

**LIBERIA
CIVIL AVIATION REGULATIONS**



**PART 13.2
CERTIFICATION OF AERODROMES**

EDITION 1.0

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EXTRAORDINARY

The Government of the Republic of Liberia announces that the Liberia Civil Aviation Authority, pursuant to its mandate under the Liberia Civil Aviation Act of 2019, and specifically consistent with Subchapter XII, Section 1218 (1), has issued on August 11, 2021 its Regulation No. LCAA/LCAR/001/2021, herein under:

CONCERNING LIBERIA CIVIL AVIATION REGULATIONS

BY ORDER OF THE PRESIDENT

AMB. DR. MAXWELL SAH KEMAYAH, SR.
MINISTER OF FOREIGN AFFAIRS

MINISTRY OF FOREIGN AFFAIRS
MONROVIA, LIBERIA



**AUTHORITY TO PROMULGATE
CIVIL AVIATION REGULATIONS**

IN EXERCISE OF THE POWERS CONFERRED ON THE DIRECTOR GENERAL
OF LIBERIAN CIVIL AVIATION AUTHORITY UNDER THE LIBERIAN CIVIL
AVIATION ACT OF 2019 THESE REGULATIONS ARE MADE:

DATE: 17th July 2021

SIGNATURE: 
Hon. Moses Y. Kollie
DIRECTOR GENERAL



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121.1 GENERAL

APPLICABILITY
These Regulations shall be applicable to any Airplane Operator which intends to operate an airplane as defined for international operations.

121.1.2 DEFINITIONS

The terms mentioned in this sub-section have the following meanings whenever they appear in these Regulations:

1) **Airplane**. A craft that is used for flying and landing, construction and equipment so-called to be used either wholly or in part for the aerial, departure and return movement of aircraft.

2) **Airplane Certificate**. The certificate to operate an airplane issued by the appropriate authority under direction of these Regulations subsequent to the issuance and approval of the airplane manual.

3) **Airplane facilities and equipment**. Facilities and equipment on board or outside the fuselage of an airplane, that are essential or intended and maintained for the aerial, departure and return movement of aircraft.

4) **Airplane manual**. The manual that forms part of the application for an airplane operating permit in these Regulations, including any amendments and the carrying capacity of the CAA.

5) **Airplane operator**. In relation to a certificated airplane, means the certificate holder.

6) **Apex**. A defined area on a land airplane, intended to accommodate aircraft for the purpose of landing or unloading of passengers, mail or cargo, loading, parking or maintenance.

7) **Certificated airplane**. An airplane whose operator has been granted an airplane certificate.

8) **Manufacturing area**. That part of an airplane to be used for the take-off, landing and taxiing of aircraft, including apron.

9) **Marker**. An object displayed above ground level in order to indicate an obstacle or define a boundary.

10) **Marking**. A symbol or group of symbols displayed on the surface of the movement area in order to ensure operational effectiveness.

11) **Maximum carrying capacity**. In relation to an aircraft, means the maximum passenger seating capacity, or the maximum payload, permitted under the aircraft's certificate of type approval.

12) **Maximum passenger seating capacity**. In relation to an aircraft, means the maximum number of seats for passengers permitted under the aircraft's certificate of type approval.



- 13.2.1 **Relevant area:** That part of the aeroplane to be used for the take-off, landing and taxing of aircraft, including of the associated areas and the aprons.
- 13.2.2 **Obstacle:** All fixed or mobile objects or permanent and mobile objects, or parts thereof, that are located in an area intended for the surface movement of aircraft or that extend above a defined surface intended to protect aircraft in flight.
- 13.2.3 **Obstacle Free Area (OFA):** The surface above the lower significant terrain, based on the highest of all factors of landing surface and clear portions of the way bounding these surfaces, which is not protected by any fixed obstacle other than a low fence and roughly oriented line required for all navigation purposes.
- 13.2.4 **Obstacle limitation surface:** A series of surfaces that define the volume of clearance and ground reservations to be kept free of obstacles in order to permit the aerobically correct operation of the aircraft during take-off or ground taxi operations from landing surfaces by the growth of obstacles around the aerobically.
- 13.2.5 **Runway strip:** A defined area including the runway and aprons, if provided, intended:
 - a) to reduce the risk of damage to aircraft taxiing off a runway; and
 - b) to provide an area of ground reserved for landing operations.
- 13.2.6 **Safety management system:** A system for the management of safety at aerodromes including the operational structure, responsibilities, procedures, processes and procedures for the implementation and continuous safety policies to aerodromes operations, which provides the context of safety on, and the safe use of, the aerodrome.
- 13.2.7 **Taxway strip:** An area including a taxiway intended to protect an aircraft operating on a taxiway path to reduce the risk of damage to an aircraft accidentally taxiing off the taxiway.
- 13.2.8 **Unobstructed area:** A part of the movement area that is safe and unobstructed for use by aircraft.
- 13.2.9 **Work area:** A part of an aerodrome in which maintenance or construction works are in progress.

13.2.2 ABBREVIATIONS AND ACRONYMS

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

- ICAO** International Civil Aviation
- ICAA** Liberia Civil Aviation Authority
- LCAR** Liberia Civil Aviation Regulations
- AIP** Aeronautical Information Publication
- OPS** Instrument Flight Rules
- ICAO** International Civil Aviation Organization
- VFR** Visual Flight Rules



19.20.3 AIRFRAME CERTIFICATION

19.20.3.1 REQUIREMENT FOR AN AIRFRAME CERTIFICATE

- (1) No operator of an airframe shall be international operator that operates without an airframe certificate granted by the Authority in accordance with this Part.
- (2) No Operator of an airframe shall operate without an airframe certificate when the Authority is of the opinion that the issue of the airframe certificate is required.
- (3) No operator of an airframe for which an airframe certificate is not required shall operate without prior airframe registration by the Authority.

