any other time when there are conditions at the aerodrome that could affect aviation safety.

5.10 Removal of Obstructions from the Aerodrome Surface

5.10.1 The aerodrome operator shall establish the obstacle limitation surfaces and meet the requirements for the surfaces and any obstacles that may affect them, as set out for aerodromes in the SLCAR Part 14A.

5.10.2 The aerodrome operator shall remove from the aerodrome surface, any obstruction that is likely to be hazardous to aircraft operations.

5.11 Warning Notices

When 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 hazard warning notices 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.

5.12 Foreign Object Debris (FOD)

- 5.12.1 The aerodrome operator shall establish an FOD control programme commensurate with the assessed risks and appropriate to the local operating conditions. The programme shall consist of prevention, detection, removal and evaluation mechanisms.
- 5.12.2 FOD prevention shall include awareness, training and education as well as measures for FOD prevention.
- 5.12.3 The detection of FOD shall include methods for the monitoring and inspection of the movement area. FOD Detection shall be included as part of an aerodrome operator's inspection programme.
- 5.12.4 Operational procedures and, where applicable, equipment, shall be provided for the removal, containment and disposal of FOD from the movement area.
- 5.12.5 Data and information about FOD shall be collected and analyzed regularly to identify sources and trends.
- 5.12.6 The aerodrome operator shall ensure that all personnel involved in aerodrome operations at the aerodrome are aware of the existence of the FOD control programme. The aerodrome operator shall determine the most efficient way to notify all personnel involved in aerodrome operations at the aerodrome to identify FOD hazards, remove the detected FOD, and notify ATS unit to take appropriate action if a risk is identified.
- 5.12.7 The Aerodrome operators shall establish procedures for handling FOD matters in cooperation with the appropriate ATS unit.
- 5.12.8 Provisions in the FOD management programme shall allow for an immediate removal of detected FOD which may pose an immediate safety risk to operations.

5.13 Wildlife Hazard Management Programme (WHMP)

- 5.13.1 The aerodrome operator shall establish, develop, implement and demonstrate an effective WHMP at the aerodrome, and this shall be tailored to and commensurate with the size and level of complexity of the aerodrome, and the number of aircraft movements and their type, taking into account the wildlife hazards identified and the risk assessment of those hazards.
- 5.13.2 A wildlife safety risk assessment shall be conducted, covering the aerodrome and its vicinity. A WHMP shall be established and tailored to the local environment and be commensurate with the wildlife safety risk assessment.
- 5.13.3 The WHMP shall include procedures and measures for reducing the wildlife risk at the aerodrome to an acceptable level.
- 5.13.4 Wildlife hazard reduction measures and procedures shall be integrated into the aerodrome operator's safety management system (SMS).
- 5.13.5 The aerodrome operator shall establish procedures to record and report wildlife strikes that have occurred at the aerodrome and its vicinity, in close cooperation with all relevant organizations operating at the aerodrome.

- 5.13.6 The aerodrome operator's reporting system shall contain a requirement for all relevant third parties and all aerodrome personnel to report wildlife strikes, wildlife remains, including findings thereof during aerodrome inspections, and any other relevant identified hazards, to the aerodrome operator.
- 5.13.7 The Aerodrome operator shall conduct a specific safety risk assessment of the wildlife situation and use the results to help target wildlife management measures and monitor their effectiveness.

5.14 Airside Driver Permit Scheme and Vehicle/Equipment Safety Requirements

- 5.14.1 The aerodrome operator shall establish and implement a formal driver training assessment and permit scheme for all drivers operating on the airside. The aerodrome operator shall ensure that drivers of vehicles on the airside are properly trained
- 5.14.2 The aerodrome operator shall establish a procedure for the issuance of an Airside Drivers Permit (ADP).
- 5.14.3 The aerodrome operator shall establish a system for issuing and revoking airside driver permits. Airside driver permits shall have a defined validity period and the aerodrome operator shall specify the conditions for their renewal.
- 5.14.4 The aerodrome operator shall establish requirements for the periodic inspection and maintenance of vehicles and equipment intended to operate on the airside.
- 5.14.5 The aerodrome operator shall establish minimum safety requirements for vehicle use on the airside.
- 5.14.6 The driver shall be able to demonstrate competence, as appropriate, in:
- (a) the operation or correct use of vehicle radio communication devices and standard phraseology for drivers required to operate on the manoeuvring area;
 - (b) understanding and complying with ATS and local procedures; and
 - (c) vehicle navigation on the aerodrome;
 - (d) hazards associated with runways and taxiways
 - (e) generic airside driver training programme which covers the safety of operating vehicles and equipment on the airside area, such as runways, taxiways, aprons, stands, airside roads and areas adjacent to the movement area.
- 5.14.7 The driver shall hold a State authorized driver's licence, and any other required specific licenses, as a prerequisite to an ADP.

5.15 Runway Safety

- 5.15.1 The aerodrome operator shall establish a runway safety team comprised of relevant organizations operating or providing services on the aerodrome.
- 5.15.2 The runway safety team shall identify runway related hazards. These may include; the aerodrome design, markings, signs and lights, as well as relevant aerodrome operations and procedures.

- 5.15.3 Within the context of the runway safety team, measures shall be taken to mitigate any hazards identified in accordance with the above paragraph and, as appropriate, reduce the safety risk of issues related to runway safety, including but not limited to the following:
- (a) runway incursion;
 - (b) runway excursion;
 - (c) runway confusion; and
 - (d) suspension or closure of runway operations
- 5.15.4 The runway safety team shall identify hazards and develop mitigation strategies and procedures to maintain runway safety during abnormal operations, including the suspension of runway operations. These strategies and procedures shall be implemented under the responsibility of the aerodrome operator.
- 5.15.5 Procedures to collect, monitor, analyze and protect safety data and safety information shall be established to understand and improve runway safety performance.
- 5.15.6 Information that could enhance runway safety, including identified hot spots and specific local procedures shall be communicated to the relevant users.
- 5.15.7 Where instrument landing systems (ILS) are provided, the aerodrome operator shall ensure that the critical and sensitive areas associated with these navigational aids are protected and not subject to signal disturbances.
- 5.15.8 The aerodrome operator shall ensure that aeronautical ground lighting, signs and markings are suitable for the planned operations on the runway, in particular:
- (a) the aiming point and threshold should be clearly visible, contrasting with the surface, and maintained;
 - (b) runway holding positions should be clearly marked, signed and, if required, lit to prevent departing aircraft commencing take-off roll at the wrong runway entry point;
 - (c) the use of signs at the runway holding positions used for intersection take-offs to indicate the take-off run available should be considered; and
 - (d) the use of visual aids to indicate the runway distance remaining should be considered.
- 5.15.9 The aerodrome operator shall ensure that procedures are in place for calculating accurate temporarily reduced declared distances (e.g. due to work in progress on the runway). When reduced declared distances are in operation, the aerodrome operator shall ensure that the temporary markings, lighting and signs accurately portray the reduced distances and that they are well-communicated to the AIS for publication.
- 5.15.10 Procedures for the temporary suspension of runway operations or planned runway closures shall be established collaboratively between the aerodrome operator and ATS.

