

THE SIERRA LEONE CIVIL AVIATION REGULATIONS



PART 14D – HELIPORTS LICENCE

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 Heliports Licence.

1. SHORT TITLE

This regulation may be cited as Sierra Leone Civil Aviation Regulation “SLCAR Part 14D- Heliports Licence”

2. EFFECTIVE DATE

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



Dr Moses Tiffa Baió
Director General

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1. GENERAL

Any reference in this Regulation to heliport standards, is a reference to the standards in the latest version of SLCAR Part 14B.

1.1 Applicability.

- 1.1.1 These Regulations shall apply to all heliports in Sierra Leone, with the exception of military heliports.
- 1.1.2 An operator of a heliport shall hold either a Heliport Licence or a Landing Area Permit as described in section 1.5 of this Regulation.
- 1.1.3 An operator of a heliport which is required to hold a Landing Area Permit may apply for a Heliport licence under this part.

1.2 Abbreviation and Acronyms.

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

DG - SLCAA - Director General, Sierra Leone Civil Aviation Authority

AIP - Aeronautical Information Publication

ONS - Office of National Security

EPA - Environmental Protection Agency

HEMS - Helicopter Emergency Medical Services

1.3 Definitions.

The SLCAR Part 14A and 14B contains definitions for the terms which are used in this Part (SLCAR Part 14D). Those definitions are not reproduced in this Part, with the exception of the following which are included for ease of reference:

Emergency Landing Site - Emergency landing sites are pre-planned sites for medical or other helicopters to land; which are quite different from helipads. They are merely places that have a hard enough surface and are open enough (no poles or wires) that a medical or police helicopter pilot can safely land and take off from. Often some local fire department equipment / people are sent to secure the landing site and provide lighting to improve visibility in the actual emergency.

Hospital Heliport - A heliport located at a hospital or medical facility intended to serve helicopters engaged in HEMS or other hospital related functions.

Heliport Licence - The Licence to operate a heliport issued by the Authority, under 2.3 of this Regulation, subsequent to the approval of the Heliport Manual.

Landing Area Permit - A permit issued by the Authority for the operations of heliports, as specified in 1.5.1(b) below.

1.4 Requirements to Use a Heliport.

- 1.4.1 No person shall operate a heliport (mobile or fixed) for the take-off and landing of helicopters unless he / she is a holder of a Heliport Licence or Landing Area Permit; granted under this Regulation for the said operations.
- 1.4.2 A pilot-in-command of a helicopter shall not land at, or take off from any place, unless the place is situated so as to permit the helicopter, in the event of an emergency arising during such landing or take-off, to land without undue hazard to persons or property on the surface.
- 1.4.3 A pilot-in-command of a helicopter shall not land on, or take-off from, any building, structure or place situated within 100 metres of any other building or structure, unless such building, structure or place has been approved for such purposes by the DG - SLCAA.
- 1.4.4 The provisions of 1.4.3 above do not apply to a helicopter:
- (a) landing on, or taking off from any place with the written permission of the DG - SLCAA, in conjunction with the local authority council concerned;
 - (b) engaged in an approved air ambulance operation, a fire service or undertaking a flight for State security reasons under the applicable State law.
- 1.4.5 A local authority council may after consultation with the DG - SLCAA, extend the scope of the provisions of 1.4.4(a) above, to include other places in its area of jurisdiction.
- 1.4.6 The DG - SLCAA may, in the interest of aviation safety, impose conditions or institute restrictions as to the use of any building, structure or place for the landing or take-off of helicopters, or require special flight procedures to be adopted at, or special routes to be followed to or from, such building, structure or place by helicopters. The DG may also impose different conditions, institute different restrictions or require different special helicopter procedures to be adopted in respect of different buildings, structures or places.
- 1.4.7 Nothing in this Regulation is to be construed as:

- (a) conferring any right to land at any building, structure or place against the will of the owner of or any other person who has an interest in the building, structure or place; or
- (b) prejudicing the rights of any person in respect of an injury to persons or damage to property caused by the helicopter or its occupants.

1.5 Classification of Heliport Authorization

1.5.1 The Authority may issue a Heliport Licence or Landing Area Permit (whichever is deemed appropriate), as follows:

- (a) **Heliport Licence** - The characteristics of heliports necessitating licence, includes the following:
 - (i) The heliport is open to the public and served by helicopters performing commercial air transport operations; offering services to the public, either on demand or to a published schedule.
 - (ii) The heliport is available for use by the public or guests of a hotel, resort, tourist attraction or organized event.
- (b) **Heliport Landing Area Permit** - The characteristics of heliports necessitating landing area permit, includes the following:
 - (i) The heliport is not open to the public and is available for use only with the prior permission of the heliport operator.
 - (ii) The heliport is used for providing flight training, and the passengers carried are only those involved in the training.
 - (iii) The heliport is used for operations associated with Helicopter Emergency Medical Services (HEMS).
 - (iv) The heliport is used by a company for the transport of passengers, goods or mail; as an aid to the conduct of company business.
 - (v) The heliport is used for private operations, and located on a ship that is registered in Sierra Leone.
 - (vi) The heliport is located on-shore (either on the mainland Sierra Leone, or surrounding islands) used for mineral exploration, research or construction.
 - (vii) Dedicated operations to off-shore helideck sites.