19.20.3.2 APPLICATION FOR AN AIRFRAME CERTIFICATE

- (1) An applicant for an airframe certificate shall submit to the Authority for approval an application in the form provided by the Authority.

An application shall include:

- (1) the Airframe Manual and statement of compliance demonstrating that the airframe operator's Airframe Manual is in compliance with the relevant provisions of this Part.
- (2) Environmental Impact Assessment from the relevant State entity (not applicable to international airframes already in operation).
- (3) proof that the applicant is financially capable of operating the airframe.

[\(Continued 201\) necessary to address 19.20.3](#)

19.20.3.3 GRANT OF AN AIRFRAME CERTIFICATE

- (1) Subject to the provisions of 19.20.3.2 of this section, the Authority may approve the application and approve the airframe manual submitted under 19.20.3.2 and grant an airframe certificate to an applicant.
- (2) Before granting an airframe certificate, the Authority shall be satisfied that:
 - (a) the applicant and its staff have the necessary competence and experience to operate and maintain the airframe properly;
 - (b) the airframe manual provided by the applicant complies and conforms with the applicable sections of the relevant legislation;
 - (c) the airframe facilities, services and equipment are in accordance with the standards and requirements specified in the Florida Civil Aviation Regulations;
 - (d) the airframe operating procedures meet minimum provisions for the safety of persons;
 - (e) an acceptable safety management system is in place at the airframe; and
 - (f) the airframe operator has adequate financial resources for its operations.
- (3) The Authority shall request for additional documents in support of the application when it deems it necessary.
- (4) The Authority may refuse to grant an airframe certificate to an applicant. Where the Authority refuses to grant an airframe certificate, the Authority shall notify the



- approval, in writing, of its reasons no later than 20 working days after making that decision.
- 10) Where it is shown to the satisfaction of the Authority in writing that the necessary arrangements have been made to ensure that the aerobronze is produced in accordance with the approved design, the aerobronze may be used for the purposes of the design, pending proof when funds and other means necessary for the effective implementation of the plan are finally raised and approved by the appropriate authority.
- 11) Where the Authority issues a 2), a provisional certificate may be issued to the Aerobronze Operator who is undergoing aerobronze certification for a non-renewable period of six (6) months.
- 12) A provisional certificate shall not be issued without a budgetary provision to guarantee and fund the effective implementation of the aerobronze action plan for the expiry date specified in the heading.
- 13) If after a expiry date on the provisional certificate, the applicant is still unable to secure final certification, the content of the certificate given in point shall be classified as 'unsatisfactory' and the applicant shall be denied by a written notification. The Aerobronze Operator shall submit the certificate again for the submission of a new application.
- 14) Where after the expiration of the provisional certificate, the Authority is of the opinion that the applicant has been able to rectify the majority of the major defects noted in the aerobronze, the Authority may grant an aerobronze certificate that includes the aerobronze operator for an application in compliance with the conditions prescribed by the Authority. Upon an acceptable evaluation of the Certificate Action Plan, the Authority shall grant the aerobronze certificate subject to the operating conditions placed on it.

13.2.3.4 ENDORSEMENT OF CONDITIONS ON AN AEROBronZE CERTIFICATE

- 15) Upon successful completion of the processing of the application and inspection of the aerobronze, the Authority may endorse the aerobronze certificate with conditions in the operating conditions for the type of use of the aerobronze and that derive from the aerobronze certificate.
- 16) The Authority may impose conditions, measures or operating restrictions on an aerobronze certificate in response to any non-compliance with the aerobronze and associated safety operation. Such conditions, measures or operating restrictions may be imposed or withdrawn as the result of an aerobronze audit, inspection or other aerobronze activity conducted by the Authority.

13.2.3.5 DURATION OF AN AEROBronZE CERTIFICATE

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

13.2.3.6 RESCISSION OF AN AEROBronZE CERTIFICATE

- 17) An aerobronze certificate holder shall give the Authority not less than one hundred and eighty (180) days written notice of the date on which the certificate is to be surrendered in order that suitable arrangements can be made.
- 18) The Authority shall cancel the certificate on the date specified in the notice.



12.2.2.7 TRANSFER OF AN AERODROME CERTIFICATE

- (a) The Authority shall give its consent to and issue an instrument of transfer of an aerodrome certificate to a transferee when:
- (1) the current holder of the aerodrome certificate notifies the Authority, in writing, at least 30 days before seeking to operate the aerodrome, that the current holder will cease to operate the aerodrome on the date specified in the notice;
 - (2) the current holder of the aerodrome certificate notifies the Authority, in writing, of the name of the transferee;
 - (3) the transferee applies to the Authority, in writing, within 90 days before the current holder of the aerodrome certificate ceases to operate the aerodrome for the aerodrome certificate to be transferred to the transferee; and
 - (4) the requirements set out in 12.2.2.2 (b) are met in respect of the transferee.
- (b) If the Authority does not consent to the transfer of an aerodrome certificate, it shall notify the transferee, in writing, of its reasons no later than 30 working days after issuing this Regulation.

12.2.2.8 INTERIM AERODROME CERTIFICATE

- (a) The Authority may issue an interim aerodrome certificate in the proposed transferee of an aerodrome certificate referred to in 12.2.2.7 (a) if, after having the applicant or transferee to operate an aerodrome if the Authority is satisfied that:
- (1) an aerodrome certificate assignment or the certificate will be issued to the applicant or transferee in the transferee as soon as the application procedure for the grant or transfer of an aerodrome certificate has been completed; and
 - (2) the grant of the interim certificate is in the public interest and is not detrimental to aviation safety.
- (b) An interim aerodrome certificate issued pursuant to (a) shall expire on:
- (1) the date on which the aerodrome certificate is issued or transferred; or
 - (2) the expiry date specified in the interim aerodrome certificate, whichever is earlier.
- (c) The term of validity of an interim certificate shall be for a period of one hundred and eighty (180) days.