5.16 Apron Safety

- 5.16.1 The aerodrome operator in collaboration with the apron users, shall identify hazards related to activities on the apron and establish and implement mitigation measures, as appropriate.
- 5.16.2 The aerodrome operator shall establish apron safety procedures, and ensure that such procedures are in place. These shall include as a minimum, the following:
- (a) aircraft stand allocation;

- (b) marshalling service;
- (c) follow-me (leader vehicle);
- (d) blast precautions;
- (e) apron cleaning;
- (f) aircraft pushbacks;
- (g) operation of air bridges;
- (h) vehicle movements;
- (i) apron discipline; and
- (j) dissemination of information

- 5.16.3 Procedures to collect, analyse and protect data shall be established by the aerodrome operator in order to understand and improve apron safety performance.
- 5.16.4 Information that could enhance apron safety including specific local procedures, shall be communicated by the aerodrome operator to the relevant apron users.
- 5.16.5 The aerodrome operator shall establish a process to disseminate relevant information in a timely manner on limitations to operations on the apron.

5.17 Maintenance of Documents and Records

- 5.17.1 The aerodrome operator shall establish and retain personnel training records as prescribed under section 5.3 and safety inspection records as prescribed in the IS 5.17 of these Regulations
- 5.17.2 The Aerodrome Operator shall maintain reference materials of all kinds specified in IS 5.17 of these Regulations.
- 5.17.3 The Aerodrome Operator shall maintain reference materials up-to-date and in a readily accessible form
- 5.17.4 Each technical personnel of the Aerodrome Operator shall have ready access to the reference materials
- 5.17.5 The Aerodrome Operator shall, at the Authority's request, make the documents and records, or copies of them or extracts from them, available for inspection by the Authority
- 5.17.6 The Aerodrome Operator shall establish, and put into effect, a system for controlling documents and records
- 5.17.7 The Aerodrome Operator shall ensure that:
- (a) The documentation is reviewed and authorized by appropriate personnel before issue;
 - (b) Current issues of relevant documentation are available to personnel;
 - (c) Obsolete documentation is removed from all points of issue or use;
 - (d) Changes to documentation are reviewed and approved by appropriate personnel.

6 EXEMPTIONS

- 6.1 Compliance with the Authority's regulatory requirements is obligatory. However, on some occasions, there might be instances where full compliance is not feasible. In those instances, exemptions may be granted by the Authority. Such measures shall be supported by appropriate, robust and documented safety risk assessments or aeronautical studies and imposition of limitations, conditions or mitigation measures, as appropriate. Therefore, an exemption shall only be granted on the basis of a robust rationale.
- 6.2 A safety risk assessment or aeronautical study shall be developed by the service provider to demonstrate whether an equivalent level of safety or an alternative acceptable means of compliance can be achieved. Review and acceptance of such an assessment or study shall be performed by the Authority at the appropriate level.
- 6.3 Before the Authority makes a decision to grant an exemption to an aerodrome operator, the Authority shall take into account all safety related aspects.
- 6.4 The grant of an exemption shall be subject to the aerodrome operator complying with the conditions and procedures specified by the Authority in the aerodrome certificate/license as being necessary in the interest of safety.
- 6.5 When an aerodrome does not meet the requirements of a Standard specified in this Regulation, the Authority may determine, after a satisfactory review and acceptance of an aeronautical study conducted by the aerodrome operator, only if and where permitted by the standards, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant standards.
- 6.6 Deviation from a standard and the conditions and procedures in this regulation shall be set out in an endorsement on the aerodrome certificate/license referred to in section 2.5.
- 6.7 Exemptions should not be used to overcome an unpopular requirement or to suggest that compliance with a requirement is optional. The use of the exemption mechanisms shall be the exception, not the norm.
- 6.8 All cases involving the granting of an exemption shall be fully documented and the outcome published as appropriate, such as in the AIP, aerodrome certificate/license and the aerodrome manual held by the Authority and the aerodrome operator. The publication shall include references to relevant limitations, conditions or mitigation measures, as appropriate.
- 6.9 The aerodrome operator shall regularly review any exemption, with a view to removing the need for such exemptions where possible, as well as check the validity and robustness of any mitigating measures in place.
- 6.10 The Authority shall assess, before granting an exemption, whether the exemption would lead to differences from standards and, if so, ensure that it notifies ICAO of the differences. Further guidance can be found in the SLCAR Part 22.

IMPLEMENTING STANDARDS (IS)
IS 2.3.1: Application Form for an Aerodrome Certificate/Licence



SIERRA LEONE CIVIL AVIATION AUTHORITY
APPLICATION FORM FOR AN AERODROME CERTIFICATE/LICENCE

Form No:
AC-AGA001 Rev00

1. PARTICULARS OF THE APPLICANT

a) Full Name:	c) Postal Code:
	d) Position:
b) Address :	e) Phone:
	f) E mail:

2. PARTICULARS OF THE AERODROME SITE

a) Proposed Aerodrome Name:

b) Real Property Description:

c) Geographical Coordinates of the Site (in degrees, minutes and seconds)	Longitude:	Latitude :

d) Bearing and Distance from the nearest Town or Populous Area

e) Obstructions
 YES NO If Yes, state:

f) Are there safe guarding measures taken with local planning authorities to control new construction in the vicinity of the aerodrome which may cause an obstacle? YES NO

3. IS THE APPLICANT THE OWNER OF THE AERODROME SITE?

Yes No

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 (INCLUDE AS AN ATTACHMENT).