2. LICENCING OF HELIPORT.

2.1 Requirement for a Heliport Licence or Landing Area Permit.

2.1.1 A person shall not operate a heliport without a licence or landing area permit issued by the DG - SLCAA.

2.1.2 The provision of 2.1.1 above shall not apply to:

- (a) An emergency landing site,
- (b) Temporary landing site, and
- (c) Military Heliports

2.2 Application for Heliport Licence or Landing Area Permit

An application for a heliport licence or landing area permit shall be made in the form as prescribed in IS 2.2A and IS 2.2B of this Regulation and accompanied with:

- (1) 2 Copies of the Heliport Manual;
- (2) Statement of compliance with the applicable SLCAR's;
- (3) A site plan of the heliport (on-land and on-rooftop);
- (4) security clearance from the Office of National Security (ONS);
- (5) written approval from the town planning authority where applicable;
- (6) A valid heliport environmental clearance certificate, in compliance with the Environmental Protection Agency Act in force.
- (7) Clearance for the use of control measures, equipment and procedures for wildlife dispersal within the vicinity of aerodromes from the appropriate Wildlife Protection Authorities
- (8) Proof of financial capability in the case of heliports open to public use;
- (9) particulars of any non-compliance or deviations from the appropriate heliport design, operating standards as prescribed in the SLCAR Part 14B;
- (10) proof of payment of the appropriate fee(s) prescribed in the Authority's scheme of charges; and
- (11) adequate insurance cover in the case of heliports open to public use.

2.3 Grant of Heliport Licence or Landing Area Permit.

- 2.3.1 The Authority shall issue a Heliport licence or a landing area permit in the prescribed form and manner where:
- (a) an applicant is found to be competent to operate a heliport on consideration of the previous conduct and experience of the applicant, the equipment, organization, staffing, maintenance and other arrangements of the applicant;
 - (b) the physical characteristics of the heliport and its surroundings are safe for use by helicopters; and
 - (c) an applicant for a licence or a landing area permit complies with the SLCAR Part 17 (Aviation Security Regulation), National Civil Aviation Security Program (NCASP) and SLCAR Part 19 (Safety Management); as far as practicable.
- 2.3.2 The issuance of a licence or a landing area permit shall be subject to compliance with these Regulations and requirements prescribed in the SLCAR Part 14B; and any other condition as may be specified or notified by the Authority as a result of findings from safety audits and inspections.
- 2.3.3 The Authority shall inspect and audit the heliport and its associated facilities for the purpose of ensuring compliance with applicable requirements before a heliport license or landing area permit is issued.
- 2.3.4 The Authority may refuse to grant a licence or a landing area permit to an applicant; and where the Authority so refuses, it shall notify the applicant in writing, of the reasons for the refusal, not later than 14 days after making that decision.
- 2.3.5 The Authority shall, following the issuance of a licence or landing area permit, carry out surveillance inspections to ensure continuing validity of such licence or landing area permit and capacity of the heliport operator to maintain safe and regular operation of the heliport and its associated facilities and services.

2.4 Endorsement of Condition on Heliport Licence and Landing Area Permit

- 2.4.1 A licence or landing area permit shall be issued subject to compliance with the specifications and conditions prescribed in the SLCAR Part 14B and this Regulation.
- 2.4.2 The Authority shall endorse on a licence or a landing area permit the conditions for use of the heliport, and any other details as may be deemed necessary by the Authority.
- 2.4.3 Subject to paragraph 2.4.4, where an applicant requests or the Authority considers that a heliport shall be available for public use, a licence may be granted subject to a condition that the heliport shall at all times be available to all persons on equal terms and conditions.
- 2.4.4 A heliport operator shall not refuse a helicopter in an emergency from using the heliport.

2.5 Duration of Heliport Licence.

A heliport licence or a landing area permit shall remain in force for a period of two (2) years unless suspended or revoked by the Authority.

2.6 Heliport Licence or Landing Area Permit.

2.6.1 A licence or a landing area permit shall specify:

- (a) the type of use of the heliport, and the heliport reference code;
- (b) the restrictions if any, relating to non-compliance with or deviations from the appropriate heliport design, operations or equipment standards; and
- (c) the period of validity of the licence or landing area permit.

2.7 Renewal of Heliport Licence or Landing Area Permit.

2.7.1 An application for the renewal of a licence or landing area permit shall be made to the DG - SLCAA in the prescribed form as contained in IS 2.2A and IS 2.2B, and shall be accompanied by:

- (a) the heliport manual if significant changes have been made following the initial licensing;
- (b) particulars of deviations if any, from the appropriate design, operations or equipment standards; and
- (c) the relevant charges as prescribed by the Authority, in the scheme of charges.