12.2.2.9 AMENDMENT OF AN AERODROME CERTIFICATE

- The Authority shall amend an aerodrome certificate, provided that the requirements of paragraphs 12.2.2.2 (b), 12.2.4.2 and 12.2.4.3 have been met, 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 boundaries of the aerodrome; or
 - (d) the holder of the aerodrome certificate requests an amendment.



132.3.10 ISSUANCE OF AERODROME CERTIFICATES

46. Aerodrome certificates shall be issued by the Authority upon the conditions on which it was granted and any other requirements that may be applicable at the time of renewal.

132.3.11 PUBLICATION OF AERODROME CERTIFICATE
The location, conditions, variations or suspensions of an aerodrome certificate shall be published in the AP.

132.3.12 SUSPENSION OR REVOCATION OF AN AERODROME CERTIFICATE

46. The Authority may, by written notice given to the holder of an aerodrome certificate, suspend an aerodrome certificate for any of the following reasons:
- (1) The breach of a condition to which the certificate is subject;
 - (2) The aerodrome facilities, operations or maintenance are not of the requirements in the interest of the safety of air navigation;
 - (3) The aerodrome operator's safety management system is found to be inadequate;
 - (4) In the interest of public safety;
 - (5) All other means for timely correction of the unsafe condition or ensuring safe air-traffic operations have not yielded the required results;
 - (6) The technical proficiency or qualifications of the aerodrome operators' personnel to perform the duties to meet the critical safety requirements in accordance with the Regulations are found inadequate;
 - (7) The operator intends or is unwilling to take action to correct or mitigate the condition affecting aviation safety;
 - (8) The operator actively fails to perform an already agreed upon corrective action and suspension of the certificate is the last resort to avoid unsafe operations in the aerodrome certificate area.
47. The Authority may, by written notice given to the holder of an aerodrome certificate, revoke an aerodrome certificate for any of the following reasons:
- (1) The aerodrome operator is incapable or unwilling to carry out corrective action or has committed repeated serious violations;
 - (2) The aerodrome operator has demonstrated a lack of responsibility, such as failure to report any of non-compliance or violation of events requiring serious action;
 - (3) The aerodrome operator has made it conclusively clear that the continued operation of the aerodrome will be detrimental to the public interest.
48. Before suspending or revoking an aerodrome certificate, the Authority shall give to the holder a show cause notice that:
- (1) sets out the facts and circumstances that, in the opinion of the Authority,



must justify the suspension or revocation.

- (2) advise the holder to show cause, in writing, within 14 days, after the date of the notice, why the certificate should not be revoked;
- (3) the Authority shall take into account any written submissions that the holder makes to the Authority within the time allowed.

13.2.4 AEROBOME MANUAL

13.2.4.1 PREPARATION OF THE AEROBOME MANUAL

- (a) The operator of a certified aerobome shall have a manual, to be known as the aerobome manual, for the aerobome which shall be approved by the Authority.
- (b) The aerobome manual shall:
 - (i) be approved or drawn, and signed by the aerobome operator;
 - (ii) be in a format that is easy to read;
 - (iii) have a system for recording the history of pages and amendments thereto, including a page for logging corrections; and
 - (iv) be kept in a manner that facilitates the preparation, review and acceptance of approval process.

13.2.4.2 LOCATION OF THE AEROBOME MANUAL

- (a) The aerobome operator shall provide the Authority with a complete and current copy of the aerobome manual.
- (b) The aerobome operator shall keep at least one complete and current copy of the aerobome manual at the aerobome and one copy at the operator's principal place of business or other such location.
- (c) The aerobome operator shall make the copy referred to in (b) available for inspection by authorised CAA personnel.

13.2.4.3 INFORMATION TO BE INCLUDED IN THE AEROBOME MANUAL

- (a) The operator of a certified aerobome shall include the following particulars in an aerobome manual, to the extent that they are applicable to the aerobome, under the following entry:

Part 1. General information set out in Part 1 of the schedule 13.1 of these Regulations and Appendix 1 to the applicable requirements for an aerobome certificate and an aerobome manual as provided in the relevant Regulations, including for use of the aerobome, the approval of aerobomes, written manuals and the provisions for their development, the process for recording manual amendments and the obligations of the aerobome operator as specified in Section 2 of this Regulation.

Part 2. Particulars of the aerobome also set out in Part 2 of the schedule 13.1 of these Regulations.



Part 3. Notification of the aerobus required to be approved in the aerobus manual shall be as set out in Part 2 of schedule 133 of the Regulations.

Part 4. The aerobus operating procedures and safety procedures set out in Part 4 of the 131 of the Regulations. This may include reference to air traffic procedures such as those relating to low visibility operations. Air traffic management procedures are normally published in the air traffic services manual with a cross-reference to the aerobus manual.

Part 5. Details of the aerobus administration and the safety management system as set out in Part 5 of the schedule 133 of the Regulations.

132.1.2.3. If, under 132.1.2.1, the Authority exempts the aerobus operator from complying with any requirement set out in 132.1.2.2 (b), the exemption granted shall include the information number given to that exemption by the Authority and the date the exemption came into effect and any conditions under which the exemption granted.

132.1.2.3.1. If an exempted particular is not included in the aerobus manual because it is not applicable to the aerobus, the aerobus operator must state in the manual the reason for non-applicability of the particular.

132.1.4.4 AMENDMENT OF THE AEROBUS MANUAL

132.1.4.4.1. The content of a certified aerobus shall that or amend the aerobus manual, whenever necessary, in order to maintain the accuracy of the information in the manual.

132.1.4.4.2. To maintain the accuracy of the aerobus manual, the Authority may issue a written instruction to an aerobus operator requiring the operator to alter or amend the manual in accordance with that Regulation.

