



SIERRA LEONE CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR

SLCAA-AC-AGA046-Rev.00

EFFECTIVE DATE: 31st JULY 2021

Guidance on Issuance of Aerodrome License/Operating Permit

A handwritten signature in blue ink, appearing to read 'M Baio', is written over a horizontal line.

Moses Tiffa Baio
Director General
Sierra Leone Civil Aviation Authority



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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

The purpose of this Advisory Circular is to guide Aerodrome Operators on the conditions and processes involved in the processing of applications for the issuance of an aerodrome license/operating permit as required in the SLCARs Part 14A and 14C.

1.2 Description of Changes

This AC is the first to be issued on this subject

1.3 Reference

- (a) SLCAR Part 14A – Aerodrome Design and Operations
- (b) SLCAR Part 14C – Certification of Aerodromes
- (c) SLCAA-AC-AGA032 Rev00 – Guidance on Exemptions for Non-Compliance at Aerodromes

1.4 Cancelled Documents

Not Applicable

1.5 Definitions

Aerodrome - A defined area of land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

Aerodrome License – An authorization issued by the Authority for the operations of domestic aerodromes open to public use.

Aerodrome Operating Permit – An authorization issued by the Authority for the operations of private aerodromes.

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

Domestic Aerodrome – An Aerodrome open to the public use but not intended for international operations.

Aerodrome Manual - The manual that forms part of the application for an aerodrome license pursuant to the SLCAR Part 14C, including any amendments thereto, approved

by the Authority.

Aerodrome Operator - An aerodrome operator in relation to a licensed aerodrome is the aerodrome license holder.

2 OVERVIEW OF AERODROME LICENSING/OPERATING PERMIT PROCESS

2.1 Introduction

- (a) This Advisory Circular (AC) describes the rules and procedures used by the Authority in processing applications for the issuance of an aerodrome license and operating permit. It is designed to ensure that the standards and requirements are applied when an aerodrome license or operating permit is issued.
- (b) This procedure:
 - (i) Defines the rules that govern aerodrome licensing/operating permit;
 - (ii) Set out the;
 - a) Standards and procedures that must be followed when processing applications for the issuance of aerodrome license/operating permit.
 - b) Requirements for compliance and enforcement.
- (c) Adherence to the standards and procedures will ensure that:
 - (i) Aerodrome license/operating permit is issued or cancelled in an effective, efficient and consistent manner,
 - (ii) Aerodrome license/operating permit is issued in a common legal format,
 - (iii) Effective and consistent compliance and enforcement action is taken.

3 LICENSE/OPERATING PERMIT ISSUING PROCESS

3.1 License/Operating Permit issuing process

3.1.1 Required Documents

The following documents as applicable, are used by the Authority during the process of issuance of a License/Operating Permit;

- (i) Application for the Issue/ Renewal of Aerodrome License
- (ii) Aerodrome Manual checklist.
- (iii) Inspection Checklist
- (iv) Aerodrome License Formats
- (v) Aerodrome Licensing Process checklist
- (vi) Exemption process checklist, if required
- (vii) Competency assessment checklist;
- (viii) Inspection of Operational procedure checklist
- (ix) ARFF checklist;
- (x) AEP checklist
- (xi) Low Visibility Operations checklist, if required

- (xii) SMGCS checklist, if required;
- (xiii) Wildlife Hazard Plan checklist
- (xiv) Obstacle lighting and Marking checklist
- (xv) Additional Checklist for Visual aids
- (xvi) License Issue Checklist
- (xvii) Aerodrome License Register

3.1.2 Time Frame

The entire process for the assessment of an application and issuance of the license/operating permit should be completed within 90 days from the receipt of the formal application completed in all respect.

3.1.3 Scope of the Aerodrome Licensing/Operating Permit

(a) The scope of licensing/operating permit 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 licensing/operating permit 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 the 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 3.1.3(b) (ii) 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 licensed aerodrome, whilst the aerodrome self-reporting form pertaining to the operating permit contains

technical information of the aerodrome site, facilities, services, equipment, operating procedures, organization and management, including its SMS as applicable.

