



ADVISORY CIRCULAR

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SIERRA LEONE CIVIL AVIATION AUTHORITY

Certification of Aerodromes

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1 GENERAL

The Sierra Leone Civil Aviation Authority's Advisory Circulars contains information about standards, practices and procedures that the Authority has found to be an Acceptable Means of Compliance (AMC) with the associated Regulations.

An AMC is not intended to be the only means of compliance with a Regulation, and consideration will be given to other methods of compliance that may be presented to the Authority.

Information considered directive in nature is described in this AC in terms such as "shall" and "must", indicating the actions are mandatory. Guidance information is described in terms such as "should" and "may" indicating the actions are desirable or permissive, but not mandatory.

1.1 Purpose

This Advisory Circular (AC) provides guidance on aerodrome certification procedures and continuous oversight requirements in line with the SLCARs Part 14A and 14C, as well as explanatory and interpretative material to assist in showing compliance.

1.2 Applicability

This AC is designed to give guidance to an aerodrome operator applying for the certification of aerodromes.

1.3 Description of Change

This is the first AC to be issued on this subject

1.4 Reference

- (a) SLCAR Part 14A - Aerodrome Design and Operations
- (b) SLCAR Part 14C - Certification of Aerodromes
- (c) SLCAR Part 19 - Safety Management
- (d) ICAO Doc 9157 - Aerodrome Design Manual
- (e) ICAO Doc 9981 – PANS Aerodromes

1.5 Cancelled Documents

Not Applicable

1.6 Abbreviations

The following are the relevant abbreviations used in this AC

- (a) **AAI** - Assigned Aerodrome Inspector
- (b) **ANS** – Air Navigation Standards
- (c) **DANASS** - Director of Air Navigation and Aerodrome Safety Standards
- (d) **DG, SLCAA** - Director General, Sierra Leone Airports Authority
- (e) **SLCAA** - Sierra Leone Civil Aviation Authority
- (f) **SLCAR** - Sierra Leone Civil Aviation Regulations
- (g) **SME** – Subject Matter Expert

2 OVERVIEW OF CERTIFICATION

2.1 Introduction

- (a) This section contains provisions with regards to the initial certification process and continued oversight which are the general principles and procedures to be followed by the aerodrome operators to meet their safety obligations in relation to the Certification of aerodromes.

2.2 Scope

- (a) The scope of certification covers all relevant specifications established through the SLCAR Part 14A and 14C as applicable to the aerodrome.

Note - The relevant specifications stem from the Standards of the SLCAR Part 14A and 14C, as well as other relevant additional requirements.

- (b) The scope of certification includes at least the subjects below:
- (i) compliance of the aerodrome infrastructure with the SLCAR Part 14A, for the operations the aerodrome it is intended to serve;
 - (ii) the operational procedures and their day-to-day application, when applicable, concerning:
 - (1) aerodrome data and reporting;
 - (2) access to the movement area;
 - (3) aerodrome emergency plan;
 - (4) rescue and firefighting (RFF);
 - (5) inspection of the movement area;
 - (6) maintenance of the movement area;
 - (7) other hazardous meteorological conditions;
 - (8) visual aids and aerodrome electrical systems;
 - (9) safety during aerodrome works;
 - (10) apron management;
 - (11) apron safety;
 - (12) vehicles on the movement area;
 - (13) wildlife hazard management;
 - (14) obstacles;
 - (15) removal of disabled aircraft;
 - (16) low visibility operations; and
 - (17) Compliance of the safety management system (SMS) with the SLCAR Part 19.

Note 1 - Provisions on reporting aerodrome information in 2.2(b) (ii) above, can be found in the SLCAR Part 15.

Note 2 - Provisions related to the above operational procedures are found in other SLCAA AGA Advisory Circulars.

- (c) The aerodrome manual describes all the information for each certified aerodrome, pertaining to the above scope of certification concerning the aerodrome site, facilities, services, equipment, operating procedures, organization and management, including its SMS.

Note - The complexity and size of the aerodrome may necessitate the SMS to be included in a separate manual.

2.3 Continuous Oversight

Once the Authority has completed a thorough review of the compliance of an aerodrome with the applicable certification requirements leading to the granting of an aerodrome

certificate to the aerodrome operator, continued oversight must be established by the Authority in order to ensure that compliance with regards to certification conditions and ongoing additional requirements is maintained.

2.4 Shared responsibilities and interfaces

In a situation where the aerodrome operator is not responsible for some of the subjects detailed in the above scope of certification, the aerodrome manual should clearly define for each of these items, which coordination and procedures have been put in place, in the case of multiple responsible stakeholders.

Note - Where the aerodrome operator implements specific procedures related to other SLCAR's, these may be described in the aerodrome manual.

2.5 Aerodrome Manual

2.5.1 Introduction

An application for an aerodrome certificate must be accompanied by an Aerodrome Manual produced in accordance with the requirements contained in the SLCAR Part 14C sub-section 4.4. Once granted a certificate, the aerodrome operator is required to maintain the aerodrome manual in conformity with the requirements in the SLCAR's Part 14C and enable all aerodrome operating staff to have access to the relevant parts of the manual.

Note - When considered suitable for security or management reasons, the aerodrome operator may restrict the access of some operating staff to parts of the aerodrome manual, if they are suitably briefed by other means to perform their duties adequately and this would not impair the safety of aerodrome operations.

2.5.2 Scope of the aerodrome manual

- (a) The aim and objectives of the aerodrome manual and how it is to be used by the operating staff and other stakeholders should be stated in the manual.
- (b) The aerodrome manual must contain all relevant information to describe the management and operational structure of the aerodrome operator. It is the means by which all aerodrome operating staff are fully informed as to their duties and responsibilities with regards to safety, including information and instructions related to those matters specified in the applicable SLCAR's. It describes the aerodrome services and facilities, all operating procedures, and any restrictions in place.

2.5.3 Ownership of the aerodrome manual

- (a) The aerodrome operator is responsible for developing and maintaining the aerodrome manual, as well as providing appropriate personnel access to it.
- (b) It is the responsibility of the aerodrome operator to be satisfied with the appropriateness of each provision of the aerodrome manual to a particular operation in compliance with the requirements of Appendix 1 of this AC; and to make amendments and additions as necessary.

2.5.4 Format of the aerodrome manual

- (a) As part of the certification process, the aerodrome operator must submit for the Authority's approval, an aerodrome manual containing, inter alia, information on how operational procedures and their safe management will be delivered.
- (b) The aerodrome manual must accurately reflect the aerodrome's SMS and show in particular, how the aerodrome intends to measure its performance against safety targets and objectives.

- (c) All aerodrome safety policies, operational procedures and instructions must be contained in detail, or cross referenced to other formally accepted or recognized publications.

Note - At larger aerodromes, the size and complexity of operations and related procedures may imply that these procedures cannot be included in a single document. For example, the aerodrome operator may develop and maintain an SMS manual to communicate its approach to the management of safety throughout the aerodrome. In such circumstances it is acceptable to identify within the aerodrome manual references to such provisions. It is essential that any referenced information, documentation and procedures be subjected to exactly the same systems of consultation and promulgation as the aerodrome manual. For smaller aerodromes, the aerodrome manual can be both simple and brief as long as it covers procedures essential for the safe day-to-day operations.

2.5.5 Contents of the aerodrome manual

- (a) The aerodrome manual must contain as a minimum the following sections, including their requirements:
- (i) a table of contents;
 - (ii) a list of the corrigenda/amendments: this section should log the updates and/or corrections made to the aerodrome manual;
 - (iii) a distribution list;
 - (iv) aerodrome administrative data: an organizational chart should be provided, as well as the aerodrome operator's safety responsibilities;
 - (v) a description of the aerodrome: this includes maps and charts. The physical characteristics of the aerodrome should be documented, as well as the information regarding the RFF level, ground aids, primary and secondary electrical power systems and main obstacles. Sufficiently detailed charts of the aerodrome must also be included (showing the aerodrome's boundaries and different areas (maneuvering area, apron, etc.). All deviations from the regulatory provisions authorized by the Authority must be listed together with their validity and references to the related documents (including any safety assessments);
 - (vi) a description of the intended operations, including:
 - (1) the critical aeroplane the aerodrome is intended to serve; the category of runway(s) provided (non-instrument, instrument including non-precision and precision);
 - (2) the different runways and their associated levels of service;
 - (3) the nature of aviation activities (commercial, passenger, air transport, cargo, aerial work, general aviation);
 - (4) the type of traffic permitted to use the aerodrome (International /National, IFR/VFR, scheduled/nonscheduled);and
 - (5) The minimum RVR that aerodrome operations can be permitted.
 - (vii) A description of each of the aerodrome operator's procedures related to the safety of aeronautical operations at the aerodrome. For each procedure:
 - (1) the responsibilities of the aerodrome operator are clearly described;
 - (2) the tasks that are to be achieved by the aerodrome operator or its subcontractors are listed; and
 - (3) the means and procedures required to complete these tasks are described or appended, together with the necessary details such as the frequency of application and operating modes; and
 - (viii) a description of the operator's SMS (see note following 2.2 (c):

- (1) the SMS section of the manual is developed, and the related procedures and documents are enclosed, as well as the safety policy of the aerodrome operator signed by the accountable executive;

Note - the SLCAR Part 19 specifies a framework for the implementation of an SMS at an aerodrome.

- (2) The aerodrome SMS should be commensurate with the size of the aerodrome and with the level and complexity of the services provided.

Note - A list of other possible topics for inclusion in the manual is given in Appendix 1 of this AC.

- (ix) Responsibilities attributed to other aerodrome stakeholders should be clearly identified and listed.

2.5.6 Updating the aerodrome manual

- (a) Whenever necessary to retain currency or if directed by the Authority, the aerodrome operator must amend the aerodrome manual and provide copies of the amendment(s) to the Authority. The DG, SLCAA may accept, reject or require modification of the submitted proposed aerodrome manual amendment.
- (b) The aerodrome operator must notify the Authority, prior to any changes that the operator wishes to make to the aerodrome manual.
- (c) The DG, SLCAA may approve the aerodrome manual and any amendments thereto, provided these meet the requirements of Section 2.5.5 and Appendix 1 of this AC. Notification will be made in writing to the operator as soon as is practicably possible and wherever possible, prior to the proposed effective date of implementation of the proposed amendment or adjustment.
- (d) Responsibility for maintaining the accuracy of the aerodrome manual must be clearly defined in the manual.
- (e) The manual must be updated using a defined process and should include a record of all amendments, effective dates and amendment approvals.
- (f) The method of enabling all aerodrome operating staff to have access to the relevant parts of the manual must be defined and demonstrated.

Note - A method of tracking amendments and ensuring their receipt, should be established when using an electronic means of distribution.

- (g) Any amendments or additions must be communicated to the Authority in accordance with the continued oversight requirements established by the Authority.

2.6 Initial Certification

- (a) When an applicant applies for initial certification, the Authority assesses the compliance of that aerodrome with the applicable certification requirements described in sub-section 2.2 above. If the aerodrome is found to be compliant, a certificate will then be issued.
- (b) Compliance of the aerodrome is assessed through five phases:
 - (i) **Phase 1** - Dealing with an expression of interest for an Aerodrome Certificate by an intending applicant to the Authority;
 - (ii) **Phase 2** - The Authority assesses the formal application; including evaluation of the aerodrome manual.
 - (iii) **Phase 3** - The Authority assesses the aerodrome's physical characteristics, facilities, services and equipment;
 - (iv) **Phase 4** - The Authority may issue or refuse the applicant the granting of an Aerodrome Certificate; and

- (v) **Phase 5** - The Authority shall promulgate the certified status of the aerodrome and the required details in the Aeronautical Information Publication.

2.6.1 Phase 1 - Dealing with the Expression of Interest

- (a) The interested applicant forwards an “Expression of Interest” letter to the:
 - (i) The Office of the Director General, Sierra Leone Civil Aviation Authority.
 - (ii) When the letter is received and initially accepted by the DG, the applicant will be contacted for an informal meeting/discussions, on the intent relating to the extent of work involved, and the expectations of both parties.
- (b) Prior to the informal meeting with the applicant, the DANASS with the approval of the DG will set up a committee of all required competent personnel, appropriate to the size, scope and complexity of the aerodrome operations anticipated. The committee’s Lead is identified and appointed. This committee will be referred to as the “Certification Team”.
- (c) When the team receives the proposed intent, the certification team lead creates a file for the certification of the specified aerodrome, and proceeds to the following steps outlined below.

2.6.1.1 Initial Assessment

- (a) For the initial assessment, a Team of aerodrome inspectors will be set up to carry out a flight operations assessment in consultation with flight operations and ANS SMEs, to ensure that; the operations of the aerodrome at the location specified in the application will not endanger the safety of aircraft operations. The flight operations assessment will take into consideration the;
 - (i) proximity of the aerodrome to other aerodromes and landing sites including; military aerodromes;
 - (ii) obstacles and terrain;
 - (iii) any excessive operational restriction requirements;
 - (iv) any existing restrictions and controlled airspace; and
 - (v) any existing instrument procedures.

Note: The applicant will be requested to provide the relevant documents required for the flight operations assessment as contained in Part 6 of IS4.4 of the SLCAR Part 14C.

- (b) Factors to be considered in the site selection for the development of an airport are discussed in the SLCAA-AC-AGA030-Rev.00 (Airport Master Plan and Airport Layout Plan) and SLCAA-AC-AGA034-Rev.00 (Aerodrome Site Selection). Prior to the Expression of interest, the applicant is advised to engage a suitably qualified expert for the conduct of a site identification study prior to any site assessment by the Authority. This assessment should also include an aeronautical study pursuant to SLCAA-AC-AGA016-Rev01 (Aeronautical Study), if there is a deviation from a standard (applicable for the construction of new aerodromes).
- (c) The Certification Team leader forwards the outcomes of the flight assessment to the DG, detailing key observations, areas of concerns and the team’s recommendation(s);
- (d) The Certification Team Lead through the DG, advises the applicant of the outcome of the flight operations assessment. If the assessment is negative, the letter of intent will be rejected. However, if the assessment is positive, the Certification team will advise the applicant to proceed to the next step.