132.1.4.5 NOTIFICATION OF CHANGES TO THE AEROBUS MANUAL

An aerobus operator shall notify the Authority, as soon as practicable, of any change that the operator wishes to make to the approved aerobus manual.

132.1.4.6 CAA APPROVAL OF THE AEROBUS MANUAL

The grant of an aerobus certificate shall be subject to the aerobus operator agreeing to ensure the safety, regularity and efficiency of operations of the aerobus, and

132.1.4.6.1. to be responsible for meeting any specified conditions and reporting as prescribed to the Authority.

132.1.5 OBLIGATIONS OF THE AEROBUS OPERATOR

132.1.5.1 COMPLIANCE WITH STANDARDS AND PRACTICES

The aerobus operator shall comply with the standards and practices specified in this Part and with any conditions contained in the aerobus certificate or any exemption that may be granted by the Authority.



CONFERENCE OF OPERATIONAL AND MAINTENANCE PERSONNEL

- 6) The maintenance operator shall employ an adequate number of qualified and skilled personnel to perform all of the activities for maintenance operations and maintenance.
- 7) The operator shall ensure personnel who repair, overhaul and carry out other maintenance activities in compliance with the requirements of this Regulation prior to the initial performance of such duties and ensure such personnel receive every 3 years:
 - a) The certificates for initial and recurrent training shall include at least the following items:
 - (1) maintenance familiarisation, including maintenance marking, lighting and sign systems; procedures for access to and operation of, maintenance areas and safety areas;
 - (2) maintenance communication, including radio communication between the air traffic control tower and personnel, use of the common radio, advisory frequency of those in the air traffic control tower or the tower in use in operation, and procedures for reporting urgent maintenance conditions;
 - (3) duties required under the Airworthiness Operations Manual and the requirements of these Regulations; and
 - (4) any additional subject areas required under this Part.
 - b) In respect of maintenance maintenance, the training of personnel shall include the following items as appropriate:
 - (1) maintenance of emergency, recovery and rescue ground and air operations;
 - (2) marking and signage, signs and direction and recovery and safety areas;
 - (3) maintenance drainage and flooding;
 - (4) maintenance Visual aids and electrical systems;
 - (5) passenger and cargo handling facilities.
- 8) The Airworthiness Operator shall submit to the Authority for approval training programs for staff performing critical activities for maintenance operations and maintenance.
- 9) The Airworthiness Operator may not conduct an operation and maintenance training unless it is approved by the Authority.
- 10) The maintenance operator shall make a record of all training completed by each individual in compliance with this section that includes, as a minimum, a description and date of training received and provide the Authority with a copy of this record if requested.



- (f) The audits referred to in (c) shall be carried out every twelve (12) months, or less, as agreed with the Authority;
- (g) The aerobroker operator shall ensure that the audit reports, including the report on the aerobroker facilities, services and equipment, are prepared by suitable qualified audit experts;
- (h) The aerobroker operator shall submit a copy of the audit report to the Authority and shall retain a copy for a period of twenty-four (24) months;
- (i) The audit reports shall be prepared and signed by the persons who carried out the audits and inspections.

13.2.5.4 NOTIFYING AND REPORTING

An aerobroker operator shall adhere to the requirements to notify and report to the Authority, or other control and other within the specified time limits specified in the Civilian Civil Aviation Regulations.

13.2.5.5 NOTIFICATION OF INACCURACIES IN AERONAUTICAL INFORMATION SERVICE (AIS) PUBLICATIONS

An aerobroker operator shall review all Aeronautical Information Publications (AIP), ADP, Supplements, NOT, Amendments, Notices to Airmen (NOTAMs), Prohibit Information, Publications and Aeronautical Information Circulars issued by the AIS Section upon receipt thereof and shall immediately notify the AIS Section of any inaccuracies identified, recommend therein that pertain to the aerobroker.

13.2.5.6 NOTIFICATION OF CHANGES TO THE AEROBROKER FACILITIES, EQUIPMENT AND LEVEL OF SERVICE PLANNED IN ADVANCE

An aerobroker operator shall notify the Authority, in writing, at least sixty (60) days before effecting any change to the aerobroker facility or equipment, or the level of service, at the aerobroker that has been planned to deliver and that is likely to affect the receipt of the information contained in any AIS publication referred to in paragraph 13.2.5.2.

13.2.5.9 ISSUES REQUIRING IMMEDIATE NOTIFICATION

Subject to the requirements of paragraph 13.2.4.1, an aerobroker operator shall give the AIS Section and shall arrange for the audit report and the flight operations and to provide immediate notice describing any of the following circumstances of which the operator has knowledge:

- (1) any degradation by or damage through to obstacle limitation surface relating to the aerobroker; and
- (2) the existence of any obstruction or hazardous condition affecting aviation safety at or near the aerobroker.



- (1) in all written notices in the field of action of the aerodrome as set out in any of the ADI publications referred to in 139.4.1;
- (2) movement area closure of any part of the movement area of the aerodrome; and
- (3) any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted.

139.5.10 IMMEDIATE NOTIFICATION TO PILOTS

When a new change for an aerodrome operator is necessary for the ACC and ADI Sections in relation to a circumstance referred to in 139.4.3 in accordance with this Regulation, the operator must give immediate notice direct to the pilots who may be affected by such a change.

139.5.11 SPECIAL INSTRUCTIONS

An aerodrome operator shall invite the Authority to conduct an inspection of an aerodrome, as circumstances require, to ensure aviation safety:

- (1) as soon as practicable after any aircraft accident or incident within the meaning of the rules as defined in the Civil Aviation Act, 2016;
- (2) during any period of construction or repair of the aerodrome facilities or equipment that is critical to the safety of aircraft operations; and
- (3) at any other time when there are conditions at the aerodrome that could affect aviation safety.