2.7.2 An application for renewal shall be submitted sixty (60) days before the expiry of the licence or the landing area permit.

2.7.3 The renewal of a licence or a landing area permit shall be subject to compliance with these Regulations, standards prescribed in the SLCAR Part 14B and any other conditions as may be specified or notified by the Authority, before the renewal of the licence or the landing area permit.

2.7.4 The Authority shall inspect the heliport and associated facilities for the purpose of ensuring compliance with applicable requirements before a license or landing area permit is renewed.

2.8 Amendment of a Heliport Licence.

The DG - SLCAA shall amend a heliport licence or a landing area permit to reflect:

- (a) a change of ownership or management;
- (b) change in the heliports boundaries,
- (c) change in the use or operations of the heliport.

2.9 Suspension or Revocation of a Heliport Licence / Landing Area Permit.

2.9.1 The DG - SLCAA may by written notice given to the holder of a heliport licence or landing area permit, suspend / revoke such licence or permit where:

- (a) a condition to which the licence or permit is subject to, has been breached ;
- (b) the heliport facilities, operations or maintenance are not of the standard required in the interests of the safety of air navigation;
- (c) the heliport operator's safety management system is found to be inadequate;
- (d) it is in the interest of operational safety;
- (e) all other means for timely correction of the unsafe condition or ensuring safe aircraft operations have not yielded the required results;
- (f) the technical proficiency or qualifications of the heliport operator to perform the duties to meet the critical safety requirements in accordance with the SLCAR Part 14B and this Regulation, are found inadequate;
- (g) the operator resists or is unwilling to take action to correct or mitigate conditions affecting aviation safety;
- (h) the operator wilfully fails to perform an already agreed upon corrective action, and suspension of the licence is the last resort to avoid unsafe operations.

2.9.2 Before suspending or revoking a heliport licence or landing area permit, the DG - SLCAA shall:

- (a) give to the licence or landing area permit 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 licence or permit holder to petition in writing, within (14) days after the date of the notice, why the licence or permit should not be suspended or revoked; and
- (b) take into account any written submissions that the licence or permit holder makes to the Authority within the time allowed under sub-paragraph 2.9.2(a) (ii) above.

- 2.9.3 The holder of a licence or a permit who is notified of a suspension in 2.9.2 above, shall submit a response in writing within a period not exceeding 14 days.
- 2.9.4 Notwithstanding 2.9.3 above, the Authority may in the interest of safety, suspend any or all of the operations at a heliport, pending receipt of a response from the holder.
- 2.9.5 The holder of a licence or a permit that has been suspended or revoked, may appeal but shall do so within 30 days of the suspension or revocation.
- 2.9.6 Where an appeal is made in 2.9.5 above, the holder of a licence or permit shall state in writing the reasons why in his or her opinion, the suspension shall be varied or set aside.
- 2.9.7 The DG - SLCAA may vary or set aside the suspension made in 2.9.2 above on the basis of the reasons given in the appeal in 2.9.5 above.
- 2.9.8 Where a holder of a licence or permit does not appeal against the suspension in accordance with 2.9.5 above, the Authority shall revoke the licence or permit, giving reasons for the revocation to the licence or permit holder.
- 2.9.9 Notwithstanding 2.9.2 above, the holder of a licence or permit which has been suspended / revoked shall, within (7) days from the date on which the licence or permit is suspended / revoked, surrender that licence or permit to the DG - SLCAA.

2.10 Transfer of a Heliport Licence or Landing Area Permit.

The holder of a heliport licence or permit shall not transfer the heliport licence or permit without authorization from the DG - SLCAA.

2.11 Surrender of Heliport Licence or Landing Area Permit.

The holder of a heliport licence or permit who wishes to surrender the licence or permit, shall give the DG - SLCAA, not less than 30 days' notice in writing, before the date on which the licence or permit is to be surrendered.

2.12 Designated Landing Sites.

2.12.1 **Designated Landing Site** - The characteristics of heliports necessitating a designated landing site, includes the following:

- (a) A clear area on a roof of a tall building that is not intended to function fully as a heliport, yet is capable of accommodating helicopters engaged in the emergency evacuation of building occupants.
- (b) A landing location that is not identifiable as a heliport and is only used on a temporary or on infrequent basis. Helicopter operations to these locations shall comply with the requirements of **SLCAR Part 6C**.

- 2.12.2 The DG - SLCAA may designate an emergency landing site(s) to be used in case of an emergency, or for alleviating or minimizing the effects of an emergency.
- 2.12.3 Where an emergency landing site is designated in accordance with 2.12.1 above, the DG - SLCAA may impose such conditions for the operation of such site(s) as may be deemed necessary, for the safety and security of aircraft operations.
- 2.12.4 The DG-SLCAA may revoke at any time as may be determined, any designation of a landing site(s) made in paragraph 2.12.1 above.