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

3.1.4 Initial Licensing or Grant of Operating Permit

- (a) When an applicant applies for initial licensing or grant of an operating permit, the Authority assesses the compliance of that aerodrome with the applicable license/operating permit requirements described in 3.1.3 above and the SLCAR Part 14C. If the aerodrome is found to be compliant, a license or an operating permit will then be issued.
- (b) Compliance of the aerodrome is assessed through five phases:
 - (i) **Phase 1** – Dealing with the expression of interest;
 - (ii) **Phase 2** - The Authority assesses the formal application; including evaluation of the aerodrome manual or self-reporting form.
 - (iii) **Phase 3** - The Authority assesses the aerodrome’s physical characteristics, facilities, services and equipment as applicable;
 - (iv) **Phase 4** – The Authority may issue or refuse the applicant the granting of an Aerodrome license/operating permit; and
 - (v) **Phase 5** - The Authority shall promulgate the status of the aerodrome and the required details in the Aeronautical Information Publication.

3.1.4.1 Phase 1 - Dealing with the Expression of Interest

- (a) The interested applicant forwards an “Expression of Interest” letter to the Office of the Director General, Sierra Leone Civil Aviation Authority.
- (b) 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.
- (c) 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 team Lead is identified and appointed.
- (d) If the team accepts the proposed intent, the team lead creates a file for the licensing or granting of operating permit of the specified aerodrome, and the applicant will then be entitled to proceed to phase 2 of the License/operating permit issuance process.

3.1.4.1.1 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, to ensure that; the operation of the aerodrome at the location specified in the application will not endanger the safety of aircraft operations. The flight operations assessment must take into consideration the proximity of the aerodrome to other aerodromes and landing sites including; military aerodromes; obstacles and terrain; any excessive operational restriction requirements; any existing restrictions and controlled airspace; and any existing instrument procedures.

- (b) The Team lead forwards the outcomes of the flight assessment to the DG, detailing key observations, areas of concerns and the team's recommendation(s);
- (c) If the assessment is negative, and the Team's recommendation is to refuse the grant of an Aerodrome License/operating permit, the Team Lead through the DG, advises the applicant accordingly by invoking SLCAR Part 14C, section 3.4.4 or section 4.5(c).

3.1.4.1.2 Referrals to Other State Entities

- (a) If the flight operations assessment is successful, the 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 security issues. 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 sections 3.1.6.1.1 and 3.1.6.1.2 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, as applicable;
 - (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

3.1.4.1.3 Meeting with Applicant

- (a) If the applicant satisfies the requirement of Phase 1, the 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, the required Regulations, all relevant Advisory Circulars and any other relevant publication the Authority may have issued.
- (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.

3.1.4.2 Phase 2 - Assessing the Formal Application

- (a) The Aerodrome Operator will submit an application (see application form in Appendix 1 and Appendix 2 of this AC, as applicable) for Aerodrome License/operating permit to the Authority, accompanied with;
 - (i) three (3) copies of the Aerodrome Manual, as required.
 - (ii) A completed Self-reporting form, as required
 - (iii) proof of payment of the required fee for an aerodrome licensing/operating permit.
 - (iv) a completed compliance checklist as required by SLCAR Part 14.
- (b) If the Aerodrome Manual or Self-reporting form complies with the requirements of the SLCAR Part 14, a provisional acceptance of the aerodrome manual or the information on the self-reporting form, as applicable, will be issued.

- (c) The final approval of the aerodrome manual and the information on the self-reporting form will be done only after verifying the details of the aerodrome manual or self-reporting form during the technical inspection and on-site verification of the aerodrome.

3.1.4.3 Phase 3 - Assessing the Aerodrome Facilities and/or Organizational Competence

- (a) During this phase, the Authority will carry out Technical inspection and/or on-site verification of Aerodrome Physical Characteristics, Facilities, Services, Equipment and/or Organizational Competences, as applicable
- (b) A Technical inspection is a visual and/or instrumental verification of compliance with technical specifications related to aerodrome infrastructure and operations. The technical inspections of the aerodrome will include, as a minimum infrastructure, ARFF, obstacle limitation surfaces (OLS), visual and non-visual aids, wildlife hazard management and aerodrome equipment for the use of aeroplanes;
- (c) The scope of the on-site verification covers the subjects of procedures, organization and SMS included in the aerodrome manual. The on-site verification confirms that the aerodrome operations are carried out effectively in accordance with the applicable regulation and procedures described in the aerodrome manual, as applicable.