139.5.12 REMOVAL OF OBSTRUCTIONS FROM THE AERODROME SURFACE

An aerodrome operator shall ensure that the aerodrome surface any vehicle or other obstruction that is likely to be hazardous:

- (1) when a hot flying aircraft, or or near an aerodrome, or landing aircraft are likely to be hazardous to people or vehicles on the aerodrome operator shall;
- (2) post hazard warning notices on any public way that is adjacent to the manoeuvring area; or
- (3) if such a public way is not controlled by the aerodrome operator, inform the authority responsible for posting the notices on the public way that there is a hazard.

139.5.14 EXEMPTIONS

- (1) The Authority shall exempt, in writing, an aerodrome operator from complying with specific provisions of these Regulations.



- (1) Before the Authority issues a licence to allow an aerodrome operator, the Authority shall take due account of safety risks in a given area.
- (2) The grant of an exemption in relation to the aerodrome operator, including with the conditions and procedures specified by the Authority in the aerodrome certificate, as being necessary for the safety of air.
- (3) Where an aerodrome does not meet the requirements specified in 132.2.10(9), the Authority may, if it is satisfied that the aerodrome operator, and if it is satisfied that the standards and procedures, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the standard Regulations.
- (4) Conditions, standards or practices and the conditions and procedures referred to in 132.2.4 shall be set out in an endorsement on the aerodrome certificate.

132.2.13 KEY MANAGEMENT PERSONNEL REQUIRED FOR AERODROME OPERATIONS

- (1) An aerodrome operator shall appoint an accountable manager who has complete authority for ensuring that all aerodrome operations and maintenance activities are planned and carried out in accordance with the standards required by the Authority.
- (2) The accountable manager shall:
 - (a) ensure that all necessary resources are available for operations and maintenance of the aerodrome in accordance with the regulations;
 - (b) establish and promote the safety;
 - (c) demonstrate a basic understanding of this Part.
- (3) The aerodrome operator shall appoint persons, responsible to the Authority, whose responsibilities include ensuring compliance with these regulations.
- (4) The persons mentioned in paragraph (3) shall represent the management structure of the Aerodrome Operator at a particular aerodrome and be responsible for all functions specified in this part.
- (5) Nominated managers shall be directly responsible to an accountable manager.
- (6) The persons mentioned shall be able to demonstrate relevant knowledge, background and satisfactory experience related to aerodrome operations and maintenance and operations in a given aerodrome.
- (7) Procedures shall include clear the duties for any particular person in the case of night absence of the said person.
- (8) The holder of an Aerodrome Certificate shall have qualified personnel with proven competency in the selection, available and serving full-time in the following positions or their equivalent:
 - (a) Airport Manager;
 - (b) Operations Manager;
 - (c) Safety Manager;
 - (d) Maintenance Manager;
 - (e) Aerodrome Review and Plan Chief.



Note: "Competency in civil services" means that an individual shall have a technical qualification and management experience acceptable to the Authority for the position herein.

2) Approval of persons to occupy the positions specified in 19.2.2.17 to 19.2.2.19 should be made by the Authority in accordance with the criteria and terms of reference established and published by the Authority.

3) The Authority may approve positions or members of positions, other than those listed, if the Authority is able to show that it can perform the operations with the highest degree of safety under the direction of those or different categories of management personnel than the current and new operations.



Appendix 1: AERONAUTICAL STUDIES OR SAFETY RISK ASSESSMENTS

PURPOSE

An aeronautical study or safety risk assessment is conducted to assess the impact of deviations from the procedures specified in Part 121 of the EASA rules, taking into account the operational conditions, the nature of the deviation, the nature of aircraft operations, to estimate the effectiveness of such deviation and to assess if procedures to compensate for the deviation.

APPLICABILITY

An aeronautical study or safety risk assessment shall be carried out when aerobatic activities cannot be met as a result of development. Such a study is most frequently carried out during the planning of a new project or during the verification of an existing one.

DEFINITION

An aeronautical study or safety risk assessment is a study of an aeronautical practice to identify possible actions and where a substitution is required without derogating.

TECHNICAL ANALYSIS

Technical analysis will provide justification for a deviation on the grounds that an equivalent level of safety can be obtained in other means. It is generally applicable in situations where the cost of carrying a problem that risks a violation is excessive but where the search for a solution is not a priority. In some cases, technical analysis, which often takes practical and reasonable solutions, incorporating a detailed analysis, inspectors will draw upon their practical experience and specialist knowledge. They must also consider other operations in relevant areas. When considering alternative procedures in the air traffic approval process, it is essential to look to meet the safety objectives of the applicable certification regulations and the applicable rules in force for the use of the Regulation in non-secure areas.

APPROVAL OF DEVIATIONS

In some instances, the only reasonable means of providing an equivalent level of safety to a major capable procedure and to require, on a condition of derogation, that necessary advice is published in the appropriate ERP publications. The determination to require certain EC to be granted is dependent on the circumstances.

- a) a pilot's need to be made aware of potentially hazardous conditions, and
- b) the responsibility of the Authority to publish deviations from Regulations that would otherwise be covered under certification action.

PART 1 GENERAL

General information, including the following:

- 1) The legal requirement for an Airworthiness Certificate and an Airworthiness Manual as prescribed in the national regulations
- 2) Conditions for use of the aeroplane – a statement to indicate that the aeroplane shall at all times when it is available for the use of and loading of aircraft, be available to all persons on equal terms and conditions
- 3) The applicable operational conditions or rules and procedures for flight and accurate filling/pressurization of ADP (aerobionts, ADP (aerobionts) or RCTAD)
- 4) The system for recording aircraft accidents
- 5) Obligations of the aeroplane operator, and
- 6) Classification index in terms of agreement between ACS and Aeroplane operator on areas of jurisdiction such as Airworthiness Emergency Planning, Airworthiness conditions (operating, Airworthiness Vehicle Operations etc)
- 7) A list of all deviations from the regulatory provisions and operating restrictions authorized by the Authority together with their validity and references to the related documents
- 8) A description of the intended operations, including:
 - 1) the critical envelope the aeroplane is intended to serve;
 - 2) the category of transport provided (passenger-carrying, instrument-landing, cargo-carrying, etc);
 - 3) the different classes and their associated levels of service;
 - 4) the nature of activities activities (commercial, passenger, air transport, cargo, aerial work, general aviation);
 - 5) the type of traffic (scheduled or non-scheduled) (international, domestic, etc);
 - 6) the maximum DR (max) that aeroplane operations can be provided;