2.13 Heliport Register.

- 2.13.1 The Authority shall maintain a register of all licences and permit issued in accordance with these Regulations.
- 2.13.2 The register shall contain:
- (a) the full name of the holder of a heliport licence or permit;
 - (b) the nationality of the holder of a licence or permit;
 - (c) the postal, telephone, and e-mail addresses of the holder of a licence or permit;
 - (d) the name and location of the heliport for which the licence or permit is issued;
 - (e) the number of the licence or permit;
 - (f) the license or permit's issue and expiry dates; and
 - (g) any other relevant information.

2.14 Continuous Oversight.

- 2.14.1 Following the issuance of a heliport licence, landing area permit or the designation of a landing site, the licence, permit or designation holder will be subject to the Authority's continuous oversight process.
- 2.14.2 The Authority retains also the right to inspect the heliport or designated site 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 heliport or withdraw or suspend the heliport licence, landing area permit or designated landing site.

2.15 Helicopter Movement Data.

When requested by the Authority, the Heliport licence or permit holder shall provide details on the number of helicopter movements occurring at the heliport.

A movement shall be either a take-off or a landing.

3. HELIPORT MANUAL

3.1 Applicability.

This part shall apply to heliports with licence or landing area permit.

3.2 Preparation of the Heliport Manual.

3.2.1 An operator with a heliport licence or permit shall have a manual to be known as the Heliport Manual, for the heliport which shall be approved by the DG - SLCAA.

3.2.2 The heliport manual shall:

- (a) be typewritten or printed, and signed by the heliport 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 acceptance / approval process.

3.3 Location of Heliport Manual.

3.3.1 the heliport operator shall provide the Authority with two (2) complete and current copies of the heliport manual.

3.3.2 the operator shall keep at least one (1) approved and current copy of the heliport manual at the heliport, and one copy at the operator's principal place of business if other than the Heliport.

3.3.3 the heliport operator shall make the approved and current copy of the heliport manual available for inspection by authorised officers of the Authority.

3.3.4 The heliport operator shall ensure that all heliport personnel and all other relevant organization personnel have easy access to the parts of the heliport manual that are relevant to their duties and responsibilities.

3.4 Information to Be Included In the Heliport Manual.

3.4.1 The heliport manual shall contain all information and instructions necessary to enable the personnel of a heliport perform their duties.

3.4.2 Notwithstanding paragraph 3.4.1, and to the extent that the particulars are applicable, the heliport manual shall include the particulars provided in IS 3.4.2 of this Regulation.

3.4.3 Where a person is granted an exemption in accordance with the SLCAR Part 22, the heliport manual shall show the exemption notice number given for the exemption by the Authority, the date the exemption came into effect and any conditions or procedures subject to which the exemption was granted.

3.5 Form of the Helicopter Manual.

The helicopter operator shall keep the copies of the helicopter manual required by this Regulation in a printed form.

Other copies may be kept in electronic form.

3.6 Amendment of the Helicopter Manual.

3.6.1 The helicopter operator shall amend the helicopter manual whenever it is necessary to do so, to maintain the currency of the manual.

3.6.2 The Authority may give written directives to the helicopter operator requiring the operator to amend the helicopter manual if necessary.

3.6.3 Subject to any directions issued under paragraph 3.6.2, the operator of a helicopter shall operate and maintain the helicopter in accordance with the procedures set out in the helicopter manual for the helicopter.

3.6.4 The DG - SLCAA may direct the operator of a helicopter to amend the procedures set out in the helicopter manual, if the DG - SLCAA considers such changes to be necessary in the interests of the safety of air navigation.

3.7 Notice of Amendments.

3.7.1. The helicopter operator shall inform the Authority in writing, of any amendment that the operator wishes to make to the helicopter manual.

3.7.2. The helicopter operator shall submit the proposed amendment to the Authority for approval, before the manual is amended.

3.7.3. The Authority shall approve the amendment made to a helicopter manual where the amendment meets the requirements of these Regulations.

3.7.4. The helicopter operator shall make all helicopter personnel and other relevant organisations aware of the changes that are relevant to their duties and responsibilities.

3.8 The Authority's Approval of the Helicopter Manual.

The Authority shall approve the helicopter manual, and any amendments thereto, provided they meet the requirement of IS 3.4.2 of this Regulation.

3.9 Helicopter Manual Controller.

3.9.1 The helicopter operator may appoint a person to be the helicopter manual controller, whose functions shall include:

- (a) keeping a record of persons who hold copies of the whole or part of the Heliport Manual;
- (b) updating of information in the manual given to those holders referred to in 3.9.1(a) above.

4. OBLIGATIONS OF THE HELIPORT OPERATOR.

4.1 Compliance with Standards.

A heliport operator shall comply with the standards specified in the SLCAR Part 14B, and in this Regulation.