3.1.4.4 Phase 4 - Issuance of an Aerodrome License/Operating Permit

- (a) 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 license/operating permit to the applicant. Operating conditions may be attached to the aerodrome license/operating permit being issued in the interest of safety, describing the essential conditions prevailing at the aerodrome.
- (b) In case of any deficiencies the Authority shall advise the applicant of the additional steps needed to be taken by the applicant prior to further assessment of the application. The license/operating permit may be granted if subsequent assessment shows that the applicant has corrected all deficiencies.
- (c) The applicant, not providing additional information for complying the requirement must be given adequate opportunity before rejecting their application
- (d) Surveillance of licensed aerodromes must be conducted at least once a year.

3.1.4.4.1 Exemption Procedure

An application for exemption is a request from an aerodrome operator to be exempted from the requirements of a regulation or part thereof. The DANASS maintains a record of all exemptions issued by the DG, SLCAA. The exemption information is issued by notifying the applicant.

Note - detailed guidance on exemptions procedures can be found in SLCAA-AC-AGA032 Rev00 (Guidance on Exemption for Non-Compliances at Aerodromes)

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

- (a) Upon satisfactory completion of the Licensing/operating permit process, the Authority will promulgate the status of the aerodrome in the AIP, including:
 - (i) The aerodrome name and its ICAO location indicator;
 - (ii) The date of licensing or issuance of operating permit and its validity; 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 license/operating permit must 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 shall take possible measures including; suspension and revocation of the aerodrome license/operating permit.

4 CONTINUED AERODROME SAFETY OVERSIGHT

4.1 General

- (a) 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 State's 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 shall plan its continued oversight actions in such a way as to ensure that each subject covered by the scope of issuance of license/operating permit, is subject to oversight.
- (b) The development and operations of the aerodrome's SMS, as applicable, must 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 licensing/operating permit requirements and specifications, must 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 SMS of the aerodrome operator is not fully implemented, specific oversight actions must target the SMS to ensure it is developing adequately and at a normal pace. In this case, the SMS must be audited as appropriate until it is considered to be sufficiently mature.

4.3 Audit of selected items

- (a) After the issuance of license/operating permit 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 as required, and
 - (ii) an on-site verification.
- (c) Checklists shall 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 license/operating permit must 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 must be checked to ensure that the SMS has identified all safety-critical issues. This also helps 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 aerodrome issued with a license/operating permit, and communicated to the aerodrome operator/owner. This plan must ensure that:
 - (i) for aerodromes where an SMS is not fully functional:
 - (1) each subject within the scope of certification appears at least once and is subject to specified oversight actions; and
 - (2) the SMS is audited as appropriate;
 - (ii) for the 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 must 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 audit is intended to assist the Aerodrome Operator/owner 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 inspection 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 license/operating permit issuance process 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 the standard and timescale agreed.
- (b) The Authority will regularly review the status of each pending action.
- (c) When a deadline has been reached, the Authority must verify that the related corrective actions have been adequately implemented.
- (d) Where a corrective action plan does not result in appropriate action being taken within acceptable timelines, increased oversight must be taken by the Authority.

4.8 Increased oversight

- (a) After coordination between the Authority and the aerodrome operator/owner, 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/owner 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/owner in writing, stating the end of the procedure and the reason.
- (f) The aerodrome license/operating permit can be amended, suspended or revoked according to the outcome of the increased oversight.

APPENDIX 1: APPLICATION FORM FOR AN AERODROME CERTIFICATE/LICENCE



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

Form No:
AC-AGA001 Rev00

1. PARTICULARS OF THE APPLICANT

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

2. PARTICULARS OF THE AERODROME SITE

a) Proposed Aerodrome Name:

b) Real Property Description:

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

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

e) Obstructions
 YES NO If Yes, state:

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

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

Yes No

If No, provide:

- a) Details of Rights Held in Relation to the Site; and
 b) Name and address of the owner of the site and written evidence to show that permission has been obtained for the site to be used by the applicant as an aerodrome (INCLUDE AS AN ATTACHMENT).