PART 2
PARTICULARS OF THE AERODROME SITE

General information, including the following:

- a) A plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including the position of the aerodrome reference point, the layout of the runway, taxiway and apron, the aerodrome markings and lighting including the aerodrome approach and obstacle lights, the visual approach slope indicator system (VASI) and obstacle lights, and the aerodrome perimeter lights.
- b) A plan of the aerodrome showing the location of each wind direction indicator. Such indicators must be approved by the aerodrome manager. While full scale indicators are not to be used, the location of each wind direction indicator should be shown on the plan.

1) A plan of the aerodrome showing the aerodrome boundaries.

- 2) A plan showing the distance of the aerodrome from the city or other population area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome.

3) Particulars of the title of the aerodrome site. If the boundaries of the aerodrome are not defined by the cadastral particulars of the site, to be entered in the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome.

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

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

2.1

GENERAL INFORMATION

- a) The name of the aerodrome;
- b) The location of the aerodrome;
- c) The geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System – 1984 (WGS84) reference datum;
- d) The aerodrome elevation and ground level (altitude);
- e) The elevation of each threshold and ground elevation, the elevation of the runway end and any significant high and low points along the runway, and the highest elevation of the aerodrome area of a precision approach runway;
- f) The aerodrome reference temperature;
- g) Details of the aerodrome layout; and
- h) The name of the aerodrome operator and the address and telephone number at which the aerodrome operator may be contacted at all times.



3.2 **AERODROME DIMENSIONS AND RELATED INFORMATION**

- General information, including the following:
- a) Runway: > type, bearing, objective marker, length, width, displaced threshold location, slope, surface type, type of runway end, for a precision approach runway, the exposure of an obstacle free area;
 - b) Length, width and surface type of stop, runway end safety areas stop-way;
 - c) Length, width and surface type of taxiways;
 - d) Apron surface type and standard details;
 - e) Clearance length and ground profile;
 - f) Visual aids for approach procedures, i.e. approach lighting, type and visual approach slope indicator systems (VASI) and PAPI, and lighting of runway, taxiways and aprons other visual guidance and related aids, no tolerance prohibited runway holding positions, intermediate holding positions and stop bars) and systems, location and type of visual docking guidance systems, availability of obstacle cones for heliports;
 - g) The location and radio frequency of VOR aerodrome characteristics;
 - h) The location and designation of standard taxi routes;
 - i) The geographical coordinates of each threshold;
 - j) The geographical coordinates of appropriate taxiway center line points;
 - k) The geographical coordinates of each aircraft stand;
 - l) The geographical coordinates and the top elevations of significant obstacles in the approach and take-off areas, in the landing area and in the vicinity of the aerodrome. (This information may have to appear in the form of charts such as those required for the preparation of aeronautical information publications, as specified in Annexes 4 and 13 to the Convention);
 - m) Personnel apron type and bearing strength using the Aircraft Classification Number - Personnel Classification Number (ACN/PCN) method;
 - n) Use or reuse post-flight obstacle check location established on and upon and their relevance;
 - o) Obstacle clearance take off run available (TORA), take off distance available (TODA), accelerate stop distance available (ASDA), landing distance available (LDA);
 - p) Obstacle aircraft removal plan: the helicopter/ultralight/aircraft location and road 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 aerobus is designed to receive, and

- (c) Review and, if fighting, the level of protection provided, expressed in terms of the category of the crew and the flying crew, which should be in accordance with the largest aerobus normally using the aerobus; and the type and amount of equipment given normally available on the aerobus.

Note – The accuracy of the information in Part 3 is critical to aircraft safety. Information regarding, equipment, new or old, assessment should be gathered or verified by qualified technical persons.

PART 4
PARTICULARS OF THE AEROBUS OPERATING PROCEDURES AND SAFETY SERVICES

4.1
AEROBUS REPORTING

Provision of the procedures for reporting any changes to the aerobus information set out in the AOP and procedures for reporting the state of NOTAMS, including the following:

(a) Arrangement for reporting any changes to the Authority and recording the reporting of changes during and outside the normal hours of aerobus operations;

(b) The names and roles of persons responsible for notifying the changes, and their telephone numbers during and outside the normal hours of aerobus operations; and

(c) The address and telephone numbers, as provided by the Authority, of the place where change can be reported to the Authority.

4.2
ACCESS TO THE AEROBUS MOVEMENT AREA

Provision of the procedures that have been developed and set to be followed in circumstances in which the agency responsible for governing control interventions to civil airports or the aerobus and for providing operational control of persons, vehicles, equipment, animals or other things with the movement area, including the following:

(a) The role of the aerobus operator, the aerobus operator, aerobus field hand operators, the aerobus security staff, the Authority and other government departments, as applicable; and

(b) The names and roles of the personnel responsible for controlling access to the aerobus, and the telephone numbers for contacting them during and after working hours.