4. AERODROME ACTIVITIES

	YES	NO		YES	NO		YES	NO
a) Public Use	<input type="checkbox"/>	<input type="checkbox"/>	g) Domestic Operations	<input type="checkbox"/>	<input type="checkbox"/>	m) Aerial Works	<input type="checkbox"/>	<input type="checkbox"/>
b) Private Use	<input type="checkbox"/>	<input type="checkbox"/>	h) Passenger Service Air	<input type="checkbox"/>	<input type="checkbox"/>	n) Parachuting	<input type="checkbox"/>	<input type="checkbox"/>
c) Day & Night Use	<input type="checkbox"/>	<input type="checkbox"/>	i) Freight or Mail	<input type="checkbox"/>	<input type="checkbox"/>			
d) Day Use only	<input type="checkbox"/>	<input type="checkbox"/>	j) Maintenance	<input type="checkbox"/>	<input type="checkbox"/>			
e) Proposed Operating Hrs	<input type="checkbox"/>	<input type="checkbox"/>	k) Presidential/State/Executive	<input type="checkbox"/>	<input type="checkbox"/>			
f) International Operations	<input type="checkbox"/>	<input type="checkbox"/>	l) Flight Training	<input type="checkbox"/>	<input type="checkbox"/>			

5. AERODROME OPERATIONAL SPECIFICATION

a) Largest type of Airplane intended for the Aerodrome :

b) Approach Category		c) Aerodrome Reference Code	
i) Non Instrument	<input type="checkbox"/>	iv) Precision	<input type="checkbox"/>
ii) Instrument	<input type="checkbox"/>	• Category 1	<input type="checkbox"/>
iii) Non Precision	<input type="checkbox"/>	• Category 2	<input type="checkbox"/>
		• Category 3	<input type="checkbox"/>
		i) Overall Aircraft Length (m)	
		ii) Maximum fuselage width (m)	
		iii) Outer main gear wheel span (m)	
		iv) Wing span (m)	
		d) Rescue and Firefighting Category	

6. DETAILS TO BE SHOWN ON THE AERODROME CERTIFICATE

a) Aerodrome Name	
b) Name of Aerodrome Operator	
c) Address	
d) Telephone / E-mail	

7. AIR TRAFFIC SERVICES

Which of the following will be provided:

a) Air Traffic Control Service with licensed air traffic controllers?	Yes : <input type="checkbox"/>	No : <input type="checkbox"/>
b) Aerodrome Flight Information Service?	Yes : <input type="checkbox"/>	No : <input type="checkbox"/>
c) Air/Ground or FISO Service?	Yes : <input type="checkbox"/>	No : <input type="checkbox"/>

8. APPROVALS FROM OTHER RELEVANT STATE ENTITIES

(Give Details Of The Approvals Obtained As Indicated Below. Mention Details Of Objection Raised, If Any)

NAME OF ENTITY	APPROVAL REFERENCE
(a)	(a)
(b)	(b)
(c)	(c)
(d)	(d)
(e)	(e)
(f)	(f)

9. COMMENTS

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10. DECLARATION

I hereby certify that the foregoing information is correct in every respect and no relevant information has been withheld. I undertake to pay the Sierra Leone Civil Aviation Authority's Service Fee in respect of this application and agree to abide by the terms and conditions of holding an Aerodrome Certificate/license as outlined in the Sierra Leone Civil Aviation Aerodrome Regulation.

Note: It is an offence to make any false representation with intent to deceive, for the purpose of procuring the grant, issue, renewal or variation of an Aerodrome Certificate/license. A person found guilty of such an offence is liable to a fine on summary conviction and to a fine, imprisonment or both on conviction on indictment.

Name:

Title:

Signature:

Date:

For further enquires please contact the Sierra Leone Civil Aviation Authority. Send this application form and all required supporting documentation to the Sierra Leone Civil Aviation Authority by one of the following:

Post:	Courier	E-mail
Sierra Leone Civil Aviation Authority: 3 rd / 4 th Floor, National Development Bank Building, 21/23 Siaka Stevens Street, Freetown, Sierra Leone.	Sierra Leone Civil Aviation Authority: 3 rd / 4 th Floor, National Development Bank Building, 21/23 Siaka Stevens Street, Freetown, Sierra Leone. Phone: +232 75 954 925	info@slcaa.gov.sl


Information:

- Two copies of the aerodrome manual, prepared in accordance with this Regulation and commensurate with the aircraft activities expected at the aerodrome, are required as part of the application.
- A quote will be provided for the cost of processing this application. The Authority will take no action to assess this application until payment is received.
- This application must be accompanied with a map extract showing the exact Aerodrome Boundary by means of a red line.
- You should apply separately to the relevant National Telecommunication Authority for frequency allocation.
- Documentary evidence in support of all matters in this application may be requested.
- The application should be submitted to:

**Office of the Director General,
Sierra Leone Civil Aviation Authority,
4th Floor, National Development Bank Building,
21/23 Siaka Stevens Street,
Freetown,
Sierra Leone.**

IS 3.3A: Application Form for an Aerodrome Operating Permit

(This form is used for private aerodromes only)