4.2 Competence of Operational and Maintenance Personnel.

The heliport operator shall employ an adequate number of qualified and skilled personnel to perform all critical activities for the heliports operations and maintenance.

4.3 Heliport Operation and Maintenance.

4.3.1 The heliport operator shall:

- (a) maintain the heliport in accordance with the procedures set out in the approved heliport manual;
- (b) carry out checks, preventive maintenance and repairs on the heliport facilities, using an approved maintenance programme;
- (c) co-ordinate work and ensure compliance with safety requirements for routine maintenance, minor or major construction or maintenance work at the heliport in line with the procedures in the SLCAR Part 14B.
- (d) co-ordinate with the ATS provider, in order to be satisfied that appropriate air traffic services are available to ensure the safety of helicopters in the airspace associated with the heliport. The coordination shall cover other areas related to safety such as Aeronautical Information Services, Meteorological Services and Aviation Security.

4.4 Heliport Operator's Safety Management System.

4.4.1 The heliport operator shall as far as practicable:

- (a) have and put in effect, a safety management system that includes the policies, procedures and practices necessary to provide the services covered by its approval safely; oblige all users of the heliport to comply with the requirements laid down by the Heliport Operator with regards to safety at the Heliport;
- (b) require all users of the Heliport to cooperate in the programme, to promote safety at, and the safe use of the heliport by immediately informing it (heliport operator) of any accidents, incidents, defects and faults which have bearings on safety;
- (c) keep under review, its safety management system and take such corrective action as is necessary to ensure that it operates properly.

4.5 Heliport Operator's Internal Safety Audit / Reporting.

- 4.5.1 The heliport operator shall arrange for an internal audit of the safety management system, including inspection of the heliport facilities and equipment;
- 4.5.2 The audits referred to in 4.5.1 above shall be carried out every 12 months, or less as agreed with the Authority;
- 4.5.3 The heliport operator shall ensure that the audit reports, including the report on the heliport facilities, services and equipment are prepared by suitably qualified safety personnel;
- 4.5.4 The heliport operator shall retain a copy of the report(s) referred to in paragraph 4.5.3 above, for a period of six (6) years. The Authority may request a copy of the report(s) for its review and reference;
- 4.5.5 The report(s) referred to in paragraph 4.5.3 above, shall be prepared and signed by the persons who carried out the audits and inspections.

4.6 Access to the Heliport.

- 4.6.1 Personnel so authorized by the DG - SLCAA, shall inspect and carry out tests on the heliport facilities, services and equipment, inspect the heliport operator's documents and records, and verify the heliport operator's safety management system, before the heliport licence or permit is granted or renewed and, subsequently, at any other time, for the purpose of ensuring safety at the heliport.
- 4.6.2 The heliport operator shall, at the request of the person(s) referred to in 4.6.1 above, allow access to any part of the heliport or any heliport facility, including its equipment, records, documents and operator's personnel, for the purpose referred to in 4.6.1 above.
- 4.6.3 The heliport operator shall cooperate in conducting the activities referred to in 4.6.1 above.

4.7 Heliport's Special Inspection.

- 4.7.1 The heliport operator shall inspect the heliport, as circumstances require, to ensure aviation safety:
 - a) as soon as practicable after any heliport *accident* or *incident* within the meaning of these terms as defined in the SLCAR Part 13;
 - b) during any period of construction or repair of heliport facilities or equipment that is critical to the safety of heliport operation; and
 - c) at any other time, when there are conditions at the heliport that could affect aviation safety.

4.8 Removal of Obstructions from the Heliport Surface.

- 4.8.1 The heliport 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 heliports in the SLCAR Part 14B.
- 4.8.2 The heliport operator shall remove from the heliport surface, any obstruction that is likely to be hazardous to helicopter operations.

4.9 Notifying and Reporting.

- 4.9.1 A heliport operator shall notify and report to the Authority, the Air Traffic Control unit and pilots, within the specified time limits, information on:
- (a) any inaccuracies in the Aeronautical Information Publication;
 - (b) any changes to the heliport facilities, equipment and level of service planned, at least sixty (60) days in advance;
 - (c) issues that shall require immediate notification including obstacles infringing the OLS, obstructions and hazards, reduced levels of service, closure of any part of the movement areas, and any other condition that may affect aviation safety at the heliport and against which precautions are warranted.
- 4.9.2 Where it is not feasible for a heliport operator to arrange for the air traffic control and the flight operations unit to receive notice of the circumstances referred to in paragraph 4.9.1 (c), the heliport operator shall give immediate notice, directly to the pilots who may be affected by that circumstance.

4.10 Public Protection and Heliport Security.

- 4.10.1 The heliport operator shall:
- (a) provide public protection and heliport security in accordance with the SLCAR Part 17.
 - (b) provide perimeter fence, roads, barriers and doors with control access to prevent inadvertent and un-authorized entry of animals and persons, and where necessary, provide security lighting on the perimeter fence.
 - (c) affix signs and prohibition notices at the perimeter of security areas within the heliport.