4.3
AEROBUS EMERGENCY PLAN

Provision of the aerobus emergency plan, including the following:

(a) Plans for dealing with emergencies occurring at the aerobus or in its vicinity, including the maintenance of aircraft in flight, structural fire, sabotage, including bomb threats (physical or structural), unauthorised access of aircraft, and accidents on



- the system covering "during the emergency" and "after the emergency" considerations.
- 3) Details of use for ambulance facilities and equipment to be used in emergencies, including the frequency of their use.
- 4) Details of facilities to meet emergency plans, including the frequency of their reviews.
- 5) Details regarding the effectiveness of human factor principles in developing the plan.
- 6) Where the ambulance is close to water, sewage areas or difficult terrain, availability and coordination with specialist rescue services.
- 7) Details regarding the establishment and operation of Emergency Operations Centre, Command Post and for communication between them.
- 8) A list of organizations, agencies and persons of authority, both on- and off-site, to be used in an emergency and include numbers, contact and 24/7 addresses and the main telephone of first officers' designees of roles and responsibilities for each type of emergency.
- 9) The establishment of an ambulance emergency committee to organize training and other preparation for dealing with emergencies, and
- 10) Procedure for the appointment of an on-scene commander for the overall emergency operation.
- 11) Reporting mechanisms in the event of an emergency.
- 12) Arrangement for personnel training and preparation for dealing with emergencies.

4.4 RESCUE AND FIRE FIGHTING

Provision of the facilities, equipment, personnel and procedures for meeting the rescue and fire-fighting requirements.

- 1) Policy statement on the RFF categories to be provided.
- 2) Where the service ambulance fire officer or designated fire watch officers have specific skills responsibilities, these should be included in the relevant chapter of the ambulance manual.
- 3) Policy and procedures including how deployment of the RFF services to be managed. This should include the extent to which operations are to be restricted, how plans are to be modified and the resources deployed in an emergency.
- 4) An ambulance crew's higher category of RFF is available to provide emergency services, the ambulance manual should state the actions necessary to upgrade the facility. Where necessary, this should include access to be able to other departments.



- 4) The appliance operator's objectives for each RFP category provided should be defined, including a list of objectives, of:
- 1) amounts of extinguishing agents provided;
 - 2) discharge rates;
 - 3) number of lines providing appliances;
 - 4) mounting & use;
 - 5) levels of experience;
 - 6) number of each type of rescue equipment and their location;
 - 7) number of sets of personal clothing and adherence thereof;
 - 8) number and types of breathing apparatus.
- 5) Procedures for:
- 1) monitoring the appliance movement areas for the purpose of alerting RFP personnel;
 - 2) indicating how the adequacy of the response time capability of the RFP service throughout each appliance and location is monitored and measured, and detail regarding communication and alerting facilities to support the alerting of appliance crew;
 - 3) indicating how RFP personnel engaged in emergency duties are managed to ensure that response capability is not affected.
- 6) When the appliance provides operation equipment such as rescue craft, emergency ladders, hose lines, and equipment with aerial capability, details should be included in the appliance manual procedures to be followed if those facilities are temporarily unavailable should this be required.
- 7) When the appliance is subject upon other organizations to provide equipment which is essential for meeting the safe operation of the appliance (such as aerial devices) or when the appliance is subject to other organizations to provide equipment (such as aerial devices) or when the appliance is subject to other organizations to provide equipment (such as aerial devices), details should be included in the appliance manual, where necessary, emergency plans in the event of emergency should be described.
8. A statement describing the process by which appliance operators ensure the initial and continued competence of their RFP personnel, including the following:
- 1) initial fire life training;
 - 2) breathing apparatus training in heat and smoke;
 - 3) fire aid.



- 4) low visibility procedures (LVP);
 - 5) any ROPS requirements;
 - 6) health and safety policy with regard to training of personnel in the use of respiratory protection equipment and personal protection equipment.
- 3) Procedures indicating how accidents in the immediate vicinity of the construction are to be assessed. When difficult conditions arise, the contractor must identify critical incidents that are not to be assessed.
- 4) Where load conditions on the construction operator require the RFF facility to respond to dynamic lift or spread actions, procedures for managing lift impact upon critical equipment RFF equipment should be provided.
- 5) Where the construction operator expects the RFF facility to respond to multiple construction activities, the plan should be clearly described, including procedures to manage the effects on additional acceptance operations.
- 6) The availability of additional water supplies should be described.
- 4) Aeriallift operator's arrangements for ensuring the adequacy of responses in abnormal conditions, i.e. LVP.

4.5 INSPECTION OF THE AERIALLIFT MOVEMENT AREA BY THE AERIALLIFT OPERATOR

- Particulars of the procedures for the inspection of the aeriallift movement area including the following:
- a) The names and roles of persons responsible for carrying out inspection and the required number during and after working hours.
 - b) Routine aeriallift inspection, including lighting inspection, and reporting, including the nature and frequency of the inspection.
 - c) Inspecting the signs, numbers and markers following a report of debris on the movement area, an abnormal take-off due to engine, tire or wheel failure, or any incident likely to result in debris being left in a hazardous position.
 - d) Sweeping of canopy, landing and apron.
 - e) Measurement and prohibition of water, dust and other contaminants including rights to inspect and test.
- 5) Assessment and prohibition of canopy surface conditions:
 - i) details of inspection intervals and times;
 - ii) completion and effective use of an inspection checklist;



- 3) arrangements and methods for carrying out inspections on PFD, lighting, ground power, etc.
- 4) arrangements for reporting the results of inspections and for follow-up action.
- 5) arrangements and means of communication with air traffic control during an inspection.
- 6) arrangements for keeping an inspection logbook and the location of the logbook.

- g) Procedures to report the presence of water on runway and
- h) Procedures to report airport runway conditions.