	SIERRA LEONE CIVIL AVIATION AUTHORITY APPLICATION FOR AN AERODROME OPERATING PERMIT	Form No: AC-AGA001B-02		
1. PARTICULARS OF THE OWNER <i>(GIVE DETAILS AS REQUIRED TO BE SHOWN ON THE LICENCE)</i>				
NAME OF OWNER/OPERATOR	ADDRESS OF OWNER/OPERATOR			
2. PARTICULARS OF THE AERODROME				
NAME OF AERODROME	REGION	POSITION <small>(MAGNETIC COORDINATE)</small>	LONGITUDE	LATITUDE
LENGTH OF RWY	WIDTH OF RWY	OBSTRUCTIONS		
		<input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, state: _____ _____ _____		
3. PARTICULARS OF AIRCRAFT <i>(PROPOSED AIRCRAFT THAT WILL BE OPERATING AT THE AERODROME)</i>				
TYPE	MODEL	MTOW OF LARGEST AIRCRAFT		
(a)	(a)			
(b)	(b)			
(c)	(c)			
(d)	(d)			
(e)	(e)			
4. TYPE OF AERODROME ACTIVITIES				
<input type="checkbox"/> MEDIVAC <input type="checkbox"/> DAY <input type="checkbox"/> NIGHT <input type="checkbox"/> STOLPORT <input type="checkbox"/> TRAINING <input type="checkbox"/> AERIAL WORK <input type="checkbox"/> IFR <input type="checkbox"/> VFR <input type="checkbox"/> PRIVATE <input type="checkbox"/> OTHERS (please specify):				
5. PARTICULARS OF APPLICANT <i>(IF DIFFERENT FROM OWNER)</i>				
Name : _____ Address : _____ Telephone : _____ E-mail : _____				
6. APPROVALS FROM OTHER RELEVANT STATE ENTITIES <i>(GIVE DETAILS OF THE APPROVALS OBTAINED AS INDICATED BELOW. MENTION DETAILS OF OBJECTION RAISED, IF ANY)</i>				
NAME OF ENTITY	APPROVAL REFERENCE			
(a)	(a)			
(b)	(b)			
(c)	(c)			
(d)	(d)			
7. Are there safe guarding measures taken with local planning authorities to control new construction in the vicinity of the aerodrome which may cause an obstacle? YES <input type="checkbox"/> NO <input type="checkbox"/>				
8. Attach any other information you would consider relevant to this application. Enclosure:				

<hr/> <hr/> <hr/> <hr/>
9. APPLICANT'S DECLARATION
I hereby declare that the foregoing information is correct in every respect and to the best of my knowledge:
<hr/> <div style="display: flex; justify-content: space-between; width: 80%; margin: auto;"> <i>(APPLICANT'S NAME)</i> <i>(SIGNATURE)</i> <i>(DATE)</i> </div>
10. SLCAA's USE ONLY
Application approved: YES <input type="checkbox"/> NO <input type="checkbox"/> If "NO", state reason(s):
<hr/> <hr/> <hr/> <hr/>
11. AERODROME INSPECTOR PROCESSING APPLICATION
<hr/> <div style="display: flex; justify-content: space-between; width: 80%; margin: auto;"> <i>(INSPECTOR'S NAME)</i> <i>(SIGNATURE)</i> <i>(DATE)</i> </div>
12. CHECKED BY MANAGER, ASSD
ACCEPTABLE <input type="checkbox"/> NOT ACCEPTABLE <input type="checkbox"/> If "Not Acceptable", state reason(s):
<hr/> <hr/> <hr/> <hr/>
<hr/> <div style="display: flex; justify-content: space-between; width: 80%; margin: auto;"> <i>(MANAGER'S NAME)</i> <i>(SIGNATURE & STAMP)</i> <i>(DATE)</i> </div>

Information:

- Two copies of the aerodrome manual, prepared in accordance with the SLCAR Part 14C and commensurate with the aircraft activities expected at the aerodrome, are required as part of the application.
- A quote will be provided for the cost of processing this application. The Authority will take no action to assess this application until payment is received.
- This application must be accompanied with a map extract showing the exact Aerodrome Boundary by means of a red line.
- You should apply separately to the relevant National Telecommunication Authority for frequency allocation.
- Documentary evidence in support of all matters in this application may be requested.
- The application should be submitted to:
**Office of the Director General,
Sierra Leone Civil Aviation Authority,
4th Floor, National Development Bank Building,
21/23 Siaka Stevens Street,
Freetown,
Sierra Leone.**

IS 3.3B: Self-Reporting Form



**SIERRA LEONE CIVIL AVIATION AUTHORITY
SELF-REPORTING FORM FOR PRIVATE AERODROMES**

Form No:
AC-AGA046Rev00

S/N	INFORMATION PARTICULARS	DECLARATION/DETAILS	COMMENTS
	LOCATION		
	Name of Aerodrome		
	Location (District etc.)		
	WGS 84 Coordinates		
	Aerodrome Reference Point		
	OPERATOR's or OWNER's DETAILS		
	Name of Operator/Owner		
	Address of Operator/Owner		
	Telephone, Mobile and/or Email		
	Proof of land ownership		
	AERODROME PHYSICAL CHARACTERISTICS		
	Runway Orientation		
	Runway Length (m)		
	Runway Widths (m)		
	Runway Surface Type		
	Runway Slope (%)		
	Runway Elevation (feet AMSL)		
	Reference Temperature		
	Apron Surface Type (if any)		
	Approximate runway surface strength (PCN)		
	Runway surface testing		
	Prominent Obstructions		
	Location and size of aprons (sq. m.) if available		
	Location and widths of Taxiways		
	Surface Types of Taxiways		
	VISUAL AIDS		
	Windsock Position		
	Markers/Makings		
	Any other visual aids available		

	RISK ANALYSIS		
	Recommendations on aircraft weight/types		
	Landing Direction Recommendation		
	Take off Direction Recommendations		
	Obstruction mitigations		
	Wildlife hazard control measures, if any		
	If not fenced, human and vehicle control measures		
	OTHER SERVICES AVAILABLE		
	Arrangement for Rescue and Firefighting if any		
	Access roads		
	Communication facilities if any		
	Contact person (Name, address, email, telephone number)		
	ADDITIONAL INFORMATION		
Name of Applicant: Signature: Date: Official Stamp: <i>(where applicable)</i>			

IS 4.4: Particulars to be included in the Aerodrome Manual

APPLICABILITY

These requirements are applicable to all aerodromes open to public use.

1 - GENERAL

General information, including the following:

- (a) Table of Content;
- (b) A list of corrigenda/amendments to log the updates and/or corrections made to the manual;
- (c) purpose and scope of the Aerodrome Manual;
- (d) A distribution list;
- (e) the legal requirement for an Aerodrome Certificate/license and an Aerodrome Manual as prescribed in this Regulation;
- (f) A statement of compliance with the applicable SLCAR's;
- (g) conditions for use of the aerodrome – a statement to indicate that the aerodrome shall at all times when it is available for the take-off and landing of aircraft, be so available to all persons on equal terms and conditions.
- (h) the available Aeronautical Information Services and procedures for timely and accurate promulgation of an AIP Amendment, AIP Supplement or NOTAM;
- (i) the system for recording aircraft movements;
- (j) obligations of the aerodrome operator (including, a statement of performing internal safety oversight activities on the aerodrome's physical characteristics, facilities and equipment);
- (k) Coordination policy or letters of agreement between ATS and the Aerodrome operator. Areas of coordination such as Aerodrome Emergency planning, Aerodrome condition reporting, Aerodrome Vehicle Operations;
- (l) Coordination policy or letters of agreement between AIS and the Aerodrome operator to ensure up-to-date information of aerodrome safety-related conditions;
- (m) Details of current Exemptions & Limitations on File with the Authority;
- (n) Deviations and procedures for reporting such to the Authority;
- (o) Maintenance and Control of the Aerodrome Manual (i.e. Procedures for the amendment of the Aerodrome Manual and distribution of updates).