4. AERODROME ACTIVITIES

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

5. AERODROME OPERATIONAL SPECIFICATION

a) Largest type of Airplane intended for the Aerodrome:

b) Approach Category

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

6. DETAILS TO BE SHOWN ON THE AERODROME CERTIFICATE

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

7. AIR TRAFFIC SERVICES

Which of the following will be provided:

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

8. APPROVALS FROM OTHER RELEVANT STATE ENTITIES

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

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

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

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

APPENDIX 2: APPLICATION FORM FOR AN AERODROME OPERATING PERMIT

(This form is used for private aerodromes only)

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


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

Information:

- Two copies of the aerodrome manual, prepared in accordance with the SLCAR Part 14C and commensurate with the aircraft activities expected at the aerodrome, are required as part of the application.
- A quote will be provided for the cost of processing this application. The Authority will take no action to assess this application until payment is received.
- This application must be accompanied with a map extract showing the exact Aerodrome Boundary by means of a red line.
- You should apply separately to the relevant National Telecommunication Authority for frequency allocation.
- Documentary evidence in support of all matters in this application may be requested.
- The application should be submitted to:

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

APPENDIX 3: SELF-REPORTING FORM

 <div style="display: inline-block; text-align: center;"> SIERRA LEONE CIVIL AVIATION AUTHORITY SELF-REPORTING FORM FOR PRIVATE AERODROMES </div> <div style="float: right; text-align: right;"> Form No: AC-AGA046Rev00 </div>			
S/N	INFORMATION PARTICULARS	DECLARATION/DETAILS	COMMENTS
	LOCATION		
	Name of Aerodrome		
	Location (District etc.)		
	WGS 84 Coordinates		
	Aerodrome Reference Point		
	OPERATOR's or OWNER's DETAILS		
	Name of Operator/Owner		
	Address of Operator/Owner		
	Telephone, Mobile and/or Email		
	Proof of land ownership		
	AERODROME PHYSICAL CHARACTERISTICS		
	Runway Orientation		
	Runway Length (m)		
	Runway Widths (m)		
	Runway Surface Type		
	Runway Slope (%)		
	Runway Elevation (feet AMSL)		
	Reference Temperature		
	Apron Surface Type (if any)		
	Approximate runway surface strength (PCN)		
	Runway surface testing		
	Prominent Obstructions		
	Location and size of aprons (sq. m.) if available		
	Location and widths of Taxiways		
	Surface Types of Taxiways		
	VISUAL AIDS		
	Windsock Position		
	Markers/Makings		
	Any other visual aids available		
	RISK ANALYSIS		
	Recommendations on aircraft weight/types		

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

APPENDIX 4: PARTICULARS TO BE INCLUDED IN THE AERODROME MANUAL

APPLICABILITY

This part is applicable to aerodromes open to public use except those intended for international operations

1. GENERAL

General information, including the following:

- (a) purpose and scope of the aerodrome manual;
- (b) the legal requirement for an aerodrome licence and an aerodrome manual in this Regulation.
- (c) a statement of compliance with the applicable SLCARs.
- (d) conditions for use of the aerodrome - a statement to indicate that the aerodrome shall at all times, when it is available for the take-off and landing of aircraft, be so available to all persons on equal terms and conditions. - a statement to indicate the category under which the aerodrome shall be used as prescribed in 1.5 of this Regulation.
- (e) the available aeronautical information system and procedures for its promulgation;
- (f) the system for recording aircraft movements; and
- (g) obligations of the aerodrome operator (including statement of performing internal safety oversight of the aerodrome's physical characteristics facilities and equipment); and
- (h) obligations of the aerodrome operator.
- (i) Details of current Exemptions & Limitations on File with the Authority
- (j) Deviation & procedures for reporting to the Authority
- (k) Maintenance and Control of Aerodrome Manual (i.e. Procedures for the amendment of the Aerodrome Manual and distribution of updates)

2. PARTICULARS OF THE AERODROME SITE

General information, including the following –

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

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

3.1 General Information

- (a) the name of the aerodrome; class of airport, type of operations
- (b) the location of the aerodrome (brief description of the airport location with reference to the nearest city or populous town and a display of airport vicinity map);
- (c) the geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System - 1984 (WGS-84) reference datum;
- (d) the aerodrome elevation and geoid undulation;
- (e) points along the runway, and the highest elevation of the touchdown zone of a precision approach runway;
- (f) the aerodrome reference temperature;
- (g) details of the aerodrome beacon
- (h) the hours of operation,
- (i) The available ground services;
- (j) Any special procedures;
- (k) Any local precautions;
- (l) Air traffic services provided;
- (m) Aviation weather services; and
- (n) the name of the aerodrome operator and the address, telephone at which the aerodrome operator may be contacted at all times

3.2 Aerodrome dimensions and related information

General information, including the following –

- (a) runway - no. of runways, true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone
- (b) Length, width and surface type of strip,
- (c) apron surface type and aircraft stands;
- (d) one or more pre-flight altimeter check locations established on an apron and their elevation;
- (e) rescue and fire-fighting plan;
- (f) visual aids
- (g) the geographical coordinates of each threshold
- (h) the geographical coordinates and the top elevation of significant obstacles in the approach and take-off areas, in the circling area and in the vicinity of the aerodrome. (This information may best be shown in the form of charts such as those required for the preparation of aeronautical information publications, as specified in SLCAR Part 4 and Part 15);
- (i) pavement surface type.

4. PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES

4.1 Aerodrome reporting

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

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

4.2 Access to the aerodrome movement area

Particulars of the procedures that have been developed and are to be followed in coordination with the agency responsible for preventing unlawful interference in civil aviation at the aerodrome and for preventing unauthorized entry of persons, vehicles, equipment, animals or other things into the movement area, including the following –

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

4.3 Aerodrome Emergency Plan

Particulars of the aerodrome emergency plan, including the following:

- (a) plans for dealing with emergencies occurring at the aerodrome or in its vicinity,
- (b) a list of organizations, agencies and persons of authority, both on- and off airport, for site roles; their telephone and numbers, e-mail and SITA addresses and the radio frequencies of their offices;
- (c) **Medical services** – medical arrangement in place with the nearest medical facility including contact details.

4.4 Inspection and Maintenance of the movement area

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

- (a) arrangements for maintaining the unpaved runways and taxiways;
- (b) arrangements for maintaining the runway and taxiway strips; and
- (c) arrangements for the maintenance of aerodrome drainage.
- (d) arrangements for keeping an inspection logbook, and the location of the logbook;
- (e) details of inspection intervals and times;
- (f) inspection checklist;
- (g) arrangement for reporting the results of inspections and for taking prompt follow up actions to ensure correction of unsafe conditions;
- (h) the names and roles of persons responsible for carrying out inspections, and their telephone number during and after working hours;

4.5 Aerodrome works – safety

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

- (a) the names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the work, and arrangements for contacting those persons and organizations at all times;
- (b) a distribution list for work plans, if required.

4.6 Apron Management

Particulars of the apron management procedures, including the following:

- (a) arrangements for allocating aircraft parking positions;
- (b) arrangements for initiating engine start and ensuring clearance of aircraft push-back;
- (c) marshalling service;
- (d) the names, telephone numbers and roles of the persons responsible for planning and implementing aircraft parking control.
- (e) Equipment parking and staging
- (f) Arrangements and enforcement of safety precautions during aircraft refuelling operations and ground servicing;
- (g) apron sweeping;
- (h) apron cleaning;
- (i) arrangements for reporting incidents and accidents on an apron; and
- (j) ensuring compliance of all personnel working on the apron.
- (k) Arrangements to have ground equipment position so as to allow ready escape routes and expeditious evacuation during an emergency in aircraft fueling.

4.7 Birds and 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;

- (a) arrangements for assessing birds and wildlife hazards;

- (b) arrangements for implementing birds and wildlife control programmes; and
- (c) the names and roles of the persons responsible for dealing with birds and wildlife hazards, and their telephone numbers during and after working hours.

4.8 Obstacle Control

Particulars setting out the procedures for;

- (a) monitoring the obstacle limitation surfaces and Type A Chart for obstacles in the take-off surface;
- (b) controlling obstacles within the authority of the operator;
- (c) monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces;
- (d) controlling new developments in the vicinity of aerodromes; and
- (e) notifying the Authority of the nature and location of obstacles and subsequent addition or removal of obstacles for action as necessary, including amendment of the AIS publications.

4.9 Handling of Hazardous Materials

- (a) Particulars of the procedures for the safe handling and storage of hazardous materials on the aerodrome, including the following:
 - (i) arrangements for special areas of 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.
- (b) For the purposes of the SLCAR Part 18 “Dangerous goods” include inflammable liquids and solids, corrosive liquids, compressed gases and magnetized or radioactive materials.

4.10 LOW-VISIBILITY OPERATIONS

Particulars of procedures to be introduced for low-visibility operations, including the measurement and reporting of runway visual range as and when required, and the names and telephone numbers, during and after working hours, of the persons responsible for measuring the runway visual range.