2.6.1.2 Referrals to Other State Entities

- (a) If the flight operations assessment is successful, the Certification Team Lead through the DG will refer the applicant to other relevant competent State Entities to obtain their clearance with the necessary documentations e.g. environmental impact assessment, land use, wildlife protection and dispersal clearance and State security clearance. In

this regard, the applicant would be required to seek approval from the appropriate authorities in charge of land use in the area in which the airport is to be sited. The applicant will also be required to obtain and furnish the Authority with a letter from the Environmental Protection Agency confirming that an Environmental Impact Assessment (EIA) has been satisfactorily conducted. A copy of this EIA must be forwarded to the Authority.

- (b) Fulfillment of the requirements in paragraphs 2.6.1.1 and 2.6.1.2 above implies that the site is acknowledged as suitable and acceptable for flight operations by all relevant Authorities.
- (c) In addition to the above, the applicant is expected to produce the following;
 - (i) Financial Statement from a recognized local banking institution,
 - (ii) Tax Clearance from the National Revenue Authority
 - (iii) Building permit from the Ministry of Lands and Country Planning
 - (iv) Insurance cover from a renowned insurance company
 - (v) State Security Clearance from the Office of National Security
 - (vi) Relevant clearance from the National Protected Area Authority
- (d) the applicant would also be required to submit financial plan of competence that would enable the Authority to determine whether the applicant is financially capable to operate the Aerodrome.

2.6.1.3 Certification meeting

- (a) If the applicant satisfies the requirement of Phase 1, the Certification Team holds an official meeting with the applicant or his/her representative, in order to familiarize the applicant with the rest of the process. The applicant is advised on the prescribed application form (see Appendix 3), the required Certification Regulations, all relevant Advisory Circulars and any other relevant publication the Authority may have issued (See Appendix 9 – list of documents required by an applicant for aerodrome certification).
- (b) The applicant is also advised to obtain copies of other relevant publications issued by ICAO and State Entities other than the Authority as necessary.

2.6.2 Phase 2 - Assessing the Formal Application

Upon payment of the required certification fee, the Certification Team Leader issues the standard application form for an aerodrome certificate (see Appendix 3 of this AC). The Authority would acknowledge receipt of the application, giving an indication of the likely date when the processing would be completed. The application should be submitted with the detailed drawings of the aerodrome and its related facilities to be provided. If the applicant wishes to request deviation from any of the requirements, he may submit his application for exemption along with the completed formal application Form; or subsequently at a later date within this stage of the process. The aerodrome manual must be submitted for acceptance after review (See IS 4.4 of SLCAR Part 14C).

2.6.2.1 Plans of the Aerodrome and Obstacle Charts

The plans of the aerodrome should include documents incorporating concepts, plans and designs of the aerodrome facilities such as the runway, taxiway, aprons, safety areas and strips, terminal and landside facilities, including detailed obstacle charts (as applicable). Detailed guidance on some of these subjects can be found in ICAO Doc 9157.

2.6.2.2 Approval of the Aerodrome Drawings and Project Monitoring

The Certification Team will review the plans and drawings for the construction of the Aerodrome's facilities to ensure that the relevant requirements of the SLCAR Part 14A and related guidance documents are applied. Upon approval, the Certification Team will monitor the execution of the project and provide relevant professional advice where appropriate until satisfactory project completion.

2.6.2.3 Payment of the Aerodrome Certification and other relevant Fees as specified in the Authority's scheme of charges.

- (a) When the aerodrome development stage is satisfactorily completed, the operator is expected to pay the appropriate fees as specified in the Authority's Scheme of Charges, to cover further processing for the issuance of an Aerodrome Certificate. Proof of payment should be made available before the Aerodrome Manual is received and evaluated.
- (b) For aerodromes already in existence, submission of the formal application form should be accompanied by proof of payment of the relevant fees as prescribed by the Authority.

2.6.2.4 Insurance Cover

The Authority requires the applicant to provide a third party insurance policy acceptable to the DG, for protection against damage, injury, accident / incident arising from any area of operations at the aerodrome.

2.6.2.5 Assessment of the Aerodrome Manual

The Certification Team will assess the Aerodrome Manual using appropriate checklist to ensure that the manual complies with the Authority's requirements as prescribed in Appendix 2 of this AC, including the provision of a Safety Management System Manual, which will indicate that the applicant is able to operate and maintain the aerodrome properly before moving to the next phase. All verifications that can be initiated and/or completed in the office must be carried out.

2.6.2.6 Acceptance of the aerodrome manual

- (a) Prior to the on-site verification of the aerodrome (including assessment of its procedures and SMS in place), the aerodrome manual is thoroughly reviewed by the Certification Team.

Note 1 - As compliance of all safety related procedures of the aerodrome operator is assessed during the on-site verification, acceptance at that stage consists of checking that all information that should be contained in the aerodrome manual is provided (information provided in the aerodrome manual should be commensurate with the scope of airport operations on ground).

Note 2 - Information required in the aerodrome manual is given in Appendix 1.

- (b) Prior to the acceptance of the aerodrome manual, the Certification Team will verify that:
 - (i) the applicant has submitted a formal application;
 - (ii) the aerodrome manual submitted by the applicant contains all the required information; and
 - (iii) all procedures related to the aerodrome certification process that will be assessed during the on-site verification, are adequately provided in the aerodrome manual.
- (c) The Certification Team Lead through the DG will formally inform the applicant when the aerodrome manual is accepted.

- (d) The applicant must inform the Authority of any changes to the submitted aerodrome manual between the time of the application for a certificate and the end of the on-site verification.
- (e) Particulars of proposed non-compliance(s) with, or deviation from National Standards;
 - (i) The particulars of proposed non-compliance(s) or the application for exemption(s) will be processed in line with the procedures described in the SLCAR Part 22 and SLCAA-AC-AGA032-Rev.00 (Exemption for non-compliances at aerodromes).
 - (ii) If all the above information (as applicable) provided by the applicant are verified as complete and accurate, the Authority will proceed to the next phase of the aerodrome certification process.

2.6.2.7 Memorandum of Understanding between the Applicant and designated Service Providers

- (a) To ensure safety of flight operations at the aerodrome and in the associated airspace, the applicant will be required to coordinate with designated service providers and arrange for the provision of aviation security, air traffic control and aeronautical meteorological services.
- (b) In this connection, the operator should submit to the Authority:
 - (i) A copy of memorandum of understanding signed by the operator and service provider for the provision of aviation security, and a copy of the airport security programme approved by the Authority, detailing the arrangement in place at the airport to ensure optimum implementation of aviation security measures.
 - (ii) A copy of memorandum of understanding or agreement signed with an Air Navigation Service Provider setting out the technical terms under which air traffic services and aeronautical information services are to be provided.
 - (iii) A copy of memorandum of understanding or agreement signed with the Sierra Leone Meteorological Agency setting out the technical terms under which Meteorological services are to be provided.
- (c) Copies of the agreement should be provided as an attachment to the Aerodrome Manual

2.6.3 Phase 3 - Assessment of the Aerodrome's physical characteristics, Facilities, Services, and Equipment

2.6.3.1 Technical Inspection

- (a) The Certification Team will undertake a site visit for the purpose of assessing the aerodrome's physical characteristics, facilities, services and equipment to verify and ensure that they comply with the specified standards of the SLCARs. The assessment will include:
 - (i) On-site verification of the aerodrome data to be reported to the aeronautical information service.
 - (ii) Checking of the aerodrome's facilities and equipment, which includes:
 - 1. Dimensions and surface conditions of:
 - (i) Runway(s);
 - (ii) Runway shoulders;
 - (iii) Runway strip(s);
 - (iv) Runway end safety areas;
 - (v) Stopway(s) and clearways;
 - (vi) Taxiway(s);
 - (vii) Taxiway shoulder(s);
 - (viii) Taxiway strips; and
 - (ix) Aprons
 - (x) Runway turn pads
 - (xi) Service roads

- (xii) Holding bays, runway holding positions and intermediate holding positions.
- 2. The presence of obstacles in the obstacle limitation surfaces at and in the vicinity of the aerodrome;
- 3. The following aeronautical ground lights, including their flight check records:
 - (i) Runway and taxiway lighting;
 - (ii) Approach lights;
 - (iii) PAPI/APAPI;
 - (iv) Apron floodlighting;
 - (v) Obstacle lighting;
 - (vi) Pilot-activated lighting, if applicable;
 - (vii) Visual docking guidance systems (if applicable);
 - (viii) Road holding position lights
 - (ix) Unserviceable lights
 - (x) Aeronautical beacon
 - (xi) Electrical Systems;
 - (xii) Standby power
 - (xiii) Wind direction indicator(s);
 - (xiv) Illumination of the wind direction indicator(s);
 - (xv) Aerodrome markings and markers;
 - (xvi) Signs in the movement areas;
 - (xvii) Tie-down points for aircraft;
 - (xviii) Ground earthing points;
 - (xix) Rescue and fire-fighting equipment and installations;
 - (xx) Aerodrome maintenance equipment, particularly for the airside facilities maintenance including runway surface friction measurement;
 - (xxi) Runway sweepers
 - (xxii) Disabled aircraft removal equipment;
 - (xxiii) Wildlife management procedures and equipment;
 - (xxiv) Two-way radios installed in vehicles for use by the Aerodrome Operator in the movement area;
 - (xxv) The presence of lights that may endanger the safety of aircraft; and
 - (xxvi) Fueling facilities.
- (iii) Aerodrome operator's coordination with other service providers such as the Air Traffic Services, Meteorological Services, and Aeronautical Information Services
- (iv) Aerodrome Emergency Planning
- (v) Low visibility operations
- (vi) Safety Management System in place
- (vii) Aerodrome Operator's coordination with other agencies working at the aerodrome, such as fixed base operators, ground handling agencies to ensure safety.
- (viii) System for notification and reporting of all relevant information to the AIS.
- (ix) Procedures for reporting; any penetrations of the aerodrome's obstacle limitation surfaces, existence of any hazardous situation on or in the vicinity of the aerodrome, or closure of any part of the movement area, or of any work in progress that may have an impact on the safety of aircraft operations.

2.6.3.2 On-site verification

- (a) The scope of the on-site verification covers the subjects included in the aerodrome manual.

- (b) The on-site verification confirms that the aerodrome's operations are carried out effectively in accordance with the standards of the relevant SLCAR's and procedures described in the aerodrome manual.
- (c) The on-site verification of the SMS is normally included at this stage of the initial certification, but depending on the implementation status of the SMS at the aerodrome, a specific verification of the SMS can be conducted separately.
- (d) The on-site verification of the SMS will focus explicitly on the components required for granting the certificate and when applicable, must cover all other requirements for an SMS.

The minimal SMS components that are to be in operation before the certificate can be granted are;

- (i) Safety policy - a safety policy must be endorsed by the Accountable Executive to reflect the organization's commitments regarding safety;
- (ii) Operator's organizational structure - the aerodrome operator must appoint an Accountable Executive and a Safety Manager.

Note - The SMS requirements also applies to the aerodrome operator's subcontractors, in the domains within the scope of certification. Further guidance can be found in the SLCAA-AC-AGA017-Rev.00 (Safety Management System).

- (e) On-site verification of the operator's organizational structure, competence of personnel and the process of maintaining competence of its personnel
- (f) If technical inspections had been previously conducted by the Authority, the on-site verification will take into account, the results of the previous technical inspections and the associated corrective actions, if relevant.
- (g) If the on-site verification team notices any deviations from the technical inspection reports, these will be included in the team's report.
- (h) If the aerodrome operator is not directly responsible for some of the activities within the scope of certification, the on-site verification must ensure that there is appropriate coordination between the aerodrome operator and the other stakeholders.
- (i) At the end of an on-site verification, a preliminary list of findings will be recorded and communicated to the aerodrome operator.
- (j) An official on-site verification report will also be sent to the aerodrome operator after the classification of findings.

2.6.3.3 Aerodrome Inspection Programme

Analysis of the findings and monitoring of the related corrective action plans

- (i) In the case of findings after the on-site verification, the Certification Team Lead through the DG, will document and communicate deficiencies identified during the on-site verification to the applicant. The Authority will further require the aerodrome operator to develop a corrective action plan, proposing ways to mitigate the finding(s), with specific deadlines for each subsequent action. The Certification Team will further monitor implementation of the corrective action plan.
- (ii) The Authority may impose immediate appropriate measures on the aerodrome operator if necessary, until actions have been taken to mitigate the findings.

2.6.4 Phase 4 - Grant/Refusal of the Aerodrome Certificate

- (a) The aerodrome manual will be approved at this stage of the certification process upon satisfactory compliance with the applicable standards.
- (b) When no findings are reported or once the corrective action plans are accepted, and mitigation measures are agreed upon and are being satisfactorily implemented by the

aerodrome operator; the Authority grants the aerodrome certificate to the applicant. Operating conditions may be attached to the aerodrome certificate being issued in the interested of safety, describing the essential conditions prevailing at the aerodrome, which may include:

- (i) the aerodrome reference code;
 - (ii) critical aeroplane type;
 - (iii) the operational conditions for the accommodation of critical aeroplanes for which the facility is provided;
 - (iv) RFF category;
 - (v) the operational restrictions at the aerodrome; and
 - (vi) the authorized deviations related to the aerodrome's compatibility (described in Section 3, of SLCAA-AC-AGA035-Rev.00 - Aerodrome Safety Assessment and Compatibility Study), their inherent operational conditions/restrictions and validity. The Authority may accept a deviation on the basis of a safety assessment.
- (c) When an aerodrome manual is approved and an aerodrome is granted a certificate, it signifies to aircraft operators and other organizations operating on the aerodrome that, at the time of certification, the aerodrome meets the specifications regarding the facility and its operation, and that it has according to the Authority, the capability to maintain these specifications for the period of validity of the certificate. The certification process also establishes the baseline for continued monitoring of compliance with the specifications. Information on the status of certification of aerodromes would need to be provided to the Aeronautical Information Services (AIS) for promulgation in the Aeronautical Information Publication (AIP). The approval of the Aerodrome manual will be the reference guide for the continued surveillance of the aerodrome.

Note - The grant of an Aerodrome Certificate obliges the Aerodrome Operator to; ensure the safety, regularity and efficiency of operations at the aerodrome, to be responsible for notifying and reporting as prescribed, and to allow the Authority's authorized personnel access to the aerodrome to carry out safety audits, inspections and testing.