2 - PARTICULARS OF THE AERODROME SITE

General information, including the following:

- (a) Master plan of the aerodrome showing all aerodrome facilities and installations for the operation of the aerodrome including particularly, the location of each wind direction indicator;
- (b) a plan of the aerodrome showing the aerodrome boundaries;
- (c) plan showing the distance of the aerodrome from the city or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome;
- (d) a grid map or other means of identifying locations and terrain features on and around the airport that are significant to emergency operations;
- (e) the location of each obstruction required to be lighted or marked within the airport's area of authority;
- (f) a plan showing the runway and taxiway identification system, including the location and inscription of signs, runway markings, and holding position markings;

- (g) particulars of the title of the aerodrome site. If the boundaries of the aerodrome are not defined in the title documents, particulars of the title to, or interest in, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome.

3 - PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE (AIS).

3.1 - GENERAL INFORMATION

- (a) the name of the aerodrome, class of the aerodrome and type of operations;
- (b) the location of the aerodrome (brief description of the aerodrome location with reference to the nearest city or populous town, and a display of the airport's vicinity map);
- (c) the geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System – 1984 (WGS-84) reference datum;
- (d) the 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) the aerodrome reference temperature;
- (g) details of the aerodrome beacon;
- (h) the hours of operation,
- (i) the available ground services;
- (j) any special procedures;
- (k) any local precautions;
- (l) Air traffic services provided;
- (m) aviation weather services; and
- (n) the name of the aerodrome operator and the address and telephone number at which the aerodrome operator may be contacted at all times.

3.2 - AERODROME DIMENSIONS AND RELATED INFORMATION

General information, including the following:

- (a) Profile of pavement (runway, taxiway, apron, stopway) and data characteristics (slopes – longitudinal, transverse).
- (b) runway – no. of runways, true bearing, designation number (calculation to determine orientation), length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone;
- (c) profile of RESA, airstrip, clearway
- (d) length, width and surface type of strip, runway end safety areas, stopways;
- (e) length, width and surface type of taxiways;
- (f) apron surface type, determination of the capacity of the apron, bearing strength, and types of aircraft stand;
- (g) clearway length and ground profile;
- (h) visual aids for approach procedures, viz, approach lighting type and visual approach slope indicator system (PAPI/APAPI – calculation and plan of location, report on calibration); 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 for lighting.

- (i) the location and radio frequency of VOR aerodrome checkpoints;
- (j) the location and designation of standard taxi routes;
- (k) the geographical coordinates of each threshold;
- (l) the geographical coordinates of appropriate taxiway centre line points;
- (m) the geographical coordinates of each aircraft stand;
- (n) 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 SLCAR Part 4 and Part 15);
- (o) pavement surface type and bearing strength using the Aircraft Classification Number – Pavement Classification Number (ACN-PCN) method;
- (p) one or more pre-flight altimeter check locations established on an apron and their elevation;
- (q) declared distances: take-off run available (TORA), take-off distance available (TODA), accelerate-stop distance available (ASDA), landing distance available (LDA);
- (r) disabled aircraft removal plan: the telephone numbers and email address of the aerodrome coordinator for the removal of a disabled aircraft on or adjacent to the movement area, information on the capability to remove a disabled aircraft, expressed in terms of the largest type of aircraft which the aerodrome is equipped to remove; and
- (s) rescue and fire-fighting: the level of protection provided, expressed in terms of the category of the rescue and firefighting 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.

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's information set out in the AIP and procedures for requesting the issuance of NOTAMS, including the following:

- (a) arrangement for reporting any changes to the Authority and recording the reporting of changes during and outside the normal hours of aerodrome operations;
- (b) the names and roles of persons responsible for notifying the changes, and their telephone numbers during and outside the normal hours of aerodrome operations; and
- (c) the address and telephone numbers, as provided by the Authority, of the place where changes are to be reported to the Authority.

4.2 - ACCESS TO THE AERODROME MOVEMENT AREA

Particulars of the procedures that have been developed and are to be followed in coordination with the agency responsible for preventing unlawful interferences 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 arrangements for controlling airside access;

- (b) the role of the aerodrome operator, the aircraft operator, aerodrome fixed base operators, the aerodrome security entity, the Authority and other government departments, as applicable; and
- (c) the names and roles of the personnel responsible for controlling access to the aerodrome, and the telephone numbers for contacting them 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 the malfunction of aircraft in flight; structural fires; sabotage, including bomb threats (aircraft or structure); unlawful seizure of aircraft; and incidents on the airport covering “during the emergency” and “after the emergency” considerations;
- (b) details of test for aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests;
- (c) details of exercises to test emergency plans, including the frequency of those exercises;
- (d) a list of organizations, agencies and persons of authority, both on- and off airport, for site roles; their telephone and numbers, e-mail and SITA addresses and the radio frequencies of their offices;
- (e) the establishment of an aerodrome emergency committee to organize training and other preparations for dealing with emergencies;
- (f) the appointment of an on-scene commander for the overall emergency operation; and
- (g) Medical services - Level of medical services provided at the aerodrome and coordination of first aid activities with the ARFFS

4.4 - RESCUE AND FIRE-FIGHTING

Particulars of the facilities, equipment, personnel and procedures for meeting the rescue and fire-fighting requirements, including;

- (a) the names and roles of the persons responsible for dealing with the rescue and fire-fighting services at the aerodrome.
- (b) policy statement on the RFF categories to be provided
- (c) Where the chief aerodrome fire officer or designated fire watch officers have specific safety responsibilities, are they included in the relevant chapter of the aerodrome manual
- (d) Policy and procedures indicating how depletion of the RFF service is to be managed, This should include the extent to which operations are to
- (e) At aerodromes where a higher category of RFF is available by prior management, the aerodrome manual should clearly state the actions necessary to upgrade the facility. Where necessary this should include actions to be taken by other departments
- (f) The aerodrome operator’s objectives for each RFF category provided should be defined, including a brief description of:
 - (i) amounts of extinguishing agents provided
 - (ii) discharge rates
 - (iii) number of foam producing appliances
 - (iv) manning levels
 - (v) levels of supervision