4.11 Heliport Emergency Management Systems.

The heliport operator shall:

- (a) establish procedures to ensure that all participants in any heliport emergency with allocated duties are familiar with, and are properly trained for their assignments;
- (b) test the effectiveness of the Emergency Management System, through periodic exercises including a full-scale heliport emergency exercise annually.
- (c) correct any deficiencies identified during any full-scale exercise and review his / her system with the aim of achieving improved efficiency and safety at the heliport.

4.12 Rescue and Fire Fighting At Heliports.

The heliport operator shall:

- (a) determine the level of protection to be provided for rescue and firefighting, based on the over-all size of the largest helicopter that uses the heliport in accordance with the SLCAR Part 14B.
- (b) provide principal extinguishing agents (foam compound), meeting the minimum performance level B;
- (c) provide complimentary agents, preferably dry chemical powder and halons;
- (d) provide RFF vehicles with a discharge rate of foam compound as prescribed in the SLCAR Part 14B;
- (e) provide rescue equipment, commensurate with the level of helicopter operations;
- (f) equip the firefighting unit with trained personnel, vehicle and equipment to achieve a response time not exceeding two minutes in optimum conditions of visibility and surface conditions;
- (g) provide rescue and firefighting services as prescribed in the SLCAR Part 14B.

4.13 Aeronautical Studies.

The Heliport operator shall carry out aeronautical studies where necessary under the conditions, procedures and technical guidelines prescribed by the Authority.

4.14 Foreign Object Debris (FOD)

- 4.14.1 The heliport 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.

4.14.2 The detection of FOD shall include methods for the monitoring and inspection of the movement area. FOD Detection shall be included as part of a heliport operator's inspection programme.

4.15 Wildlife Hazard Management Programme (WHMP)

4.15.1 The heliport operator shall establish, develop, implement and demonstrate an effective WHMP at the heliport, and this shall be tailored to and commensurate with the size and level of complexity of the heliport, and the number of helicopter movements and their type, taking into account the wildlife hazards identified and the risk assessment of those hazards.

4.15.2 Wildlife hazard reduction measures and procedures shall be integrated into the heliport operator's safety management system (SMS).

4.15.3 The heliport operator shall establish procedures to record and report wildlife strikes that have occurred at the heliport and its vicinity, in close cooperation with all relevant organizations operating at the heliport.

5. EXEMPTIONS

- 5.1 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.
- 5.2 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.
- 5.3 Before the Authority makes a decision to grant an exemption to a heliport operator, the Authority shall take into account all safety related aspects.
- 5.4 The grant of an exemption is subject to the heliport operator complying with the conditions and procedures specified by the Authority, in the heliport licence or permit as being necessary in the interest of safety.
- 5.5 When a heliport 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 heliport 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.
- 5.6 Deviation from a standard and the conditions and procedures referred to in 2.4 shall be set out in an endorsement on the heliport licence or permit.
- 5.7 Exemptions shall 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.
- 5.8 All cases involving the granting of an exemption shall be fully documented and the outcome published as appropriate, such as in the AIP, heliport certificate and the heliport manual held by the Authority and the heliport operator. The publication shall include references to relevant limitations, conditions or mitigation measures, as appropriate.
- 5.9 The heliport operator shall regularly review any exemptions, 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.
- 5.10 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.

IMPLEMENTING STANDARDS (IS)

IS 2.2A: APPLICATION FORM FOR A HELIPORT LICENCE



**SIERRA LEONE CIVIL AVIATION AUTHORITY
(APPLICATION FOR A HELIPORT LICENCE)**

Please Type Or Print In Blue Or Black Ink

Form No: AC-AGA040A-01

1. APPLICANT INFORMATION					
I, (We), hereby make application for license to operate a Heliport and affirm that I am (we are) the					Date:
Owner(s) <input type="checkbox"/> Lessee(s) <input type="checkbox"/> of the property.					
NAME OF LICENSEE:			POINT OF CONTACT (IF DIFFERENT FROM LICENSEE):		
DAY TIME PHONE NUMBER:	EMAIL:	DAY TIME PHONE NUMBER:	EMAIL:		
STREET ADDRESS OR POST BOX:			STREET ADDRESS OR POST BOX:		
CITY:	PROVINCE:	POSTAL CODE:	CITY:	PROVINCE:	POSTAL CODE:

2. HELIPORT INFORMATION		
DATE(S) REQUESTED:		
PHYSICAL ADDRESS OF HELIPORT:		
DISTRICT:	PROVINCE:	
LATITUDE (Deg.-Min.-Sec.):	LONGITUDE (Deg.-Min.-Sec.):	ALTITUDE ABOVE SEA LEVEL (Ft.):
BEARING AND DISTANCE FROM THE NEAREST TOWN OR POPULOUS AREA:		

3. HELIPORT DIMENSIONS – LANDING AREA (FATO)					
DIAMETER	LENGTH	WIDTH	TYPE OF SURFACE	APPROACH / DEPARTURE HEADINGS	
				1. /	2. /
				1. /	2. /

4. HELIPAD DIMENSIONS (TLOF – IF APPLICABLE)				
DIAMETER	LENGTH	WIDTH	TYPE OF SURFACE	DYNAMIC LOAD CAPACITY (Elevated/Rooftop Pads Only)

Diameter only if circular

Is the heliport planned for operations at a Fair or event? YES NO If

yes, list name of event:

Briefly describe purpose of the heliport:

Do you anticipate night operations? YES NO

If yes, describe lighting:

Rescue and Fire Fighting Services:

Is the Applicant the owner of the Heliport 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 a Heliport (INCLUDE AS AN ATTACHMENT).