- (d) If the application is unsuccessful, the Certification Team Lead through the DG will advise the applicant of additional steps that needs to be taken prior to certification. For example, the aerodrome manual may need to be amended to incorporate any changes to the aerodrome facilities and equipment that may be required, in order to comply with the standards specified in the Regulations.
- (e) If after being advised of the additional steps that must be taken to rectify the deficiencies in the corrective action plan, the applicant is still not able to satisfy the requirements of the Aerodrome Regulations, the Authority may refuse to grant the aerodrome certificate. The refusal may be based on one or more of the following determinations, for which details will be given:
- (i) The inspection of aerodrome facilities and equipment revealed that they do not make satisfactory provision for the safety of aircraft operations;
 - (ii) The assessment of the aerodrome operating procedures revealed that they do not make satisfactory provision for the safety of aircraft operations;
 - (iii) The assessment of the Aerodrome Manual revealed that it does not contain the particulars set out in the SLCAR Part 14C, IS 4.4.
 - (iv) The assessment of the above facts and any other factor(s) (to be listed) revealed that the applicant will not be able to properly operate and maintain the aerodrome as required by the SLCAR Part 14A and 14C.
- (f) During the period of validity of the certificate, the Authority will monitor the timely implementation of the corrective action plans during continuous oversight of the aerodrome, as described in 2.3 above.

2.6.5 Phase 5 - Promulgation of the certified status and details of the aerodrome in the Aeronautical Information Publication (AIP).

- (a) Upon satisfactory completion of the certification process, the Authority will promulgate the status of the certification of the aerodrome in the AIP, including:
 - (i) The aerodrome name and its ICAO location indicator;
 - (ii) The date of certification and validity of the certificate; and
 - (iii) Remarks, if any.
- (b) Where safety concerns have been observed on the aerodrome, special conditions or operational restrictions as endorsed on the aerodrome certificate will also be published in the aeronautical information publication (AIP) or by NOTAM, until full implementation of the corrective action plan.
- (c) Wherein the aerodrome operator cannot fully implement the CAP, the Authority will take possible measures including; suspension or revocation of the aerodrome certificate.

3 AERODROME SAFETY COORDINATION

This section specifies the coordination process and interaction between the aerodrome operator and other stakeholders, which is necessary for the safety of operations at the aerodrome.

3.1 Coordination affecting aerodrome safety

- (a) The Authority will verify that coordination exists between the aerodrome operator, aeroplane operators, air navigation service providers, ground handling service providers and all other relevant stakeholders to ensure the safety of operations.
- (b) The aerodrome operator must ensure that all users of the aerodrome, including ground-handling agencies and other organizations that perform activities independently at the aerodrome in relation to flight or aircraft handling, complies with its safety requirements, and must further monitor such compliance.

3.2 The Authority's feedback on occurrences

- (a) Aerodrome Operator's must report all safety occurrences at their aerodromes to the Authority in accordance with the SLCAR Part 19.
- (b) The aerodrome operator must report all accidents and serious incidents, including:
 - (i) runway excursions;
 - (ii) undershoots;
 - (iii) runway incursions;
 - (iv) landing or take-off on a taxiway; and
 - (v) Wildlife strike-related events.
- (c) In addition to accidents and serious incidents, the aerodrome operator must report safety occurrences of the following types:
 - (i) foreign object debris/damage(FOD) related event;
 - (ii) other excursions (i.e. from a taxiway or apron);
 - (iii) other incursions (i.e. on taxiway or apron); and
 - (iv) ground collisions.

Note - Appendix 6 details the list of safety occurrences types and related critical data which must be reported at an aerodrome. The related tasks for reporting these occurrences and to feed the data when required must be shared and coordinated between the various aerodrome stakeholders.

- (d) Aerodrome operators must ensure that the analysis of safety occurrences at the aerodrome is performed by competent personnel who have been trained to perform these tasks.

- (e) Aerodrome operators must coordinate with all users of the aerodrome, including aircraft operators, ground-handling agencies, air navigation service providers and all other stakeholders to improve the completeness and accuracy of the collection of safety occurrences and their related critical data.
- (f) The Authority will review and analyse the information provided by the operator in the occurrences reports to ensure that:
 - (i) all occurrences in 3.2(b), 3.2(c) and Appendix 6 of this AC are adequately analyzed by the aerodrome operator;
 - (ii) when significant trends are identified (either at a specific aerodrome or at National level), further in-depth analysis on the subject must be carried out so that appropriate actions can be taken; and
 - (iii) the most serious/significant occurrences will be carefully followed up by the Authority.
- (g) The output of these analyses will be used as inputs, for the planning of continued oversight of an aerodrome.

Note - Variations in the frequency of occurrences reports on a specific aerodrome, other than those occurring as a result of seasonal variations in the types and/or levels of operations, could be considered as an indicator of a potential problem in the reporting culture on the aerodrome, or a specific danger that should have been studied by the aerodrome operator. The continued oversight of the reporting processes or subjects with a high frequency of occurrence must be reinforced.

3.3 Management of change

- (a) As part of their SMS, aerodrome operators must have in place procedures to identify changes and to examine the impact of those changes on aerodrome operations.

Note - Changes on an aerodrome can include changes to procedures, equipment, infrastructures and special operations. Guidance on the management of change can be found in SLCAA-AC-AGA017-Rev.00 (Safety Management Systems).

- (b) A safety assessment must be carried out to identify hazards, and propose mitigation actions for all changes that are found to have an impact on the aerodrome operations.

Note - Depending on the scope of the envisaged change as well as the level of the impact on operations, the methodology and level of details required to carry out the required safety assessment may vary. The types of changes that have to be assessed are described in 3.3(c), and the key principles on safety assessments are available in the SLCAA-AC-AGA016-Rev.01 (Guidance on Aeronautical Studies and Safety Assessment).

- (c) Need for a safety assessment according to the category of changes:

- (i) **Routine tasks**

- (1) Changes related to routine tasks do not have to be assessed using the safety assessment methodology developed in Appendix 3 of SLCAA-AC-AGA016-Rev.01 (*Guidance on Aeronautical Studies and Safety Assessment*) because these tasks are established and managed through specific procedures, training, feedback and reviews.

Note - Routine tasks can be described as the actions related to an activity or service that are detailed in formal procedures, which are subject to periodic review, and for which the personnel in charge are adequately trained. These tasks may include movement area inspections, grass cutting on runway strips, sweeping of apron areas, regular and minor maintenance of runways, taxiways, visual aids, radio navigation and electrical systems.

- (2) The actions resulting from the regular assessment, feedback and review process related to these tasks must ensure that any changes related to them are managed, thus ensuring the safety of the specific task. However, a change related to a routine task for which feedback is not yet sufficient cannot be considered as sufficiently mature. Therefore, a safety assessment using the methodology developed in Appendix 3 of SLCAA-AC-AGA016-Rev.01 (*Guidance on Aeronautical Studies and Safety Assessment*) must be carried out.

(ii) **Specific changes**

- (1) Impact on the safety of aerodrome operations may result from:
 - a) changes in the characteristics of infrastructures or the equipment;
 - b) changes in the characteristics of the facilities and systems located in the movement area;
 - c) changes in runway operations (e.g. type of approach, runway infrastructure, holding positions);
 - d) changes to the aerodrome networks (e.g. electrical and telecommunication);
 - e) changes that affect conditions as specified in the aerodrome's certificate;
 - f) long-term changes related to contracted third parties;
 - g) changes to the organizational structure of the aerodrome; and
 - h) changes to the operating procedures of the aerodrome.

Note - When the change involves a new aeroplane on the aerodrome a compatibility study as described in the SLCAA-AC-AGA016-Rev.01 Guidance on Aeronautical Studies and Safety Assessment) must be conducted.

- (2) For any change in the aerodrome's operations as defined above, a safety assessment must be conducted.

3.4 Obstacle control

- (a) In relation to obstacle control, the aerodrome operator in collaboration with other potential parties must be responsible for:
 - (i) carrying out obstacle surveys;
 - (ii) the surveillance of the emergence of new obstacles; and
 - (iii) when obstacles are identified, the aerodrome operator must have the responsibility of taking action(s) (i.e. removal, marking, lighting, displacement, instrument procedures).
- (b) The Authority must ensure such actions are enforced.

Note - Guidance on the control of obstacles can be found in SLCAA-AC-AGA011-Rev.00 (Control of Obstacles).

3.5 Oversight of third parties

The Aerodrome Operator must monitor and ensure compliance of third parties with its safety provisions established as specified in 3.1(b), using appropriate means.

4 CONTINUED AERODROME SAFETY OVERSIGHT

4.1 General

- (a) The scope of initial certification is described in 2.2 above. This section describes the procedures for continued aerodrome safety oversight. Continued oversight actions may not be as exhaustive but will be based on principles ensuring that compliance is maintained throughout the planning of adequate oversight actions.
- (b) Specific and targeted actions, in addition to the planned activities, may be carried out by the Authority, for example, in relation to changes, analysis of occurrences, safety of aerodrome works, monitoring of corrective action plans, or those related to the States

Safety Plan (SSP). The Authority may also address other issues regarding aerodrome safety depending on the aerodrome's organization such as; obstacle control or oversight of ground handlers.

4.2 Continued oversight principles

- (a) The Authority will plan its continued oversight actions in such a way as to ensure that each subject covered by the scope of certification, is subject to oversight (see 2.3).
- (b) The development and operations of the aerodrome's SMS will be tested, to ensure that the aerodrome operator takes appropriate actions regarding safety on the aerodrome.
- (c) Sample checks of the aerodrome's compliance with certification requirements and specifications, will be carried out by the Authority in order to ensure the SMS has identified all deviations if any, and adequately managed them. This will provide an indication on the level of maturity of the SMS. Consequently, a periodic audit cycle which consists of:
 - (i) at least one audit of the SMS; and
 - (ii) sample checks on specific subjects, will be implemented.
- (d) If the aerodrome operator's SMS is not fully implemented, specific oversight actions will target the SMS to ensure it is developing adequately and at a normal pace. In this case, the SMS will be audited as appropriate until it is considered to be sufficiently mature.

4.3 Audit of selected items

- (a) After initial certification has taken place, continued oversight actions of a subject may not require complete audit of all subject items and may instead be on the basis of sample assessment of selected items based on risk profile.

Note - An aerodrome can be assessed through an analysis of the safety occurrences at the aerodrome, including any significant development, change or other known information that may highlight subjects of concern.

- (b) The audit of the selected items must consist of:
 - (i) a desk-based review of the appropriate documents, and
 - (ii) an on-site verification.
- (c) Checklists will be used for the audit of such selected items.

4.4 Influence of aerodrome safety performance and risk exposure

- (a) The number of audits of the SMS during the validity period of the aerodrome certificate will be determined taking into account the following criteria:
 - (i) The Authority's confidence in the operator's SMS. This confidence is evaluated using the results of the SMS audits or other oversight actions. For example, feedback on the operator's occurrence reporting and management system might indicate that the analyses of the safety occurrences are not carried out as adequately as desired, or that a significant number of incidents have arisen on the aerodrome; and
 - (ii) other factors contributing to the level of risk at the aerodrome, for example, the complexity of the aerodrome, the aerodrome's infrastructure or organization, the density of traffic, type of operations and other specific conditions.
- (b) For aerodromes with a fully implemented SMS, in addition to the audit of the SMS, some sample subjects will be checked to ensure that the SMS has identified all safety-critical issues. This will also help to ensure that the SMS is operating adequately. The selection of these subjects must be determined taking into account:
 - (i) an analysis of the safety occurrences on the aerodrome;

- (ii) known information related to safety at the aerodrome that may highlight subjects of concern;
- (iii) specific subjects most significant for safety;
- (iv) the complexity of the aerodrome;
- (v) any significant development or change to aerodrome infrastructure; and
- (vi) the subjects previously selected in order to cover all within a certain number of oversight cycles.

4.5 Continued oversight plans and programmes

- (a) Following the above principles, an oversight plan will be established by the Authority for each certified aerodrome and communicated to the aerodrome operator. This plan will ensure that:
 - (i) for aerodromes where an SMS is not fully functional:
 - (1) each subject within the scope of certification appears at least once in the oversight plan and is subject to specified oversight actions; and
 - (2) the SMS is audited as appropriate;
 - (ii) for aerodromes with a fully functional SMS:
 - (1) the SMS is audited at least once; and
 - (2) other oversight actions on selected subjects are conducted as appropriate.
- (b) The plan and programme will be updated annually to show the oversight actions that have actually been carried out, including observations on certain actions that have not been undertaken as planned.

4.6 Unannounced inspections

- (a) Planning of the aerodrome's audit is intended to assist the Aerodrome Operator in planning resources and manpower, and in ensuring a consistent and adequate level of oversight. However, it does not prevent the Authority from carrying out unannounced inspections, if deemed necessary.
- (b) These inspections follow the same methodology as the scheduled audit or technical inspections as appropriate and may be carried out using the same checklists or could be aimed at a specific subject of concern.

4.7 Monitoring of corrective actions plans

- (a) Corrective action plans resulting either from initial certification or from continued oversight audits or technical inspections will be monitored by the Authority until all items are closed to ensure that mitigating actions are carried out to meet the standards and timescale agreed.
- (b) The Authority will regularly review the status of each pending action.
- (c) When a deadline has been reached, the Authority will verify that the related corrective actions have been adequately implemented.
- (d) Where a corrective action plan does not result in appropriate actions being taken within acceptable timelines, increased oversight will be taken by the Authority.

4.8 Increased oversight

- (a) After coordination between the Authority and the aerodrome operator, the aerodrome's corrective action plan does not ensure that appropriate corrective action has been taken within acceptable timelines; the Authority may increase oversight actions on the aerodrome operator as necessary. The scope of increased oversight may cover specific subjects or be all-encompassing.
- (b) The Authority will notify the aerodrome operator in writing:
 - (i) that it is being placed under increased oversight and outline the subjects concerned and from which date;
 - (ii) the reasons for the increased oversight and what it consists of; and

- (iii) what actions are required by the aerodrome.
- (c) When an aerodrome is placed under increased oversight, the Authority will:
 - (i) carry out appropriate oversight actions on the subjects concerned;
 - (ii) follow very carefully the implementation of the corrective actions plan; and
- (d) The oversight actions to be carried out under increased oversight will be the same as those carried out normally, but more exhaustive and addresses all subjects concerned.
- (e) When increased oversight is concluded on an aerodrome for a specific subject, the Authority may advise the aerodrome operator in writing, stating the end of the procedure and the reason.
- (f) The aerodrome certificate can be amended, suspended or revoked according to the outcome of the increased oversight.