- (g) Procedures for monitoring the aeroplane movement areas for the purpose of alerting RFF personnel
- (h) Indication of how the adequacy of the response time capability of the RFF services through out their functions and locations is monitored and maintained
- (i) Indication of how RFF personnel engaged in extraneous duties are managed to ensure that response capability is not affected.
- (j) Where the aerodrome provides specialist equipment such as rescue craft, emergency tenders, hose layers and appliances with aerial capability, details should be included in the aerodrome manual. Procedures to be followed if these facilities are temporarily unavailable should also be included.
- (k) Where the aerodrome is reliant upon other organizations to provide equipment which is essential for ensuring the safe operation of the aerodrome (perhaps water rescue) policies or letters of agreement should be included in the aerodrome manual. Where necessary contingency plans in the event of nonavailability should be described
- (l) A statement describing the process by which aerodrome operators ensure the initial and continued competence of their RFF personnel including the following realistic fuel training
 - (i) breathing apparatus training in heat and smoke
 - (ii) first aid
 - (iii) low visibility procedures (LVP)
 - (iv) any legal requirements
- (m) health and safety policy with regard to training of personnel in the use of respiratory protection equipment and personnel protection equipment
- (n) Procedures indicating how accidents in the immediate vicinity of the aerodrome are to be accessed, where difficult environs exist, the aerodrome manual should indicate how these are to be accessed.
- (o) Where local authorities or the aerodrome operator expects the RFF facility to respond to domestic fires or special services, procedures for managing their impact upon normal aeroplane RFF responses should be included.
- (p) Where the aerodrome operator expects the RFF facility to respond to aeroplane accidents landside, the policy should be clearly described, including procedures to manage the effects on continued aeroplane operations
- (q) The availability of additional water supplies should be described.
- (r) Aerodrome operator's arrangements for ensuring the adequacy of responses in abnormal conditions i.e LVP.

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 measurements on runways and taxiways, during and outside the normal hours of aerodrome operations;

- (b) arrangement and means of communicating with the aerodrome air traffic control services during an inspection;
- (c) arrangements for keeping an inspection logbook, and the location of the logbook;
- (d) details of inspection intervals and times;
- (e) inspection checklist;
- (f) arrangement for reporting the results of inspections and for taking prompt follow up actions to ensure correction of unsafe conditions;
- (g) the names and roles of persons responsible for carrying out inspections, and their telephone number during and after working hours;
- (h) procedure to monitor and report the condition of movement areas;
- (i) procedures to report the presence of water on runway; and
- (j) procedures to report slippery runway condition.

4.6 - VISUAL AIDS AND AERODROME ELECTRICAL SYSTEMS

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

- (a) arrangement for carrying out inspections during and outside the normal hours of aerodrome operation, and the checklist for such inspection;
- (b) arrangements for recording the results of inspections and for taking follow up action to correct deficiencies;
- (c) arrangements for carrying out routine maintenance and emergency maintenance;
- (d) arrangements for secondary power supplies, if any, and, if applicable, the particulars of any other method of dealing with partial or total system failure;
- (e) the names and roles of the persons responsible for the inspection and maintenance of the lighting, and the telephone numbers for contacting those persons during and after working hours;
- (f) procedures and plans of SMGCS (visual aids); and
- (g) procedure to prevent aircraft from entering permanently closed runways and taxiways

4.7 - MAINTENANCE OF THE MOVEMENT AREA

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

- (a) arrangements for communicating with air traffic control during the progress of such work;
- (b) the names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the work, and arrangements for contacting those persons and organizations at all times;
- (c) the names and telephone numbers, during and after working hours, of the aerodrome fixed-base operators, ground handling agents and aircraft operators who are to be notified of the work;
- (d) a distribution list for work plans, if required.

4.9 - APRON MANAGEMENT

Particulars of the apron management procedures, including the following

- (a) arrangements between air traffic control and the apron management unit;
- (b) arrangements for allocating aircraft parking positions;
- (c) arrangements for initiating engine start and ensuring clearance of aircraft push-back;
- (d) marshalling service;
- (e) leader (van) service;
- (f) the names, telephone numbers and roles of the persons responsible for planning and implementing aircraft parking control; and
- (g) Equipment parking and staging

4.10 - APRON SAFETY MANAGEMENT

Procedures to ensure apron safety, including:

- (a) protection from jet blasts;
- (b) Arrangements and enforcement of safety precautions during aircraft refuelling operations and ground servicing;
- (c) apron sweeping;
- (d) apron cleaning;
- (e) arrangements for reporting incidents and accidents on an apron;
- (f) arrangements for auditing the safety compliance of all personnel working on the apron; and
- (g) Arrangements to have ground equipment positioned so as to allow ready escape routes and expeditious evacuation during an emergency in aircraft fueling.

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 enforcing 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 procedures to deal with the danger posed to aircraft operations by the presence of birds or animals in the aerodrome flight pattern or movement area, including the following:

- (a) establishment and coordination of a Wildlife Hazard Evaluation and Management Programme;
- (b) arrangements for assessing wildlife hazards;
- (c) arrangements for implementing wildlife control programmes; and
- (d) the names and roles of the persons responsible for dealing with wildlife hazards, and their telephone numbers during and after working hours.

4.13 - OBSTACLE CONTROL

Particulars setting out the procedures for:

- (a) definition and monitoring of the obstacle limitation surfaces of the aerodrome, and Type A Chart for obstacles in the take-off surface and around NAVAIDS installation;
- (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) controlling new developments in the vicinity of aerodromes; and
- (e) notifying the Authority of the nature and location of obstacles and any subsequent addition or removal of obstacles for action as necessary, including amendment of the AIS publications.