4.11 ACCIDENT AND MANDATORY OCCURRENCE REPORTING AND INVESTIGATION

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

5. AERODROME ADMINISTRATION (AS APPLICABLE)

Particulars of the aerodrome administration, including the following:

- (a) an aerodrome organizational chart showing the names and positions of key personnel, including their responsibilities;
- (b) the name, position and telephone number of the person who has overall responsibility for aerodrome safety and operations;
- (c) contact details of the person who is the Aerodrome Manual controller; and
- (d) airport committees.
- (e) Records Management
- (f) Records – the aerodrome

APPENDIX 5: SAMPLE AERODROME LICENCE TEMPLATE



SIERRA LEONE CIVIL AVIATION AUTHORITY

AERODROME LICENSE

.....
LICENSE No.

.....
ICAO CODE

The Director General, Sierra Leone Civil Aviation Authority, in exercise of the powers under section 15(2) (t) of the Civil Aviation Act, 2023 hereby grants this license to;

.....
Name of License Holder

For

.....
Name & Place of Aerodrome

Latitude _____ " N, Longitude _____ " E

This Aerodrome Licence is issued by the Director General pursuant to Part XI, section 100(2) of the Civil Aviation Act, 2023, and the Standards of the Sierra Leone Civil Aviation Regulations Part 14C in respect of the above named aerodrome, to be used for the take-off and landing of aircraft engaged in flights for the purpose of public transport of passengers.

This Licence is granted subject to the conditions specified in the Schedule (see overleaf), and may be suspended or cancelled at any time where the said aerodrome operator fails to comply with the conditions specified in the Schedule and required Standards.

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

Date..... Signature
Director General, SLCAA



SIERRA LEONE CIVIL AVIATION AUTHORITY

**License No.
"XXXX"**

SCHEDULE TO THE AERODROME LICENSE

CONDITIONS OF THE AERODROME LICENCE

1. The Licensee shall ensure that the aerodrome facilities, equipment, services and procedures are operated and/or maintained appropriately and efficiently in accordance with the provisions in the Aerodrome Manual approved by the DG-SLCAA, the applicable Standards set out in the SLCARs and conditions specified in this License.
2. The Licensee shall ensure that copies of the approved Aerodrome Manual, and Safety Management System (SMS) Manual accepted by the DG-SLCAA, are always kept complete and current. The Licensee shall ensure that each member of the aerodrome operating staff is aware of the related contents of every part of the Aerodrome and SMS Manuals relevant to his/her duties, and undertake their duties in conformity with the relevant provisions of these Manuals.
3. The Licensee 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 these personnel is in place and adequately implemented.
4. The Licensee shall immediately notify the Aeronautical Information Services (AIS) and the Air Traffic Control (ATC) unit immediately of:- any obstacles; obstructions or hazards; changes in level of service at the aerodrome as set out in any publication issued by the AIS; variation from the Standards; closure of the movement area of the aerodrome; significant change in 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.
5. The Licensee shall notify 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 issued by the agency, before effecting the change.
6. The licensee shall be responsible to ensure that all security and anti-hijacking arrangements stipulated from time to time by the Aviation Security Division of the Sierra Leone Civil Aviation Authority are complied with.
7. The Director General and/or his delegated authority shall be granted access to this License, the Aerodrome and any associated facility, equipment, documents, records and operator's personnel, in relation to the safe operations of the aerodrome, for the purpose of inspection, testing and/or verification of performance.
8. The Licensee shall maintain records of all aircraft landing at and taking-off from the aerodrome.
9. The Licensee shall have legally tenable agreement with Communication Navigation and Surveillance (CNS) and Air Traffic Management (ATM) service provider(s), to ensure: - continuity and reliability of CNS and ATM; safety of aircraft in the airspace associated with the aerodrome; and that proper coordination with AIS, Meteorological Services, Aviation Security and other areas related to safety are established

CONDITIONS OF AERODROME LICENCE

10. The licensee shall ensure that during the validity of the license the capability of the services/facilities, etc. are not degraded below the notified level.
11. The licensee is to submit the application for renewal in the prescribed form and manner along with the relevant enclosures and fees, at least 90 days before expiry of the License to the DG, SLCAA. The license may be renewed if the DG, SLCAA is satisfied that all requirements have been fulfilled.
12. The aerodrome is licensed for use in IFR (All weather) / VFR (Day) conditions.
13. Subject to Condition 1 above, nothing in this licence shall be taken to confer on any person the right to use the aerodrome without the consent of the Aerodrome Operator or the Authority.
14. Any other conditions : -

Note - The expressions used in this licence shall have the same respective meanings as in the Sierra Leone Civil Aviation Regulations and in the said Aerodrome Manual.