4.9 Suspension of an Aerodrome Certificate

The SLCAR Part 14C, 2.7 provides for the suspension and revocation of an Aerodrome Certificate. Suspension of an Aerodrome Certificate may be considered if:

- (a) the Aerodrome Operator's Safety Management System is found to be inadequate;
- (b) it is in the interest of operational safety;
- (c) all other means for timely correction of the unsafe condition(s) or ensuring safe aircraft operations have not yielded the required results;
- (d) the technical proficiency or qualifications of the Aerodrome Operator to perform the duties to meet the critical safety requirements in accordance with the SLCAR's are found to be inadequate;
- (e) the Aerodrome Operator resists or is unwilling to take action(s) to correct or mitigate the condition affecting aviation safety; or
- (f) The Aerodrome Operator willfully fails to perform an already agreed upon corrective action and suspension of the Aerodrome Certificate is the last resort to avoid unsafe operations in the aerodrome's movement area.

4.10 Revocation of an Aerodrome Certificate

Revocation of an Aerodrome Certificate may be warranted if the Aerodrome Operator:

- (a) is incapable or unwilling to carry out corrective action or has committed/repeated serious violations;
- (b) has demonstrated a lack of responsibility, such as deliberate and flagrant acts of non-compliance or falsification of records jeopardizing aviation safety; or
- (c) Has made it convincingly clear that the continued operation of the aerodrome will be detrimental to the public interest.

4.11 Transfer of an Aerodrome Certificate

The SLCAR Part 14C, 2.9 provides for the transfer of an Aerodrome Certificate.

4.11.1 Guidelines for Processing Certificate Transfers

4.11.1.1 Request for the Transfer of an Aerodrome Certificate

The aerodrome operators (transferor/transferee) must requests in writing, for the Authority's consent to transfer an aerodrome certificate.

4.11.1.2 Reasons for the Transfer of an Aerodrome Certificate

An aerodrome operator must request the Authority's consent for the transfer of the certificate when, for example:

- (a) Changes to local government arrangements result in a transfer of responsibilities between municipal authorities;

- (b) The establishment of a specific Aerodrome Board with members drawn from various community sources to own and operate an aerodrome;
- (c) An aerodrome operator wants to transfer operational responsibility to another party.
- (d) An aerodrome facility is leased for example, the lease of “XXX” aerodromes to alternative operators.

4.11.2 Criteria for the Transfer of an Aerodrome Certificate

- (a) Consent to a transfer may be given, only if the Authority is satisfied that the person to whom the certificate will be transferred is able to properly operate and maintain the aerodrome. Requests for consent to transfer of an aerodrome certificate must be tested to determine whether:
 - (i) The change should be handled as a genuine transfer; or
 - (ii) A situation exist which requires the certificate to be surrendered and a new certificate issued to a different entity.
- (b) A transfer is appropriate when no significant variation will occur in the day-to-day operations of the aerodrome - that is, when:
 - (i) The Aerodrome Manual procedures remain substantially unaltered (minor amendments such as contact phone numbers etc. are acceptable)
 - (ii) Aerodrome facilities remain substantially unaltered
 - (iii) Key aerodrome operational personnel; such as Reporting Officers, Safety Officers and the like, remain in their positions or are replaced with staff of equivalent qualification, experience or skill levels.

4.11.2.1 Criteria for Non-consent

- (a) Consent to transfer will be refused if the Authority is not satisfied that the person to whom the certificate is proposed to be transferred is able to properly operate and maintain the aerodrome.
- (b) Generally, the Authority’s policy is that consent to transfer may be refused when significant changes to operational aspects of the aerodrome will be made. For example:
 - (i) If the certificate document is conditionally endorsed or the transfer would require conditions to be endorsed on the certificate document
 - (ii) Reduction of runway, taxiway or apron facilities
- (c) If the Authority believes:
 - (i) Significant revision to the Aerodrome Manual will be necessary as a result of the transfer
 - (ii) The proposed staffing arrangements are not adequate or appropriate.

Note - If consent is not granted the Authority must take steps to confirm that the current aerodrome operator can meet the obligations of the certificate. It is possible that a transfer of the certificate may be followed up by surveillance activities.

4.11.2.2 Reviewable Decision

A refusal for the consent of a transfer may be reviewable. In this regard, the Authority may review any statement of reasons contained in a notice to the applicant before the notice is sent to the applicant.

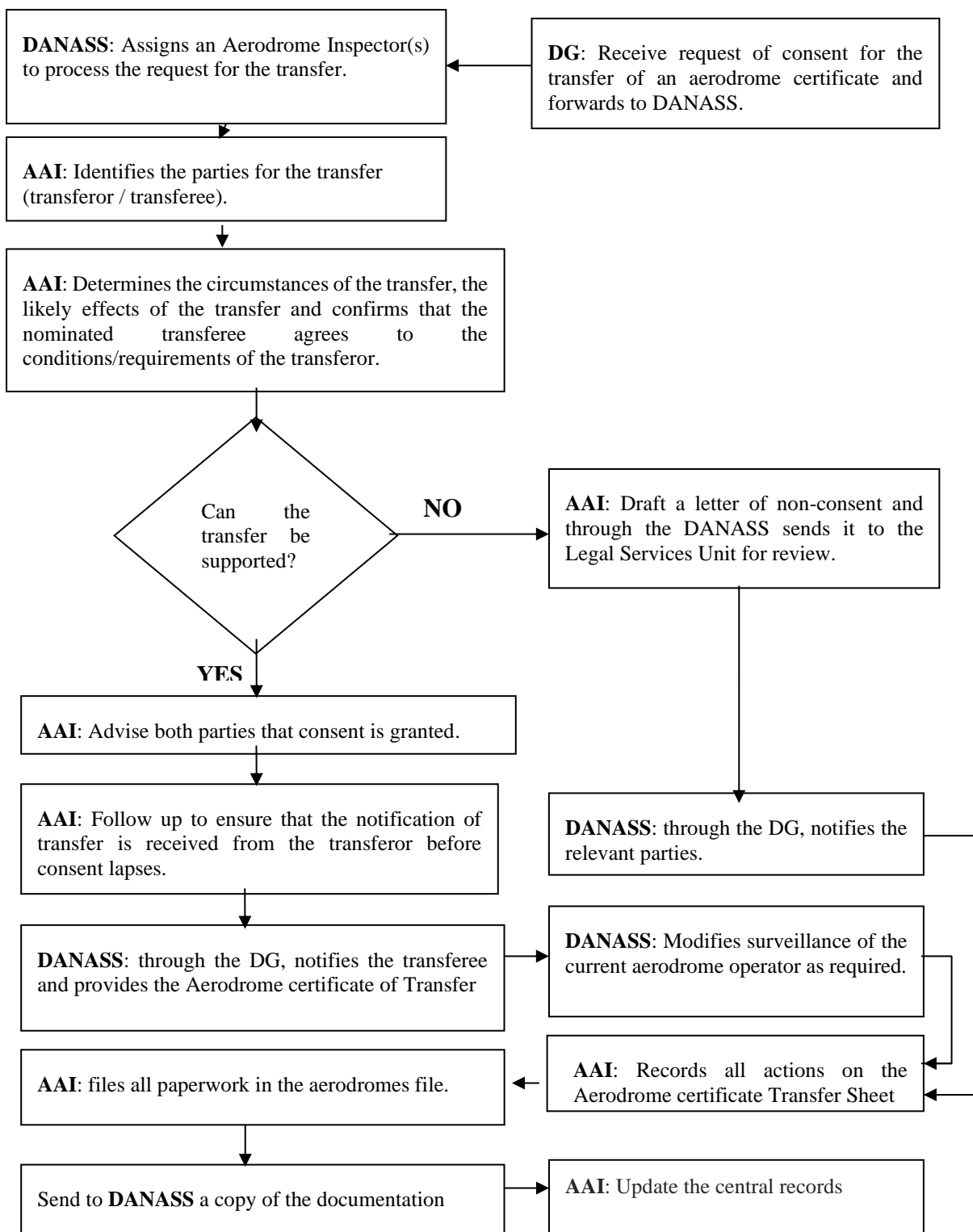


Figure 4-1: Transfer Process Flowchart

4.12 Amendment of an Aerodrome Certificate

The SLCAR Part 14C, 2.11 provides for the amendment of an Aerodrome Certificate.

4.12.1 Guidelines for Processing Aerodrome Certificate Amendments

4.12.1.1 Requests for the Amendment of an Aerodrome Certificate

The aerodrome operator must request in writing to the Authority, for consent to amend an aerodrome certificate.

4.12.1.2 Reasons for an Amendment of an Aerodrome Certificate

An aerodrome operator may request the Authority's consent to amend the certificate when:

- (a) There is a change in the ownership or management of the aerodrome;
- (b) There is a change in the use or operation of the aerodrome;
- (c) There is a change in the boundary of the aerodrome; or
- (d) The holder of the aerodrome certificate requests an amendment.

4.12.1.3 The non-exhaustive list below summarizes the changes which systematically lead to the amendment of the aerodrome certificate;

- (a) Modification of the aerodrome reference code indicated on the aerodrome certificate issued;
- (b) Modification of the reference/critical aircraft indicated on the aerodrome certificate issued;
- (c) Change in the name of the certified aerodrome operator;
- (d) Modification of the name of the certified aerodrome;
- (e) Change in the category of use of the certified aerodrome (public, private or restricted);
- (f) Change in the nature of the traffic handled at the certified aerodrome (international or national in the case of aerodromes open to public air traffic);
- (g) Modification of the characteristics of the runway(s) (length or width) of the certified/approved aerodrome;
- (h) Modification of the aerodrome category for aircraft rescue and firefighting service;
- (i) Airfield rectification;
- (j) Modification of the operating specifications of the certified aerodrome attached to the aerodrome certificate issued;
- (k) Modification of the approach category of the certified aerodrome;
- (l) Modification of exemptions or derogations granted by the SLCAA;
- (m) Modification of the restrictions imposed for the operations of the certified aerodrome;
- (n) Transfer of the aerodrome certificate to another aerodrome operator;

4.12.1.4 Criteria for the Amendment of an Aerodrome Certificate

- (a) Consent to an amendment may be given only if the Authority is satisfied with the reasons submitted by the aerodrome operator.
- (b) An amendment is appropriate when no significant variation will occur in the day-to-day operations of the aerodrome. That is, when:
 - (i) The Aerodrome Manual procedures remain substantially unaltered (minor amendments such as contact phone numbers etc. are acceptable);
 - (ii) Aerodrome facilities remain substantially unaltered;

- (iii) Key aerodrome operational personnel such as Reporting Officers, Safety Officers, operations personnel and the like, remain in their positions or are replaced with staff of equivalent qualification, experience or skill levels.

4.12.1.5 Criteria for Non-consent

- (a) Consent for an amendment will be refused if the Authority is not satisfied with the reasons submitted by the aerodrome operator.
- (b) Generally, the Authority's policy is that consent for an amendment, would be refused when significant changes to operational aspects of the aerodrome will be made. For example:
 - (i) If the certificate document is conditionally endorsed or the amendment would require conditions to be endorsed on the certificate document
 - (ii) Reduction of runway, taxiway or apron facilities
- (c) If the Authority believes that:
 - (i) a significant revision to the Aerodrome Manual will be necessary as a result of the amendment.
 - (ii) the proposed staffing arrangements are not adequate or appropriate

Note: If consent is not granted, the Authority will take steps to confirm that the aerodrome operator can meet the obligations of the certificate. It is possible that an amendment of the certificate may be followed up by surveillance activities.

4.12.1.6 Reviewable Decision

A refusal for the consent for an amendment may be reviewable. The Authority may review any statement of reasons contained in a notice to the applicant before the notice is sent to the applicant.

4.12.1.7 Procedures for Processing the Amendment to an Aerodrome Certificate

- (a) DG forwards the amendment request to the DANASS who then assigns an AAI to deal with the request for an amendment to the aerodrome certificate.
- (b) After completion of the amendment procedures, the Aerodrome Certificate Register will be updated.
- (c) The AAI will use the Aerodrome Certificate Amendment Checklist to monitor and record all actions to process the certificate amendment.

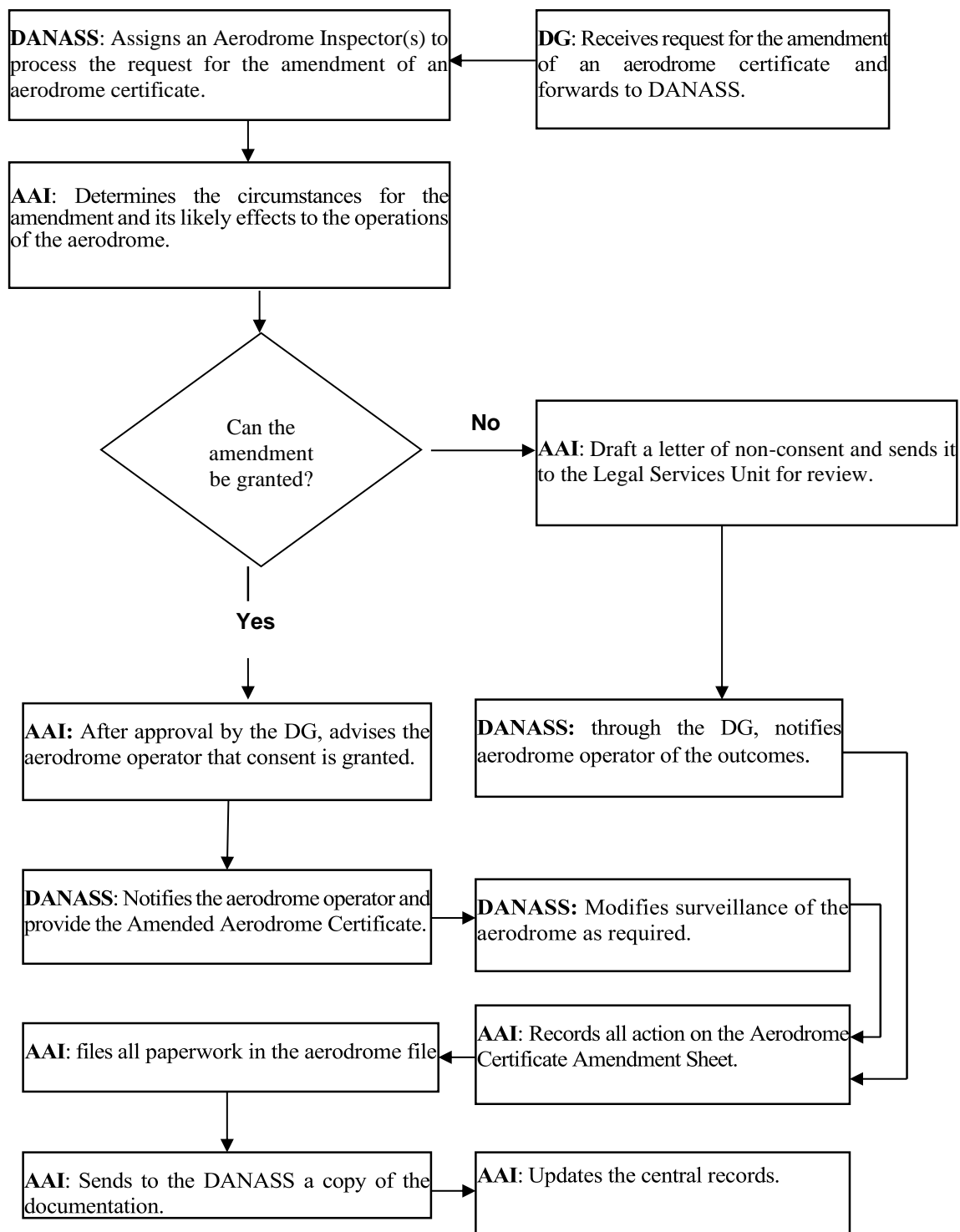


Figure 4-2: Amendment Process Flowchart

4.13 Surrender of an Aerodrome Certificate

The SLCAR Part 14C, 2.8 provides for the surrender of an Aerodrome Certificate. This section provides for the voluntary Surrender of an Aerodrome Certificate at the request of an Aerodrome Operator.