4.14 - REMOVAL OF DISABLED AIRCRAFT

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

- (a) the roles of the aerodrome operator and the holder of the aircraft certificate of registration;
- (b) arrangements for notifying the holder of the certificate of registration;
- (c) arrangements for liaising with the air traffic control unit;
- (d) arrangements for obtaining equipment and personnel to remove the disabled aircraft; and
- (e) the names, role and telephone numbers of person (coordinator) responsible for arranging for the removal of disabled aircraft.

4.15 - HANDLING OF HAZARDOUS MATERIALS

Particulars of the procedures for the safe handling and storage of hazardous materials 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.

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 the names 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 procedures 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 Nav aids installations;
- (b) arrangements for ground maintenance in the vicinity of these installations; and
- (c) arrangements for the supply and installation of signs warning of hazardous microwave radiation.

4.18 - ACCIDENT AND MANDATORY OCCURRENCE REPORTING AND INVESTIGATION

- (a) Arrangement in place for the following:
 - (i) Reporting accidents / incidents at the airport premises;
 - (ii) Remedial investigation and corrective actions;
 - (iii) Accidents / incidents recording.
- (b) Persons responsible for notifying the Authority of any occurrence at the aerodrome (immediately and later).

5 - AERODROME ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM.

5.1 - AERODROME ADMINISTRATION

Particulars of the aerodrome administration, including the following:

- (a) an aerodrome organizational chart showing the names and positions of key personnel, including their responsibilities;
- (b) the name, position and telephone number of the person who has overall responsibility for aerodrome safety and operations;
- (c) job description of personnel;
- (d) contact details of the person who is the Aerodrome Manual controller;
- (e) airport committees and safety teams;
- (f) Records Management
- (g) Training programme and plan for all aerodrome personnel (eg. RFF, Engineering and Maintenance, wildlife, operations etc.).

5.2 - SAFETY MANAGEMENT SYSTEM (SMS)

Particulars of the safety management system established for ensuring compliance with all safety requirements and achieving continuous improvement in safety performance, the essential features being:

- (a) the safety policy, insofar as applicable, on the safety management process and its relation to the operational and maintenance process;
- (b) the structure or organization of the SMS, including staffing and the assignment of individual and group responsibilities for safety issues;
- (c) SMS strategy and planning, such as setting safety performance targets, allocating priorities for implementing safety initiatives and providing a framework for controlling the risks to as low a level as is reasonably practicable keeping always in view the requirements of the Standards in the SLCAR Part 14A.
- (d) SMS implementation, including facilities, methods and procedures for the effective communication of safety messages and the enforcement of safety requirements;
- (e) a system for the implementation of, and action on, critical safety areas which require a higher level of safety management integrity (safety measures programme);
- (f) measures for safety promotion and accident prevention and a system for risk control involving analysis and handling of accidents, incidents, complaints, defects, faults, discrepancies and failures, and continuing safety monitoring;
- (g) the internal safety audit and review system detailing the systems and programmes for quality control of safety;
- (h) the system for documenting all safety-related airport facilities as well as airport operational and maintenance records, including information on the design and construction of aircraft pavements and aerodrome lighting. The system should enable easy retrieval of records including charts;
- (i) staff training and competency, including the review and evaluation of the adequacy of training provided to staff on safety-related duties and of the certification system for testing their competency; and
- (j) the incorporation and enforcement of safety-related clauses in the contracts for construction work at the aerodrome.

6 - APPENDICES TO THE AERODROME MANUAL

Supporting documents to be submitted to the Authority as an appendix to the Aerodrome Manual:

- (a) Organization Chart of Aerodrome Administration;
- (b) Training Programme of all aerodrome personnel;
- (c) List of Aerodrome Post Holders with their contact details;
- (d) Airport traffic for the last three years;
- (e) Flight procedures charts;
- (f) Clearance for Environmental impact assessment
- (g) Drawing – Location and Plan of the Airport;
- (h) Drawing – Plan Showing Aerodrome Facilities with all required Dimensions and Legend;
- (i) Drawing - Aerodrome Markings (Runway, Taxiways and Aprons);

- (j) Drawing – Plan of the aerodrome’s Electrical systems;
- (k) Drawing - Aerodrome Lighting Systems;
- (l) Drawing - Location of Navigational Aids within and outside of the Aerodrome;
- (m) Drawing - Aerodrome Obstacle Chart Type A;
- (n) Drawing – Obstacle Limitation Surfaces;
- (o) Drawing – Emergency access roads/service roads
- (p) Drawing – Hydrant system
- (q) Plans of the aerodrome physical characteristics
- (r) Plans of the aerodrome visual aids
- (s) Drawing – Aerodrome grid map (internal and external)
- (t) Drawing – off-aerodrome map indicating wildlife attractants/hotspots
- (u) Airport Security Program.
- (v) A copy of the MOU signed by the aerodrome operator and aviation security service provider, and a copy of the Authority’s approved airport security programme detailing the arrangement in place at the airport to ensure optimum implementation of aviation security measures.
- (w) A copy of the MOU or agreement signed with an Air Navigation Service Provider, setting out the technical terms under which ATS and AIS are to be provided.
- (x) A copy of the MOU or agreement signed with the Sierra Leone Meteorological Department setting out the technical terms under which Meteorological services are to be provided.

IS 5.17: Maintenance of Documents and Records

- (a) Each aerodrome certificate holder shall maintain records to demonstrate the achievement of quality operational standards. Most of the records will be normal business processes and statistical information, however such records should include:
- (i) Training reports and training records of all members of the organization, including management;
 - (ii) Incident and occurrence reports;
 - (iii) Internal audit reports;
 - (iv) External audit reports;
 - (v) Recurrent testing reports;
 - (vi) Equipment testing and servicing reports;
 - (vii) Proposals for change;
 - (viii) Records of work improvement coordination meetings and out comes;
 - (ix) Management review meetings and reports.
 - (x) Current NOTAMs;
 - (xi) Medical and RFF training records;
 - (xii) Aviation fuel suppliers’ safety records;
 - (xiii) Fuelling agents’ certificates and fire safety training records;
 - (xiv) Documentation of the annual review of the aerodrome emergency plan, including full-scale emergency exercises; and
 - (xv) The aerodrome operator’s records of the safety audits of fixed-base operators, ground handling agents and other agencies engaged in airside activities
- (b) As a minimum, the documents provided in the table below shall be kept and maintained by an aerodrome certificate holder