5. AIR TRAFFIC SERVICES

Which of the following will be provided:

Air Traffic Control Service with Licenced Air Traffic Controller?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Aerodrome flight information service?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Air/Ground or FISO Service?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

6. HELICOPTER INFORMATION

MAKE: <input type="text"/>	MODEL: <input type="text"/>
NAME OF LICENSEE: <input type="text"/>	

ADDITIONAL INFORMATION:

7. CERTIFICATION

I hereby certify that I am the owner, or authorized agent, of the above-named heliport, that the information contained in this application and any accompanying documents is true and correct.

<input type="text"/> NAME (Print)	<input type="text"/> Signature
<input type="text"/> Title	<input type="text"/> Date (dd/mm/yyyy)

Post:	Courier:	Email:
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.	info@slcaa.gov.sl
8. FOR SLCAA USE ONLY		
LICENSING COORDINATOR:		
LICENSING FEES PAID Le: _____ DATE RCVD: _____ CHECK/MONEY ORDER # _____		
INSPECTORS REMARKS		
HELIPORT MEETS SIZE REQUIREMENTS?	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
HELIPORT AFFORDS CLEAR APPROACHES?	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
HELIPORT MARKED APPROPRIATELY?	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
GROUND COORDINATION/SECURITY PROVIDED?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	_____
EMERGENCY RESPONSE EQUIPMENT / MEASURES IN PLACE?	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
REMARKS:	_____	
INSPECTORS SIGNATURE:	_____	DATE: _____
HOD's CONCURRENCE:	_____	DATE: _____

Information:

- Two copies of the Heliport 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 Heliport 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 2.2B: APPLICATION FOR A HELIPORT LANDING AREA PERMIT



SIERRA LEONE CIVIL AVIATION AUTHORITY

(APPLICATION FOR HELIPORT LANDING AREA PERMIT)

Form No: AC-AGA040B-01

1. APPLICANT INFORMATION

APPLICANT NAME:	APPLICANT PHONE NO:	SLCAA USE ONLY
APPLICANT ADDRESS:		DATE RECEIVED:
CITY:	FACILITY NAME:	AMOUNT:
FACILITY ADDRESS:		DEPOSIT CODE:
DATES FACILITY WILL BE USED:	PILOT NAME:	INSPECTOR:
AIRCRAFT MAKE AND N# (List all aircraft to be used) :		PERMIT NO:

1. PARTICULARS OF THE HELIPORT

NAME OF HELIPORT	REGION	POSITION (MAGNETIC COORDINATE)	LONGITUDE	LATITUDE
Distance from the nearest Town or Populous Area:				

2. PARTICULARS OF HELICOPTER
(PROPOSED HELICOPTER THAT WILL BE OPERATING AT THE HELIPORT)

TYPE	MODEL	MTOW OF LARGEST HELICOPTER
(a)	(a)	(a)
(b)	(b)	(b)
(c)	(c)	(c)
(d)	(d)	(d)
(e)	(e)	(e)

3. DESCRIPTION OF ACTIVITIES

OFF-SHORE PRIVATE USE MEDIVAC DAY NIGHT TRAINING
 AERIAL WORK IFR VFR EMERGENCY PRESIDENTIAL/VIP

4. LANDING AREA PERMIT DESCRIPTION

BUILDING

INSTALLATION

EQUIPMENT

5. PROPERTY OWNER/OPERATOR INFORMATION

Permission is granted to use the property described above, for emergency or as a designated landing site:

PROPERTY OWNER / OPERATOR's NAME:

PHONE NO:

OWNER / OPERATOR's SIGNATURE:

DATE:

TEMPORARY FIELD SKETCH (required) Need to show preferred ingress and egress paths for heliport

6. COMMENTS

7. 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 a Landing Area Permit as outlined in the Sierra Leone Civil Aviation Regulations Part 14B and D.

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 a Landing Area Permit. 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, N.D.B Building, 21/23 Siaka Stevens Street, Freetown, Sierra Leone. Phone: +232-75-954 925	info@slcaa.gov.sl

INFORMATION:

- The applicant needs to obtain permission from the property owner in writing. The property owner's information (and signature) should be filled out by the property owner. Application will not be accepted unless the applicant and property owner's signatures are included along with the application fee prescribed by the Authority.
- A sketch of the facility must be included with this application. Space is provided in section 6 of the application form for the sketch, or you may attach a drawing to the application. The sketch needs to show preferred ingress and egress paths for the heliport.
- Return completed form to the:

**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 3.4.2: Particulars To Be Included In A Heliport Manual.

PART I: GENERAL.