4.13.1 Upon receipt of the notice, the Authority will:

- (a) Verify the credentials of the aerodrome operator requesting cancellation as the certificate holder;
- (b) verify that the notification received from the aerodrome operator meets the requirements of 2.8 of the SLCAR Part 14C;
- (c) check that the information provided by the aerodrome operator includes the following:
 - (i) if the aerodrome is to remain open, an appropriate NOTAM will be promulgated to advise on the change of status; and
 - (ii) if the aerodrome is to be closed to all traffic, sufficient safety measures have been taken by the aerodrome operator, such as the removal of wind socks and markings, the provision of appropriate closed markings, unserviceability markers and such other visual aids as necessary.
- (d) If the application for cancellation of the certificate is found to be in order, the Authority will issue a letter cancelling the certificate effective from the date specified in the notice given by the certificate holder.
- (e) If the aerodrome is to remain open for use as an uncertified aerodrome, the Authority shall ensure that the safety requirements at such aerodromes are met.
- (f) The Aeronautical Information Services must be advised to take appropriate action regarding the uncertified status of the aerodrome or the closure of the aerodrome, as the case may be, in accordance with the SLCAR Part 15.

4.14 Interim Aerodrome Certificate

The SLCAR Part 14C, 2.10 provides for the issuance of an Interim Aerodrome Certificate. This section provides for the issuance of an Interim Aerodrome Certificate to a proposed transferee of an aerodrome certificate referred to in section 4.11 above, authorizing the applicant or transferee to operate an aerodrome if the Authority is satisfied that;

- (g) an aerodrome certificate 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 has been completed; and
- (h) the grant of the interim certificate is in the public interest, and is not detrimental to aviation safety.

Note - A sample Interim Aerodrome Certificate is shown in Appendix 8 of this AC.

APPENDIX 1: PARTICULARS TO BE INCLUDED IN THE AERODROME MANUAL.

A1.1 Part 1 – General.

- (a) General information, including the following:
 - (i) Table of Content;
 - (ii) A list of corrigenda/amendments to log the updates and/or corrections made to the manual;
 - (iii) Purpose and scope of the Aerodrome Manual;
 - (iv) A distribution list;
 - (v) the legal requirement for an Aerodrome Certificate and an Aerodrome Manual as prescribed in the Civil Aviation Act in-force and the SLCAR Part 14A and C;
 - (vi) A statement of compliance with the applicable SLCAR's;
 - (vii) conditions for use of the aerodrome - a statement to indicate that the aerodrome must 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.
 - (viii) the available Aeronautical Information Services and procedures for timely and accurate promulgation of AIP Amendment, AIP Supplement or NOTAM;
 - (ix) the system for recording aircraft movements;
 - (x) obligations of the aerodrome operator (including, a statement of performing internal safety oversight activities on the aerodrome's physical characteristics, facilities and equipment);
 - (xi) 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;
 - (xii) Details of current Exemptions & Limitations on File with the Authority; (for recertification)
 - (xiii) Deviations and procedures for reporting such to the Authority; (if any)
 - (xiv) Maintenance and Control of the Aerodrome Manual (i.e. Procedures for the amendment of the Aerodrome Manual and distribution of updates).

A1.2 Part 2 - Particulars of the Aerodrome Site.

- (a) General information, including the following:
 - (i) 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;
 - (ii) a plan of the aerodrome showing the aerodrome boundaries;
 - (iii) 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;
 - (iv) a grid map or other means of identifying locations and terrain features on and around the airport that are significant to emergency operations;
 - (v) the location of each obstruction required to be lighted or marked within the airport's area of authority;
 - (vi) a plan showing the runway and taxiway identification system, including the location and inscription of signs, runway markings, and holding position markings;
 - (vii) 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.

A1.3 Part 3 - Particulars of the Aerodrome required to be reported to the Aeronautical Information Service (AIS)

(a) General Information

Information includes the following:

- (i) the name of the aerodrome, class of the aerodrome and type of operations;
- (ii) 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);
- (iii) the geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System - 1984 (WGS-84) reference datum;
- (iv) the aerodrome elevation and geoid undulation;
- (v) 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;
- (vi) the aerodrome reference temperature;
- (vii) details of the aerodrome beacon;
- (viii) the hours of operation,
- (ix) the available ground services;
- (x) any special procedures;
- (xi) any local precautions;
- (xii) air traffic services provided;
- (xiii) aviation weather services; and
- (xiv) the name of the aerodrome operator and the address and telephone number at which the aerodrome operator may be contacted at all times.

(b) Aerodrome Dimensions And Related Information

General information, including the following:

- (i) Profile of pavement (runway, taxiway, apron, stopway) and data characteristics (slopes – longitudinal, transverse).
- (ii) 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;
- (iii) profile of RESA, airstrip, clearway
- (iv) length, width and surface type of the strip, runway end safety areas, stopways;
- (v) length, width and surface type of taxiways;
- (vi) apron surface type, determination of the capacity of the apron, bearing strength and types of aircraft stand;
- (vii) clearway length and ground profile;
- (viii) visual aids for approach procedures, visual 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.
- (ix) the location and radio frequency of VOR aerodrome checkpoints;
- (x) the location and designation of standard taxi routes;
- (xi) the geographical coordinates of each threshold;
- (xii) the geographical coordinates of appropriate taxiway centre line points;
- (xiii) the geographical coordinates of each aircraft stand;

- (xiv) 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 the SLCAR Part 4 and Part 15);
- (xv) pavement surface type and bearing strength using the Aircraft Classification Number – Pavement Classification Number (ACN-PCN) method;
- (xvi) one or more pre-flight altimeter check locations established on an apron and their elevation;
- (xvii) declared distances: take-off run available (TORA), take-off distance available (TODA), accelerate-stop distance available (ASDA), landing distance available (LDA);
- (xviii) 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
- (xix) rescue and fire-fighting: the level of protection provided, expressed in terms of the category of the rescue and firefighting services, which must be in accordance with the longest aeroplane normally using the aerodrome and the type and amounts of extinguishing agents normally available at the aerodrome.

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

A1.4 Part 4 - Particulars of the Aerodrome Operating Procedures and Safety Measures.

(a) Aerodrome Reporting.

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

- (i) arrangement for reporting any changes to the Authority and recording the reporting of changes during and outside the normal hours of aerodrome operations;
- (ii) 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
- (iii) the address and telephone numbers, as provided by the Authority, of the place where changes are to be reported to the Authority.

(b) 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:

- (i) the arrangements for controlling airside access;
- (ii) 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
- (iii) 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.

(c) Aerodrome Emergency Plan.

Particulars of the aerodrome emergency plan, including the following:

- (i) 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;
- (ii) details of test for aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests;
- (iii) details of exercises to test emergency plans, including the frequency of those exercises;
- (iv) a list of organizations, agencies and persons of authority, both on- and off airport, for site roles; their telephone numbers, e-mail addresses and the radio frequencies of their offices;
- (v) the establishment of an aerodrome emergency committee to organize training and other preparations for dealing with emergencies;
- (vi) the appointment of an on-scene commander for the overall emergency operation; and
- (vii) Medical services - level of medical services provided at the aerodrome and coordination of first aid activities with the RFFS.

(d) Rescue and Fire-Fighting.

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

- (i) the names and roles of the persons responsible for dealing with the rescue and fire-fighting services at the aerodrome.
- (ii) policy statement on the RFF categories to be provided
- (iii) 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
- (iv) Policy and procedures indicating how depletion of the RFF service is to be managed, This should include the extent to which operations are to
- (v) 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
- (vi) The aerodrome operator’s objectives for each RFF category provided should be defined, including a brief description of:
 - (1) amounts of extinguishing agents provided
 - (2) discharge rates
 - (3) number of foam producing appliances
 - (4) manning levels
 - (5) levels of supervision
- (vii) Procedures for monitoring the aeroplane movement areas for the purpose of alerting RFF personnel
- (viii) Indication of how the adequacy of the response time capability of the RFF services through out their functions and locations is monitored and maintained
- (ix) Indication of how RFF personnel engaged in extraneous duties are managed to ensure that response capability is not affected.

- (x) 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.
- (xi) 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
- (xii) 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
 - (1) breathing apparatus training in heat and smoke
 - (2) first aid
 - (3) low visibility procedures (LVP)
 - (4) any legal requirements
- (xiii) health and safety policy with regard to training of personnel in the use of respiratory protection equipment and personnel protection equipment
- (xiv) 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.
- (xv) 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.
- (xvi) 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
- (xvii) The availability of additional water supplies should be described.
- (xviii) Aerodrome operator's arrangements for ensuring the adequacy of responses in abnormal conditions i.e LVP

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

(e) Inspection of the Aerodrome Movement Area and Obstacle Limitation Surface by the Aerodrome Operator.

- (i) Particulars of the procedures for the inspection of the aerodrome movement area and obstacle limitation surfaces, including the following:
- (ii) 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;
- (iii) arrangement and means of communicating with the aerodrome air traffic control services during an inspection;
- (iv) arrangements for keeping an inspection logbook, and the location of the logbook;
- (v) details of inspection intervals and times;
- (vi) inspection checklist;
- (vii) arrangement for reporting the results of inspections and for taking prompt follow up actions to ensure correction of unsafe conditions;
- (viii) the names and roles of persons responsible for carrying out inspections, and their telephone number during and after working hours;
- (ix) procedure to monitor and report the condition of movement areas;

- (x) procedures to report the presence of water on runway; and
- (xi) procedures to report slippery runway condition.

(f) Visual Aids and Aerodrome Electrical Systems.

- (i) Particulars of the procedures for the inspection and maintenance of aeronautical lights (including obstacle lighting), signs, markers and aerodrome electrical systems, including the following:
- (ii) arrangement for carrying out inspections during and outside the normal hours of aerodrome operation, and the checklist for such inspection;
- (iii) arrangements for recording the results of inspections and for taking follow up action to correct deficiencies;
- (iv) arrangements for carrying out routine maintenance and emergency maintenance;
- (v) arrangements for secondary power supplies, if any, and, if applicable, the particulars of any other method of dealing with partial or total system failure;
- (vi) 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;
- (vii) submission of sign and lighting plan and SMGCS; and
- (viii) procedure to prevent aircraft from entering permanently closed runways and taxiways.

(g) Maintenance of the movement Area.

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

- (i) arrangements for maintaining the paved areas;
- (ii) arrangements for maintaining the unpaved runways and taxiways;
- (iii) arrangements for maintaining the runway and taxiway strips; and
- (iv) arrangements for the maintenance of aerodrome drainage.

(h) 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:

- (i) arrangements for communicating with air traffic control during the progress of such work;
- (ii) 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;
- (iii) 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;
- (iv) a distribution list for work plans, if required.

(i) Apron Management.

Particulars of the apron management procedures, including the following:

- (i) arrangements between air traffic control and the apron management unit;
- (ii) arrangements for allocating aircraft parking positions;
- (iii) arrangements for initiating engine start and ensuring clearance of aircraft push-back;
- (iv) marshalling service;
- (v) leader (van) service

- (vi) the names, telephone numbers and roles of the persons responsible for planning and implementing aircraft parking control; and
- (vii) Equipment parking and staging.

(j) Apron Safety Management.

Procedures to ensure apron safety, including:

- (i) protection from jet blasts;
- (ii) Arrangements and enforcement of safety precautions during aircraft refuelling operations and ground servicing;
- (iii) apron sweeping;
- (iv) apron cleaning;
- (v) arrangements for reporting incidents and accidents on an apron;
- (vi) arrangements for auditing the safety compliance of all personnel working on the apron; and
- (vii) Arrangements to have ground equipment positioned so as to allow ready escape routes and expeditious evacuation during an emergency in aircraft fueling.

(k) 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:

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

(l) Wildlife Hazard Management.

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

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

(m)Obstacle Control.

Particulars setting out the procedures for:

- (i) 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 installations;
- (ii) controlling obstacles within the authority of the operator;
- (iii) monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces;
- (iv) controlling new developments in the vicinity of aerodromes; and
- (v) 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.

(n) Removal of Disabled Aircraft.

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

- (i) the roles of the aerodrome operator and the holder of the aircraft certificate of registration;
- (ii) arrangements for notifying the holder of the certificate of registration;
- (iii) arrangements for liaising with the air traffic control unit;
- (iv) arrangements for obtaining equipment and personnel to remove the disabled aircraft; and
- (v) the names, role and telephone numbers of persons responsible for arranging for the removal of disabled aircraft.

(o) Handling of Hazardous Materials.

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

- (i) 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
- (ii) the method to be followed for the delivery, storage, dispensing and handling of hazardous materials.

Note - hazardous materials include inflammable liquids and solids, corrosive liquids, compressed gases and magnetized or radioactive materials. Arrangements for dealing with the accidental spillage of hazardous materials should be included in the Aerodrome Emergency Plan.

(p) 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.