S/N	Document Number	Document Title
THE CIVIL AVIATION ACT		
1.	-	The Civil Aviation Act in-force
AERODROME STANDARDS REGULATIONS		
1.	SLCAR Part 14A	Aerodrome Design and Operations
2.	SLCAR Part 14C	Certification of Aerodromes
3.	SLCAR Part 19	Safety Management
4.	SLCAR Part 22	General Policies, Procedures and Definitions
LIST OF ADVISORY CIRCULARS (AC)		
1.	SLCAA-AC-AGA001-Rev.00	Certification of Aerodromes
2.	SLCAA-AC-AGA002-Rev.00	Airside Safety Management
3.	SLCCA-AC-AGA003-Rev.01	Assessing operation personnel competence
4.	SLCAA-AC-AGA004-Rev.01	Aerodrome work safety plan (plan of construction operation)

5.	SLCAA-AC-AGA005-Rev01	Aerodrome Rescue and Fire Fighting Services (ARFFS)
6.	SLCAA-AC-AGA006-Rev.01	Airport Emergency Planning
7.	SLCAA-AC-AGA007-Rev.01	Surface Movement Guidance and Controls Systems
8.	SLCAA-AC-AGA008-Rev.01	Guidelines for the Preparation and Maintenance of an Aerodrome Manual
9.	SLCAA-AC-AGA009-Rev.00	Ground Vehicle Operations
10.	SLCAA-AC-AGA010-Rev.01	Wildlife Hazard Management
11.	SLCAA-AC-AGA010B-Rev.00	Reporting Wildlife Strike
12.	SLCAA-AC-AGA011-Rev.01	Control of Obstacles
13.	SLCAA-AC-AGA012-Rev.01	Assessment of runway friction
14.	SLCAA-AC-AGA013-Rev.01	Aircraft fuelling facilities and operations
15.	SLCAA-AC-AGA014-Rev01	Visual Aids
16.	SLCAA-AC-AGA015-Rev01	Aerodrome Inspection Programme and Condition Reporting
17.	SLCAA-AC-AGA016-Rev01	Guidance on Aeronautical Studies and Safety Assessment
18.	SLCAA-AC-AGA017-Rev01	Safety Management System
19.	SLCAA-AC-AGA018-Rev.01	Procedure for Movements Area Closure
20.	SLCAA-AC-AGA019-Rev.00	Strength rating of Aerodrome pavement
21.	SLCAA-AC -AGA020-Rev.01	Aerodrome Maintenance
22.	SLCAA-AC-AGA021-Rev.00	Apron Management Services
23.	SLCAA-AC-AGA022-Rev.00	Calculation of Declared Distances
24.	SLCAA-AC-AGA023-Rev00	Changes to aerodrome physical characteristics facilities or equipment
25.	SLCAA-AC-AGA024-Rev00	Aerodrome quality data system
26.	SLCAA-AC-AGA025-Rev00	Runway End Safety Area Programme
27.	SLCAA-AC-AGA026-Rev00	Integration Of Aviation Security (AVSEC) Measures Into Design And Construction Of New Facilities And Alteration To Existing Facilities
28.	SLCAA-AC-AGA027-Rev00	Preparing And Submission Of Corrective Action Plan (CAP)
29.	SLCAA-AC-AGA028-Rev.00	Establishment Of Runway Safety Team
30.	SLCAA-AC-AGA029-Rev00	Procedure for the Establishment Of Aerodromes
31.	SLCAA-AC-AGA030-Rev.00	Airport Master Plans and Airport Layout Plan
32.	SLCAA-AC-AGA032-Rev00	Guidance on Exemption for Non-Compliances At Aerodromes
33.	SLCAA-AC-AGA033-Rev.00	Runway Incursion Prevention Measures
34.	SLCAA-AC-AGA034-Rev00	Aerodrome Site Selection
35.	SLCAA-AC-AGA035-Rev00	Aerodrome Safety Assessment And Compatibility Study
36.	SLCAA-AC-AGA036-Rev00	Runway Surface Condition Assessment and Reporting
37.	SLCAA-AC-AGA039-Rev00	Human Factors
38.	SLCAA-AC-AGA041-Rev.00	Disabled Aircraft Removal Plan
39.	SLCAA-AC-AGA042-Rev00	Land use and Environmental Management
40.	SLCAA-AC-AGA043-Rev.00	Guidance Material Supplementary to SLCAR Part 14A
41.	SLCAA-AC-AGA044-Rev00	Electrical Systems
42.	SLCAA-AC-AGA045-Rev.00	Aerodrome Accident and Incidents Reporting
43.	SLCAA-AC-AGA047-Rev.00	Foreign Object Debris

44.	SLCAA-AC-AGA048-Rev.00	Policy and procedures for the Management of conflicts between safety and environmental requirements.
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IS 6.1: Aeronautical Studies or Safety Risk Assessments

1. Purpose

An Aeronautical Study or safety risk assessment shall be conducted to assess the impact of deviations from the aerodrome standards specified in Part 14A of the Sierra Leone Civil Aviation (Aerodrome) Regulations, to present alternative means of ensuring the safety of aircraft operations, to estimate the effectiveness of each alternative and to recommend procedures to compensate for the deviation.

2. Applicability

An Aeronautical Study or safety risk assessment shall be carried out when aerodrome standards cannot be met as a result of existing conditions or proposed development. Such a study is most frequently undertaken during the planning of a new airport or during the certification of an existing aerodrome.

3. Definition

An Aeronautical Study is a study of an aeronautical problem to identify possible solutions, and to select a solution that is acceptable without degrading safety.

4. Technical Analysis

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 offers both practical and reasonable solutions.

In conducting a technical analysis, inspectors will draw upon their practical experience and specialized knowledge. They may also consult other specialists in relevant areas. When considering alternative procedures in the deviation approval process, it is essential to bear in mind the safety objective of SLCAR Part 14C and SLCAR Part 14A so that the intent of these Regulations is not circumvented.

5. Approval of Deviations

In some instances, the only reasonable means of providing an equivalent level of safety is to adopt suitable procedures and to require, as a condition of certification, that cautionary advice be published in the appropriate AIS publications. The determination to require caution will be primarily dependent on two considerations:

- (a) a pilot's need to be made aware of potentially hazardous conditions; and
- (b) the responsibility of the Authority to publish deviations from Standards that would otherwise be assumed under certificate status.