General information, including the following:

- (a) purpose and scope of the heliport manual;
- (b) the legal requirement for a heliport licence and a heliport manual, as prescribed in these Regulations.
- (c) conditions for use of the heliport - a statement to indicate that the heliport 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;
- (d) the available aeronautical information system and procedures for its promulgation;
- (e) the system for recording aircraft movements; and
- (f) obligations of the heliport operator.

PART 2: PARTICULARS OF THE HELIPORT SITE.

General information, including the following:

- (a) a plan of the heliport showing the main heliport facilities for the operation of the heliport including, particularly, the location of each wind direction indicator;
- (b) a plan of the heliport showing the heliport boundaries;
- (c) a plan showing the distance of the heliport from the nearest city, town or other populous area, and the location of any heliport facilities and equipment outside the boundaries of the heliport.

PART 3: PARTICULARS OF HELIPORT REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE (AIS).

A. General Information:

- (a) the name of the heliport;
- (b) the location of the heliport;
- (c) the geographical coordinates of the heliport reference point determined in terms of the World Geodetic System - 1984 (WGS-84) reference datum;

- (d) the heliport elevation of the touch down and lift off area (TLOF), and / or the elevation and geoid undulation of each threshold of the final approach and take off area (FATO);
- (e) FATO type, true bearing, designation number, length, width, slope, surface type;
- (f) safety area: length, width and surface type;
- (g) apron: surface type, helicopter stands and geographical coordinates of specific points;
- (h) declared distances: take off distance available, rejected take off distance available and landing distance available;
- (i) the heliport reference temperature;
- (j) the name of the heliport operator; and the address, telephone and email address, at which the heliport operator shall be contacted at all times.
- (k) maximum allowable mass;
- (l) visual aids available;
- (m) rescue and firefighting surface and level of protection;
- (n) availability of PAPI, APAPI or helicopter approach PAPI indicators;

B. Heliport dimensions and related information:

General information, including the following;

- (a) dimensions of safety areas, apron, clear way, FATO and TLOF, obstacle limitation surfaces, helideck obstacle-free sector, helideck obstacle limitation sector and approach surface;
- (b) helicopter ground taxiway, and air taxiway ;
- (c) one or more pre-flight altimeter check locations established on an apron and their elevations;

The accuracy of the information in this Part is critical to aircraft safety. Information requiring engineering survey and assessment shall be gathered or verified by qualified technical persons.

PART 4: PARTICULARS OF THE HELIPORT OPERATING PROCEDURES AND SAFETY MEASURES.

A. Heliport reporting:

Particulars of the procedures for reporting any changes to the heliport information set out in the AIP, and procedures for requesting the issue of NOTAMs, including the following:

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

B. Access to the heliport movement area:

Particulars of the procedures that have been developed and are to be followed in coordination with the aviation security service provider at the heliport and for preventing unauthorized entry of persons, vehicles, equipment, animals or other things into the movement area, including the following:

- a. the role of the heliport operator, the aircraft operator, heliport fixed-base operator, the heliport security entity, the Authority and other government departments, as applicable;
- b. the personnel responsible for controlling access to the heliport, and the telephone numbers for contacting them during and after working hours;
- c. inspection checklist;
- d. arrangements for reporting the results of inspections and for taking prompt follow-up actions to ensure correction of unsafe conditions; and
- e. the names and roles of persons responsible for carrying out inspections, and their telephone numbers during and after working hours.

B. Maintenance of the movement area:

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

- (a) arrangements for maintaining the unpaved areas and taxiways;
- (b) arrangements for maintaining the FATO and TLOF; and

- (c) arrangements for the maintenance of heliport drainage.

C. Heliport 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) 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;
- (b) a distribution list for work plans, if required.

D. Obstacle Control:

Particulars setting out the procedures for:

- (a) monitoring the obstacle limitation surfaces;
- (b) controlling obstacles within the defined Obstacle Limitation Surfaces of the heliport;
- (c) monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces;
- (d) controlling new developments in the vicinity of the heliport; and
- (e) notifying the Authority of the nature and location of obstacles and subsequent addition or removal of obstacles for action as necessary, including amendment of the AIS publications.

E. 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 heliport 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 navigational 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.

In writing the operating procedures for both Licence and permit heliports, clear and precise information shall be included on:

- a. when, or in what circumstances, an operating procedure is to be activated;
- b. how an operating procedure is to be activated;
- c. actions to be taken;
- d. the equipment necessary for carrying out the actions, and access to such equipment.

if any of the procedures specified above are not relevant or applicable, the reason(s) shall be given to the Authority.