(q) 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:

- (i) arrangements for the control of activities in the vicinity of radar and Navaid installations;
- (ii) arrangements for ground maintenance in the vicinity of these installations; and
- (iii) arrangements for the supply and installation of signs, warning of hazardous microwave radiation.

Note 1 - In writing the procedures for each category, clear and precise information should be included on:

- *when, or in what circumstances, an operating procedure is to be activated;*
- *how an operating procedure is to be activated;*
- *actions to be taken;*
- *the persons who are to carry out the actions; and*
- *the equipment necessary for carrying out the actions, and access to such equipment.*

Note 2 - If any of the procedures specified above are not relevant or applicable, the reasons should be given.

(r) Accident and Mandatory Occurrence Reporting and Investigation.

- (i) Arrangement in place for the following:
 - (1) Reporting accidents / incidents at the airport premises;

- (2) Remedial investigation and corrective actions;
- (3) Accidents / incidents recording.
- (ii) Persons responsible for notifying the Authority of any occurrence(s) at the aerodrome (immediately and later).

A1.5 Part 5 - Aerodrome Administration and Safety Management System.

(a) Aerodrome Administration.

Particulars of the aerodrome administration, including the following:

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

Note - further guidance on this part is found in Chapter 2 of SLCAA-AC-AGA003 Rev01 (Operational Personnel Competence requirement and assessment).

(b) 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:

- (i) the safety policy, insofar as applicable, on the safety management process and its relation to the operational and maintenance process;
- (ii) the structure or organization of the SMS, including staffing and the assignment of individual and group responsibilities for safety issues;
- (iii) 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 of the SLCAR Part 14A;
- (iv) SMS implementation, including facilities, methods and procedures for the effective communication of safety messages and the enforcement of safety requirements;
- (v) a system for the implementation of, and action on, critical safety areas which require a higher level of safety management integrity (safety measures programme);
- (vi) 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;
- (vii) the internal safety audit and review system detailing the systems and programmes for quality control of safety;
- (viii) 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;

- (ix) 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
- (x) the incorporation and enforcement of safety-related clauses in the contracts for construction work at the aerodrome.

A1.6 Part 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 the Aerodrome Administration;
- (b) Training programme of all aerodrome personnel;
- (c) List of Responsible (key Management and Operational) Personnel with contact details;
- (d) Airport traffic for the last three years;
- (e) Flight procedures charts;
- (f) Clearances 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) Airport Security Programme.
- (t) Drawing – Aerodrome grid map (internal and external)
- (u) Drawing – off-aerodrome map indicating wildlife attractants/hotspots

APPENDIX 2: CHECKLIST ON THE COMPONENTS OF AN AERODROME MANUAL.

	YES	NO
1. Introduction	<input type="checkbox"/>	<input type="checkbox"/>
a) Purpose of the aerodrome manual.	<input type="checkbox"/>	<input type="checkbox"/>
b) Legal position regarding aerodrome certification as contained in the applicable regulation.	<input type="checkbox"/>	<input type="checkbox"/>
c) Distribution of the aerodrome manual.	<input type="checkbox"/>	<input type="checkbox"/>
d) Procedures for distributing and amending the aerodrome manual and the circumstances in which amendments may be needed.	<input type="checkbox"/>	<input type="checkbox"/>
e) Checklist of pages.	<input type="checkbox"/>	<input type="checkbox"/>
f) Preface by licence holder.	<input type="checkbox"/>	<input type="checkbox"/>
g) Table of contents.	<input type="checkbox"/>	<input type="checkbox"/>
h) Glossary of terms.	<input type="checkbox"/>	<input type="checkbox"/>

Note.— This section will contain a short explanation of the general terms used in the aerodrome manual including job titles and abbreviations.

2. Technical administration	<input type="checkbox"/>	<input type="checkbox"/>
a) Name and address of the aerodrome.	<input type="checkbox"/>	<input type="checkbox"/>
b) Name and address of the aerodrome operator.	<input type="checkbox"/>	<input type="checkbox"/>
c) The name of the accountable executive.	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO
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3. Description of the aerodrome (aerodrome characteristics)

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a) Details of the following:

1) latitude and longitude of the aerodrome reference point in World Geodetic System — 1984 (WGS-84) format;

--	--

2) elevations of:

- aerodrome

--	--

- apron

--	--

b) Plans showing the position of the aerodrome reference point, layout of the runways, taxiways and aprons; the aerodrome markings and lighting (including the precision approach path indicator (PAPI), the visual approach slope indicator system (VASIS) and obstruction lighting); and the siting of navigation aids within the runway strips. It will not be necessary for these plans or the information called for in subparagraphs c) to f) below to accompany all copies of the aerodrome manual, but they are to be appended to the licence holder's master copy and to the copy kept with the State regulator. Operating staff are to be provided with scaled-down copies or extracts of plans relevant to their duties.

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c) Description, height and location of obstacles that infringe upon the standard protection surfaces, whether they are lighted and if they are noted in the aeronautical publications.

--	--

d) Procedures for ensuring that the plans are up to date and accurate.

--	--

e) Data for, and the method used to calculate, declared distances and elevations at the beginning and end of each declared distance.

--	--

f) Details of the surfaces, dimensions and classification or bearing strengths of runways, taxiways and aprons.

--	--

4. List of authorized deviations, if any.

--	--

5. Operational procedures for:

5.1 Promulgation of aeronautical information

--	--

The system of aeronautical information service available and the system that the certificate holder uses to promulgate AIP requirements.

YES	NO
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5.2 Control of access

--	--

Control of access to the aerodrome and its operational areas, including the location of notice boards, and the control of vehicles in the operational areas.

5.3 Emergency planning

--	--

- a) The aerodrome operator’s arrangements in response to an emergency. These arrangements should take account of the complexity and size of the aeroplane operations.

--	--
- b) Description of actions to be taken by the aerodrome operator as part of plans for dealing with different emergencies occurring at the aerodrome or in its vicinity.

--	--
- c) Contact list of organizations, agencies and persons of authority.

--	--
- d) Procedures for the appointment of an on-scene commander for the overall emergency operation and description of responsibilities for each type of emergency.

--	--
- e) Reporting mechanism in the event of emergency.

--	--
- f) Details of tests of aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests.

--	--
- g) Details of the exercises to test emergency plans, including the frequency of those exercises.

--	--
- h) Arrangements for personnel training and preparation for dealing with emergencies.

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5.4 Rescue and fire fighting (RFF) services

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- a) Policy statement on the RFF categories to be provided.

--	--
- b) Where the senior aerodrome fire officer or designated fire watch officers have specific safety accountabilities, these should be included in the relevant chapter of the aerodrome manual.

--	--
- c) Policy and procedures indicating how depletion of the RFF service is to be managed. This should include the extent to which operations are to be restricted, how pilots are to be notified and the maximum duration of any depletion.

--	--
- d) At aerodromes where a higher category of RFF is available by prior arrangement, 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.

--	--
- e) The aerodrome operator’s objectives for each RFF category provided should be defined, including a brief description of:

--	--

	YES	NO
1) amounts of extinguishing agents provided;	<input type="checkbox"/>	<input type="checkbox"/>
2) discharge rates;	<input type="checkbox"/>	<input type="checkbox"/>
3) number of foam-producing appliances;	<input type="checkbox"/>	<input type="checkbox"/>
4) manning levels;	<input type="checkbox"/>	<input type="checkbox"/>
5) levels of supervision.	<input type="checkbox"/>	<input type="checkbox"/>
f) Procedures for:		
1) monitoring the aeroplane movement areas for the purpose of alerting RFF personnel;	<input type="checkbox"/>	<input type="checkbox"/>
2) indicating how the adequacy of the response time capability of the RFF services throughout their functions and locations is monitored and maintained;	<input type="checkbox"/>	<input type="checkbox"/>
3) indicating how RFF personnel engaged in extraneous duties are managed to ensure that response capability is not affected.	<input type="checkbox"/>	<input type="checkbox"/>
g) 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.	<input type="checkbox"/>	<input type="checkbox"/>
h) 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 non-availability should be described.	<input type="checkbox"/>	<input type="checkbox"/>
i) A statement describing the process by which aerodrome operators ensure the initial and continued competence of their RFF personnel, including the following:	<input type="checkbox"/>	<input type="checkbox"/>
1) realistic fuel fire training;	<input type="checkbox"/>	<input type="checkbox"/>
2) breathing apparatus training in heat and smoke;	<input type="checkbox"/>	<input type="checkbox"/>
3) first aid;	<input type="checkbox"/>	<input type="checkbox"/>
4) low visibility procedures (LVP);	<input type="checkbox"/>	<input type="checkbox"/>
5) any legal requirements;	<input type="checkbox"/>	<input type="checkbox"/>
6) health and safety policy with regard to training of personnel in the use of respiratory protection equipment and personal protection equipment.	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO
j) 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.	<input type="checkbox"/>	<input type="checkbox"/>
k) 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.	<input type="checkbox"/>	<input type="checkbox"/>
l) 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.	<input type="checkbox"/>	<input type="checkbox"/>
m) The availability of additional water supplies should be described.	<input type="checkbox"/>	<input type="checkbox"/>
n) Aerodrome operator's arrangements for ensuring the adequacy of responses in abnormal conditions, i.e. LVP.	<input type="checkbox"/>	<input type="checkbox"/>
5.5 Inspections of the movement area	<input type="checkbox"/>	<input type="checkbox"/>
a) Routine aerodrome inspections, including lighting inspections, and reporting, including the nature and frequency of these inspections.	<input type="checkbox"/>	<input type="checkbox"/>
b) Inspecting the apron, runways and taxiways following a report of debris on the movement area, an abandoned take-off due to engine, tire or wheel failure, or any incident likely to result in debris being left in a hazardous position.	<input type="checkbox"/>	<input type="checkbox"/>
c) Sweeping of runways, taxiways and aprons.	<input type="checkbox"/>	<input type="checkbox"/>
d) Measurement and promulgation of water, slush and other contaminants including depths on runways and taxiways.	<input type="checkbox"/>	<input type="checkbox"/>
e) Assessment and promulgation of runway surface conditions:	<input type="checkbox"/>	<input type="checkbox"/>
1) details of inspection intervals and times;	<input type="checkbox"/>	<input type="checkbox"/>
2) completion and effective use of an inspection checklist;	<input type="checkbox"/>	<input type="checkbox"/>
3) arrangements and methods for carrying out inspections on FOD, lighting, pavement surface, grassing;	<input type="checkbox"/>	<input type="checkbox"/>
4) arrangements for reporting the results of inspections and for follow-up;	<input type="checkbox"/>	<input type="checkbox"/>
5) arrangements and means of communication with air traffic control during an inspection;	<input type="checkbox"/>	<input type="checkbox"/>
6) arrangements for keeping an inspection logbook and the location of the logbook.	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO
5.6 Maintenance of the movement area		
a) Promulgation of information on the aerodrome operational state, temporary withdrawals of facilities, runway closures, etc.:		
1) arrangements for maintaining the paved areas, including the runway friction assessments;		
2) arrangements for maintaining the unpaved runways and taxiways;		
3) arrangements for maintaining the runway and taxiway strips;		
4) arrangements for maintaining aerodrome drainage;		
5) arrangements for maintaining the visual aids, including the measurement of intensity, beam spread and orientation of lights;		
6) arrangements for maintaining the obstacle lighting;		
7) arrangements for reporting and action taken in the event of failure or unsafe occurrence.		
5.7 Snow and ice control, and other hazardous meteorological conditions		
Description of the procedures.		
5.8 Visual aids		
a) Responsibilities with respect to the aerodrome ground lighting system.		
b) A full description of all visual aids available on each approach, runway, taxiway and apron, including signs, markings and signals.		
c) Procedures for operational use and brilliancy settings of the lighting system.		
d) Standby and emergency power arrangements, including operating procedures both in LVP and during main power failure situations.		
e) Procedures for routine inspection and photometric testing of approach lights, runway lights, VASIS and PAPIs.		
f) The location of and responsibility for obstacle lighting on and off the aerodrome.		
g) Procedures for recording inspection and maintenance of visual aids and actions to be taken in the event of failures.		
h) The control of work, including trenching and agricultural activity, which may affect the safety of the aeroplane.		

	YES	NO
5.9 Apron management	<input type="checkbox"/>	<input type="checkbox"/>
a) Arrangements between air traffic control, the aerodrome operator and the apron management unit.	<input type="checkbox"/>	<input type="checkbox"/>
b) Arrangements for allocating aeroplane stands.	<input type="checkbox"/>	<input type="checkbox"/>
c) Arrangements for initiating engine start and ensuring clearance of aeroplane pushback.	<input type="checkbox"/>	<input type="checkbox"/>
5.10 Apron safety management	<input type="checkbox"/>	<input type="checkbox"/>
a) Means and procedures for jet blast protection.	<input type="checkbox"/>	<input type="checkbox"/>
b) Arrangements of safety precautions during aeroplane refuelling operations.	<input type="checkbox"/>	<input type="checkbox"/>
c) Arrangements for apron sweeping and cleaning.	<input type="checkbox"/>	<input type="checkbox"/>
d) Arrangements for reporting incidents and accidents on an apron.	<input type="checkbox"/>	<input type="checkbox"/>
e) Arrangements for assessing the safety compliance of all personnel working on the apron.	<input type="checkbox"/>	<input type="checkbox"/>
f) Arrangements for the use of advanced visual docking systems, if provided.	<input type="checkbox"/>	<input type="checkbox"/>
5.11 Vehicles on the movement area	<input type="checkbox"/>	<input type="checkbox"/>
a) Details of the applicable traffic rules (including speed limits and the means of enforcing the rules).	<input type="checkbox"/>	<input type="checkbox"/>
b) Method and criteria for allowing drivers to operate vehicles on the movement area.	<input type="checkbox"/>	<input type="checkbox"/>
c) Arrangements and means of communicating with air traffic control.	<input type="checkbox"/>	<input type="checkbox"/>
d) Details of the equipment needed in vehicles that operate on the movement area.	<input type="checkbox"/>	<input type="checkbox"/>
5.12 Wildlife hazard management	<input type="checkbox"/>	<input type="checkbox"/>
a) Arrangements and method for dispersal of bird and other wildlife.	<input type="checkbox"/>	<input type="checkbox"/>
b) Measure to discourage birds and other wildlife.	<input type="checkbox"/>	<input type="checkbox"/>
c) Arrangements for assessing wildlife hazards.	<input type="checkbox"/>	<input type="checkbox"/>
d) Arrangements for implementing wildlife control programmes.	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO
5.13 Obstacles	<input type="checkbox"/>	<input type="checkbox"/>
a) Arrangements for monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces (OLS).	<input type="checkbox"/>	<input type="checkbox"/>
b) Arrangements for controlling new developments in the vicinity of aerodromes.	<input type="checkbox"/>	<input type="checkbox"/>
c) The reporting procedure and actions to be taken in the event of the appearance of unauthorized obstacles.	<input type="checkbox"/>	<input type="checkbox"/>
d) Arrangements for removal of an obstacle.	<input type="checkbox"/>	<input type="checkbox"/>
5.14 The removal of a disabled aeroplane	<input type="checkbox"/>	<input type="checkbox"/>
a) Details of the capability for removal of a disabled aeroplane.	<input type="checkbox"/>	<input type="checkbox"/>
b) Arrangements for removing a disabled aeroplane, including the reporting and notifying procedures and liaison with ATC.	<input type="checkbox"/>	<input type="checkbox"/>
5.15 Dangerous goods	<input type="checkbox"/>	<input type="checkbox"/>
Arrangements for special areas on the aerodrome to be set up for the storage of dangerous goods.	<input type="checkbox"/>	<input type="checkbox"/>
5.16 Low visibility operations	<input type="checkbox"/>	<input type="checkbox"/>
a) Obtaining and disseminating meteorological information, including runway visual range (RVR) and surface visibility.	<input type="checkbox"/>	<input type="checkbox"/>
b) Protection of runways during LVP if such operations are permitted.	<input type="checkbox"/>	<input type="checkbox"/>
c) The arrangement and rules before, during and after low visibility operations, including applicable rules for vehicles and personnel operating in the movement area.	<input type="checkbox"/>	<input type="checkbox"/>
5.17 Protection of sites for radar, navigation aids and meteorological equipment	<input type="checkbox"/>	<input type="checkbox"/>
a) Description of the areas to be protected and procedures for their protection.	<input type="checkbox"/>	<input type="checkbox"/>
6. Safety management system (SMS)	<input type="checkbox"/>	<input type="checkbox"/>
a) Safety policy.	<input type="checkbox"/>	<input type="checkbox"/>
b) Operator's structure and responsibility. This should include:	<input type="checkbox"/>	<input type="checkbox"/>
1) the name, status and responsibilities of the accountable executive;	<input type="checkbox"/>	<input type="checkbox"/>
2) the name, status and responsibilities of the safety manager;	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO
3) the name, status and responsibilities of other senior operating staff;	<input type="checkbox"/>	<input type="checkbox"/>
4) the name, status and responsibilities of the official in charge of day-to-day operations;	<input type="checkbox"/>	<input type="checkbox"/>
5) instructions as to the order and circumstances in which the above-named staff may act as the official in charge or accountable executive;	<input type="checkbox"/>	<input type="checkbox"/>
6) an organizational chart supporting the commitment to the safe operation of the aerodrome as well as one simply showing the hierarchy of responsibility for safety management.	<input type="checkbox"/>	<input type="checkbox"/>
c) Training.	<input type="checkbox"/>	<input type="checkbox"/>
d) Complying with regulatory requirements relating to accidents, incidents and mandatory occurrence reporting.	<input type="checkbox"/>	<input type="checkbox"/>
e) Hazard analysis and risk assessment.	<input type="checkbox"/>	<input type="checkbox"/>
f) The management of change.	<input type="checkbox"/>	<input type="checkbox"/>
g) Safety criteria and indicators.	<input type="checkbox"/>	<input type="checkbox"/>
h) Safety audits.	<input type="checkbox"/>	<input type="checkbox"/>
i) Documentation.	<input type="checkbox"/>	<input type="checkbox"/>
j) Safety-related committees.	<input type="checkbox"/>	<input type="checkbox"/>
k) Safety promotion.	<input type="checkbox"/>	<input type="checkbox"/>
l) Responsibility for monitoring the contractors and third parties operating on the aerodrome.	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX 3: SAMPLE APPLICATION FORM FOR AN AERODROME CERTIFICATE.



**SIERRA LEONE CIVIL AVIATION AUTHORITY
APPLICATION FORM FOR AN AERODROME CERTIFICATE**

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:

Certification of Aerodromes

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

9. COMMENTS

(This area is left blank for comments.)

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 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. 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 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.**

APPENDIX 4: SAMPLE AERODROME CERTIFICATE



SIERRA LEONE CIVIL AVIATION AUTHORITY

AERODROME CERTIFICATE

.....
CERTIFICATE NO.

.....
NAME OF AERODROME

.....
ICAO CODE

This Certificate is issued with the following Parts:

- Part 1 - General Conditions
- Part 2 - Scope and Special Conditions
- Part 3 - Deviations
- Part 4 - Aerodrome Post Holders

This Aerodrome Certificate is issued by the Director General, Sierra Leone Civil Aviation Authority (SLCAA) pursuant to the relevant provisions of the Civil Aviation Act in-force and the Standards of the Sierra Leone Civil Aviation Regulations (SLCAR) Part 14C, and authorises the operator named in the approved Aerodrome Manual to operate this aerodrome.

The Director General, SLCAA may suspend or cancel this aerodrome certificate at any time where the aerodrome operator fails to comply with the provisions set forth in the Civil Aviation Act in-force, the Sierra Leone Civil Aviation Regulations or for other grounds as set out in the Civil Aviation Act in-force.


This certificate is subject to any conditions established by the Director General, SLCAA pursuant to the provisions in the SLCAR Part 14C, section 2.4.2 and set out in the approved Aerodrome Manual.

This aerodrome certificate shall remain in force for a period of three (3) years or until it is transferred, suspended or cancelled, whichever is earlier.

Signature.


.....
Director General, SLCAA.

.....
Date and Place of Issue.

 <p style="font-weight: bold; font-size: 1.2em;">SIERRA LEONE CIVIL AVIATION AUTHORITY</p> <p style="font-weight: bold; font-size: 1.2em; color: blue;">AERODROME CERTIFICATE</p>	
Aerodrome Operator :	
Aerodrome Name :	
Aerodrome Certificate No :	
Position of Aerodrome.	
Latitude: N xx° xx' xx"	Longitude: E xx° xx' xx"
Part 1 - <u>General Conditions.</u>	
Aerodrome Reference Code :	
Critical Aeroplane Type :	
RFF Category :	
Operational Restrictions at the Aerodrome :	
1.	The Aerodrome Certificate holder shall ensure that all aerodrome facilities, equipment, services and procedures are operated and / or maintained properly and efficiently in accordance with the Aerodrome Manual submitted to and approved by the Director General, Sierra Leone Civil Aviation Authority, the applicable standards set out in the Sierra Leone Civil Aviation Aerodrome Regulations and its associated Publications, and the conditions of the certificate as specified hereunder.
2.	Rescue and Fire Fighting Services and equipment shall be kept serviceable and ready for immediate operations at all times when the Aerodrome is open for the take-off, landing, surface movement and operations of aircraft.
3.	The Aerodrome Certificate holder shall ensure that the copies of the Aerodrome Manual approved by the Director General, Sierra Leone Civil Aviation Authority are always kept complete and current. The Aerodrome Certificate holder shall ensure that each member of the aerodrome operating staff is aware of the contents of every part of the Aerodrome Manual, relevant to his duties and undertakes his duties in conformity with the relevant provisions of these manuals.

4.	The Aerodrome Certificate holder shall establish and implement an approved and operating Safety Management System at the Aerodrome that complies with the standards set out in the Sierra Leone Civil Aviation Regulations Part 19.
5.	The Aerodrome Certificate holder shall ensure they have adequate resources and take up such insurance including public liability to cover all operations at the Aerodrome to satisfy the minimum standards of the Sierra Leone Civil Aviation Regulations.
6.	The Aerodrome Certificate holder shall ensure that an adequate number of qualified and skilled personnel are employed to perform all critical activities for the operations and maintenance of its aerodrome, and that a programme to upgrade the competency of its personnel is in place and adequately implemented.
7.	The Aerodrome Certificate holder shall notify the Director General, Sierra Leone Civil Aviation Authority in writing at least 60 days in advance of any intended change(s) or abolition of any of the key post holders overseeing the aerodrome's operations (e.g. Rescue and fire-fighting, Aerodrome Engineering and Maintenance, Aerodrome Safety and Operations, Apron Control, etc.) or of any intended change in the person holding the post, or change in his / her duties.
8.	The Director General and / or his delegated authority shall be granted access to the Aerodrome and any associated facilities, equipment, documents, records and operator's personnel, relating to the safe Operations of the Aerodrome, for the purpose of inspection, testing and / or verification of performance.
9.	The Aerodrome Certificate holder shall notify the Aeronautical Information Services and the Air Traffic Control Unit immediately of the following:- any obstacles, obstructions or hazards; change in level of service at the aerodrome as set out in any publication by the Aeronautical Information Services; variation from the Standards; closure of the movement area of the aerodrome; significant change in the aerodrome facility or the physical layout of the aerodrome; and any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted. All such changes shall not be made without prior approval of the SLCAA.
10.	The Aerodrome Certificate holder shall notify the Aeronautical Information Services of any change to any aerodrome facility or equipment, or level of service at the aerodrome which has been planned in advance and which is likely to affect the accuracy of the information contained in any publication by the agency before effecting the change.
11.	The Aerodrome Operator shall implement such additional safety or aviation security related measures as may be required by the Authority
12.	The Aerodrome Certificate holder shall maintain records of all aircraft landing at and taking-off from the aerodrome.
13.	The aerodrome shall at all reasonable times be open for use by any aircraft in the service of the Government of Sierra Leone.

14.	The Aerodrome Certificate holder shall ensure that during the validity of the certificate the capability of the services / facilities, etc. is not degraded below the notified level.
15.	The Aerodrome Certificate 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. The certificate may be renewed if the Director General, SLCAA is satisfied that all requirements have been fulfilled.
16.	Other requirements of the Government of Sierra Leone and the Sierra Leone Civil Aviation Authority as applicable shall be complied with.
17.	The aerodrome is certified for use in IFR / VFR (Insert as appropriate) conditions.
18.	The Aerodrome Operator shall ensure that proper coordination with the agencies responsible for aeronautical information services, meteorological services, security and other areas related to safety are established
19.	This Aerodrome Certificate is not transferable without prior approval of the Authority.
<p>.....</p> <p>Signature. Director General, SLCAA.</p> <p>.....</p> <p>Date.</p>	

 <p style="margin: 0;">SIERRA LEONE CIVIL AVIATION AUTHORITY</p> <p style="margin: 0;"><u>AERODROME CERTIFICATE</u></p>	
Aerodrome Operator :	
Aerodrome Name :	
Aerodrome Certificate No :	
Position of Aerodrome.	
Latitude: N xx° xx' xx"	Longitude: E xx° xx' xx"
Part 2 - <u>Scope and Special Conditions.</u>	
<p><u>Scope of Operations :</u></p> <ol style="list-style-type: none"> 1. The Aerodrome shall not operate outside the limitations of the Aerodrome Reference Code of (xx) for the designated Runways and associated facilities, unless prior approval has been granted by the SLCAA. 2. Runway Operations; <ol style="list-style-type: none"> a. Runway (xx) : b. Runway (xx) : <p><u>Specific Conditions :</u></p> <p>The SLCAA has approved the specific conditions below, based on the Aerodrome Operators safety assessment. The Aerodrome may be operated further to the specific conditions approved, which shall be subject to regular review and compliance with the supporting safety assessment:</p> <p><i>(Example for code E aerodromes)</i></p> <p>The following Code F aircraft are permitted to operate into the Aerodrome:</p> <ul style="list-style-type: none"> • Aircraft Type: 	
..... Signature. Director General, SLCAA.
..... Date.	



SIERRA LEONE CIVIL AVIATION AUTHORITY

AERODROME CERTIFICATE

Aerodrome Operator :	
Aerodrome Name :	
Aerodrome Certificate No :	

Position of Aerodrome.

Latitude: N xxx° xx' xx"	Longitude: E xxx° xx' xx"
---------------------------------	----------------------------------

Part 3 - Exemptions.

The following exemptions from the Sierra Leone Civil Aviation Regulations have been granted by the Sierra Leone Civil Aviation Authority:

Number Of Exemption	The Title of the Exemption	Applicable Regulations	Expiration Date of Exemption

..... Signature. Director General, SLCAA.
..... Date.	



SIERRA LEONE CIVIL AVIATION AUTHORITY

AERODROME CERTIFICATE

Aerodrome Operator :	
Aerodrome Name :	
Aerodrome Certificate No :	
Position of Aerodrome.	
Latitude: N xx° xx' xx"	Longitude: E xx° xx' xx"
Part 4 - <u>Aerodrome Post Holders.</u>	

The following persons have been accepted by the SLCAA as key Post Holders at the Aerodrome:

1. *Name -*
Title - Accountable Manager
Acceptance Reference Number -

2. *Name -*
Title - Aerodrome Operations Manager
Acceptance Reference Number -

3. *Name -*
Title - Aerodrome Safety Manager
Acceptance Reference Number -

4. *Name -*
Title - Aerodrome Engineering and Maintenance Manager
Acceptance Reference Number -

5. *Name -*
Title - Chief Aerodrome Fire Officer
Acceptance Reference Number -

..... Signature. Director General, SLCAA.
..... Date.	

APPENDIX 5: SAMPLE AERODROME CERTIFICATE OF TRANSFER



SIERRA LEONE CIVIL AVIATION AUTHORITY

AERODROME CERTIFICATE OF TRANSFER

.....
CERTIFICATE No.

This certifies that the Authority, in accordance with the provisions of the Sierra Leone Civil Aviation Regulation Part 14C "2.9.1" has consented to the transfer of the Aerodrome Certificate with No.(***) to:

{Transferee's Name}

to operate

.....
NAME OF AERODROME

The operations and use of the aerodrome is subject to the provisions of the Civil Aviation Act in-force, the Sierra Leone Civil Aviation Regulations and any relevant Directives issued by the Authority including any conditions endorsed on the Aerodrome Certificate.

This certificate remains in force until surrendered, suspended or cancelled.

.....
Signature (Director General, SLCAA)

.....
Date and Place of issue

APPENDIX 6: CRITICAL DATA RELATED TO SAFETY OCCURRENCES REPORTED AT AERODROMES FOR THE MONITORING OF SAFETY.

Note - The provisions in this section are a supplement to the requirements in the SLCAR Part 13 (Aircraft Accident and Incident Investigation), concerning the mandatory reporting of certain types of accidents or serious incidents; and the responsibilities of the various parties involved.

When safety occurrences of the following types are reported, the following critical data should be collected when relevant and feasible. This must require a collaborative effort from the aerodrome operator, ANSP or other involved parties commensurate with the severity of the potential risk attached to each occurrence.

1. Runway excursions

- (a) type of event (lateral veer-off, overrun);
- (b) landing/take-off;
- (c) type of approach if it is a landing event (local time or UTC);
- (d) date and time (local time or UTC);
- (e) aeroplane type;
- (f) runway:
 - (i) dimensions (width/length);
 - (ii) slopes;
 - (iii) displaced threshold (yes/no, and if so, distance between the runway threshold and the runway edge);
 - (iv) runway end safety area (RESA) (yes/no, and if so, orientation, dimensions and structure);
 - (v) contaminated runway (yes/no, and if so, contaminant type (water, lubricants, others (to be specified), contaminant depth);
- (g) wind (direction and speed);
- (h) visibility;
- (i) details of the exit:
 - (i) exit speed or estimation;
 - (ii) aeroplane angle with the runway edge;
 - (iii) distance between the touchdown and the exit;
 - (iv) description of the trajectory of the aeroplane once on the runway strip and/or RESA;
- (j) details of the location of the aeroplane once stopped.

Note 1 - For overruns, information to be reported includes longitudinal position in relation to the threshold location and/or end of runway surface, and lateral position in relation to runway lateral edge or runway centre line.

Note 2 - Runway excursions are serious incidents, if not accidents (ICAO Annex 13, Attachment C). This implies that the SLAAIIB needs to be involved and coordination with other relevant authorities is therefore required.

2. Undershoot (land short of runway)

- (a) type of event (land short, undershoot);
- (b) type of approach;
- (c) ground-based vertical guidance available and operational (Instrument Landing System (ILS), Precision Approach Path Indicator (PAPI), Abbreviated Precision Approach Path Indicator (APAPI));
- (d) date and time (local time or UTC);

- (e) wind speed (including gusts), description (calm/variable) and direction;
- (f) visibility;
- (g) aeroplane type;
- (h) runway:
 - (i) dimensions (width/length);
 - (ii) slopes;
 - (iii) displaced threshold (yes/no, and if so, distance between the runway threshold and the runway edge);
 - (iv) RESA (yes/no, and if so, magnetic orientation of runway (QFU), dimensions and structure);
 - (v) contaminated runway (yes/no, and if so, contaminant type (water, lubricants, others (to be specified), contaminant depth);
- (i) details of the undershoot (aeroplane speed at touchdown, distance between the touchdown and the runway edge, causes of the event):
 - (i) description of the trajectory of the aeroplane after touchdown.

Note - Undershoots are serious incidents, if not accidents (ICAO Annex 13, Attachment C). This implies that the SLAAIIB needs to be involved and coordination with other relevant authorities is therefore required.

3. Runway incursion

- (a) entities involved (aeroplane/vehicle; aeroplane/aeroplane; aeroplane/person);
- (b) date and time (local time or UTC);
- (c) aeroplane type, landing/take-off, type of approach;
- (d) vehicle type, location;
- (e) runway:
 - (i) dimensions (width/length);
 - (ii) slopes/line of sight;
 - (iii) displaced threshold (yes/no, and if so, distance between the runway threshold and the runway edge);
 - (iv) rapid exits;
 - (v) wind;
 - (vi) visibility;
- (f) details of the incursion:
 - (i) description of the trajectories and speeds of both vehicles/aeroplanes;
 - (ii) estimated distances (horizontal and vertical) between the entities involved;
 - (iii) contaminated operational surfaces in the incursion area (yes/no, and if so, contaminant type (water, lubricants, others (to be specified), contaminant depth);

Note 1 - Runway incursions classified with severity A are serious incidents (ICAO Annex 13, Attachment C). This implies that the SLAAIIB needs to be involved and coordination with other relevant authorities is therefore required.

Note 2 - Guidance on prevention of runway incursions, including severity classification, is available in the SLCAA-AC-AGA033-Rev00 (Runway Incursions Prevention Measures).

4. Landing or take-off on a taxiway

- (a) Landing/take-off;
- (b) type of approach when relevant;
- (c) date and time (local time or UTC);
- (d) wind;
- (e) visibility;

- (f) aeroplane type;
- (g) taxiway:
 - (i) dimensions (width/length);
 - (ii) slopes;
- (h) details of the event:
 - (i) possible contributing factors (e.g. inadequate lighting, procedure not applied, works, inadequate or misleading marking).

Note - Landing and take-off on taxiways are serious incidents (ICAO Annex 13, Attachment C). This implies that the SLAAIIB needs to be involved and coordination with other relevant authorities is therefore required.

5. FOD-related events

- (a) type of event;
- (b) location (runway, orientation, or taxiway, stand), location of FOD, including where possible lateral and longitudinal positions;
- (c) date and time (local time or UTC);
- (d) FOD description:
 - (i) name (if possible);
 - (ii) shape and dimensions;
 - (iii) material;
 - (iv) colour;
 - (v) origin (if known: lighting, infrastructure, works, animals, aeroplane, environment (wind, etc.)).

6. Other excursions (i.e. from the taxiway or apron)

- (a) type of event;
- (b) location;
- (c) date and time (local time or UTC);
- (d) aeroplane type;
- (e) taxiway:
 - (i) dimensions (width/length);
 - (ii) slopes;
 - (iii) if in a curved section: fillets (yes/no, and characteristics);
 - (iv) contaminated taxiway (yes/no, and if so, contaminant type (water, lubricants, others (to be specified), contaminant depth);
- (f) wind (direction and speed);
- (g) details of the exit (exit speed or estimation, aeroplane angle with the taxiway edge, in a straight or a curved section, causes of the event);
- (h) details of the location of the aeroplane once stopped.

7. Other incursions (i.e. on taxiway or apron)

Same data as 2. above (undershoot).

8. Birds/wildlife strike-related events

To be conducted in accordance with ICAO bird strike information system (IBIS) data (ingestion, collision). If there has been no collision, and the animal was avoided, it is important to know the location of the animal at the time the avoided collision occurred.

9. Ground collisions

- (a) type of event (ground collision);
- (b) location:
 - (i) apron;

- (ii) manoeuvring area;
- (iii) runway, taxiway;
- (iv) contaminant (if relevant: type and depth);
- (v) wind (if relevant);
- (c) date and time (local time or UTC);
- (d) phase of flight (e.g. taxi out, departure roll, engine start/pushback);
- (e) aeroplane(s) involved;
 - (i) type of aeroplane and trajectory;
- (f) vehicle(s) involved;
 - (i) type of vehicle and trajectory;
- (g) material damages (to both aeroplane(s) and/ or vehicle(s) /human damages and location of the damages;
- (h) phase of operation, if ground handling is involved;
- (i) description of the collision:
 - (i) estimated speed of both vehicle(s) and/or aeroplane(s);
 - (ii) description of the trajectories of the aeroplane(s) and/or the vehicle(s).

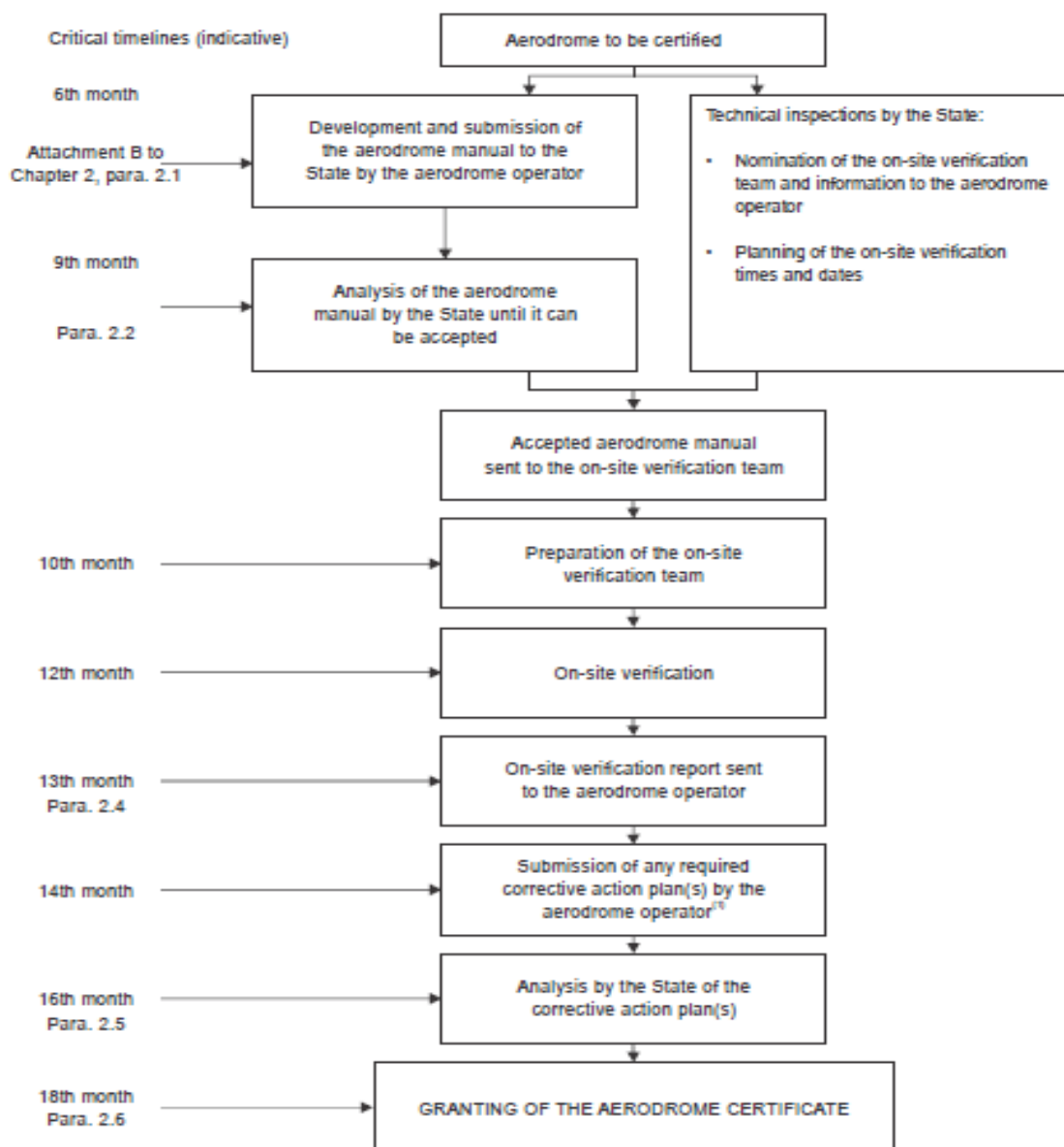
Note 1 - Ground collisions involving aeroplane can be incidents, serious incidents or accidents. If classified as an incident, they are normally investigated as part of the aerodrome's SMS. If classified as a serious incident or accident, it implies that the SLAAIIB needs to be involved and coordination with other relevant authorities is therefore required.

Note 2 - Ground collisions not involving aeroplane can be an incident and investigated as part of the aerodrome's SMS.

APPENDIX 7: THE CERTIFICATION PROCESS FLOW CHART


1. Summary of the Certification Process

- (a) The certification process for an aerodrome that is already operational can be summarized as follows:
 - (i) as soon as an aerodrome meets the legal criteria for certification, a meeting is held between the Authority and the Aerodrome Operator; during this meeting, the Authority presents the certification process and deadlines to the aerodrome operator. The aerodrome operator develops the aerodrome manual as soon as it enters the initial certification process, so as to submit it no later than six months after the meeting;
 - (ii) during this six-month period, the Authority:
 - (1) completes the technical inspections so that the results are available for the on-site verification; and
 - (2) assembles the on-site verification team at least two months before the deadline for submission of the aerodrome manual and informs the aerodrome operator of the team members.
- (b) When all the conditions have been met, the aerodrome manual is approved no later than three months after it was first submitted. This period includes any exchange of communication between the aerodrome operator and the Authority if needed – some information may be lacking at the beginning, thus preventing the Authority from accepting the manual at first.
- (c) During this period, the on-site verification team, together with the aerodrome operator, plans the time and dates of the on-site verification with the objective of allowing the aerodrome operator a four-month period to mitigate any deviations before the certification deadline.
- (d) As soon as the aerodrome manual is accepted, it is sent to the on-site verification team with all the procedures enclosed. The on-site verification and inspection reports will be sent by the Authority to the aerodrome operator no later than one month after the on-site verification/inspection closing meeting.
- (e) The aerodrome operator submits to the Authority corrective action plans no later than two months after having received the certification/inspection reports. The Authority and the aerodrome operator require two months minimum after the last report to agree to the corrective action plans before granting the certificate.
- (f) For aerodromes already operating, the overall process, until delivery of the certificate, could consequently last 18 months.
- (g) A flow chart on the certification process is given below.



The corrective action plan covers the on-site verification of the operator’s certification and can be combined with the corrective action plans related to the technical inspections and initial SMS on-site verification, that follow the same methodology and which could have been sent before.

APPENDIX 8: SAMPLE INTERIM AERODROME CERTIFICATE



SIERRA LEONE CIVIL AVIATION AUTHORITY

INTERIM AERODROME CERTIFICATE

CERTIFICATE No.

NAME OF AERODROME

ICAO CODE

LATITUDE / LONGITUDE

SCOPE OF OPERATION

This aerodrome certificate is issued by the Sierra Leone Civil Aviation Authority pursuant to section 2.10 of the SLCAR Part 14C under the Civil Aviation Act in-force, and authorises " _____ " to conduct airport operations under the conditions and limitations set out in the approved Aerodrome Manual.

The Authority may suspend or cancel this aerodrome certificate at any time when the airport operator fails to comply with the provisions set forth in the Aerodrome Manual.

This certificate is not transferable and unless sooner suspended or revoked shall remain in force until the date on which the aerodrome certificate is issued or transferred; or until a period of one hundred and eighty (180) days; or whichever is earlier.

Signature

Director General, SLCAA.

Date and Place of Issue

APPENDIX 9: LIST OF DOCUMENTS REQUIRED BY AN APPLICANT FOR AERODROME CERTIFICATION.

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.