4.4

VISUAL AIDS AND AIRBORNE ELECTRICAL SYSTEMS

Particulars of the procedures for the inspection and maintenance of visual aids and electrical systems, the following:

- a) The names and titles of the persons responsible for the inspection and maintenance of the electrical system, aircraft lighting, markings and airfield signs, and the telephone numbers for contacting those persons during and after working hours.
- b) A full description of all visual aids available on each approach, runway, taxiway and apron, including signs, markings and lighting, including visual direction guidance system.
- c) Description of electrical system and power supply.
- d) Marking, signage, lighting and EMC/EC plans.
- e) Procedures for operational use and to comply with the lighting system.
- f) Standby and emergency power arrangements, including operating procedures both in ETP and during non-power failure situations.
- g) If applicable, the particulars of any other method of dealing with partial or total system failure and of monitoring lighting system reliability.
- h) Procedures for routine inspection and photometric testing of approach lights, runway lights, VASIS and PAPI.
- i) The location of and responsibility for check lighting on and off the aerodrome.
- j) Procedures for recording inspection and maintenance of visual aids and actions to be taken in the event of failure.
- k) Procedures to monitor or control non-aerodrome ground lights which could pose a hazard to aircraft safety.



3. The control of work, including working and agricultural activity, which may affect the safety of the aerobus.
- 4) Procedures to prevent aircraft from entering permanently closed runways and taxiways and to mark permanent and temporary no-workover areas clearly.
- 5) Arrangements for carrying out routine maintenance and major repairs, including description of inspection schedule, type of inspection and definition of maintenance performance level criteria for fixed role as part of preventive maintenance program.
- 6) Systems to allow staff the Safety Management System and Control System in accordance to the traffic density and visibility conditions at the aerobus.
- 4.7 MAINTENANCE OF MOVEMENT AREA**
- 1) Description of the facilities and procedures for the maintenance of the movement area including:
- a) Signs and lighting markers and aids of protection for maintenance of movement area personnel and aircraft.
- b) Arrangement for maintaining the paved areas, including PAV management for movement areas, rubber runway program and friction assessment and oil and grease maintenance removal program for apron.
- c) Arrangements for maintaining the repair of runways and taxiways.
- d) Arrangements for maintaining the paving and binding apron, and
- e) Arrangements for the maintenance of aerobus drainage.
- f) Arrangements for maintaining the visual aids, including the maintenance of runway, taxiway and obstruction lights.
- g) Arrangements for maintaining the obstacle lighting.
- h) Arrangements for reporting and action taken in the event of failure or unsafe condition.
- 4.8 AERODROME WORK SAFETY**
- 1) Description of the procedures for identifying and verifying and restriction and maintenance work which including work that may be to be carried out at short notice in the vicinity of the movement area which may affect other aerobus maintenance activities, including the following:
- a) Arrangements for communicating with the aerobus air traffic control unit and other related parties during the progress of such work.
- b) Procedures for closing and reopening work areas.
- c) Work notification and work permit process.



4. The names, telephone numbers and roles of the persons and organisations responsible for planning and carrying out the tests, and arrangements for notifying those persons and organisations as all tests.
5. The names and telephone numbers, during and after working hours, of the aerobus Ground-based operators, ground handling agents and aircraft operators who are to be notified of the tests.
6. A distribution list for work plans, if required.
7. Procedures to initiate a crossing to operational status after personnel overlay.
- 4.9 AIRBUS MAINTENANCE**
Particulars of the apron management procedures, including the following:
- a) Arrangements between air traffic control and the apron management units, including procedures for transfer of control for arriving and departing aircraft.
 - b) Arrangements for allowing aircraft parking positions, including management for crossing aircraft and equipment availability prior to aircraft arrival.
 - c) Arrangements for initiating engine start and ensuring clearance of aircraft push-back and
 - d) Marshalling services.
- 4.10 AIRBUS SAFETY MANAGEMENT**
Procedures to ensure apron safety, including:
- a) Measures and procedures for jet bridge operations.
 - b) Arrangements for safety precautions during aeroplane refuelling operations.
 - c) Apron sweeping and apron cleaning.
 - d) Arrangements for reporting incidents and accidents on an apron, and
 - e) Arrangements for assessing the safety compliance of all personnel working on the apron.
 - f) Arrangements for the use of advanced visual docking services, if provided.
- 4.11 AIRBUS VEHICLE CONTROL**
Particulars of the procedures for the control of surface vehicles on or in the vicinity of the movement area, including the following:
- a) Details of the application traffic rules (including speed limits and the means of enforcing the rules) and
 - b) Method and criteria for allowing drivers to operate vehicles on the movement area.
 - c) Arrangements and means of communicating with air traffic control.



4. Details of the equipment installed in vehicles that operate on the movement area.

4.12 WILDLIFE HAZARD MANAGEMENT

Particulars of the procedures to deal with the danger posed to aircraft operations by the presence of birds or wildlife on the movement area, apron or movement area, including the removal of:

- a) Arrangements and method for dispersal of bird and other wildlife;
- b) Measures to discourage birds and other wildlife;
- c) Arrangements for assessing wildlife hazards;
- d) Arrangements for implementing wildlife control programs;
- e) The names and roles of the persons responsible for dealing with wildlife hazards, and how to place numbers during, and after working hours.

4.13 OBSTACLE CONTROL

Particulars relating to the procedures for:

- a) Measuring the height of buildings or structures within the boundaries of the obstacle clearance surfaces;
 - b) Controlling new developments in the vicinity of aerodromes; and
 - c) Notifying the authority of the removal and location of obstacles and any subsequent actions or removal of obstacles for action as necessary, including identification of the AFD information.
- d) Arrangements for the removal of an obstacle
- f) Permitted runway exit to those of Type A Chart for obstacle

4.14 REMOVAL OF DISABLED AIRCRAFT

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

- a) The risks of the aerodrome operator and the holder of the aircraft certificate of registration;
- b) Arrangements for notifying the holder of the certificate of registration;
- c) Arrangements for dealing with the aerodrome air traffic services; and
- d) Arrangements for obtaining equipment and personnel to remove the disabled aircraft.

4.15 HANDLING OF HAZARDOUS MATERIALS

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



4) Arrangements for special areas on the airframe to be set up for the storage of inflammable liquids (including aviation fuel) and any other hazardous materials; and

5) 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 explosives. Containers for hazardous materials, including the means for their removal, shall be included in the manufacturer's emergency plan.

4.16 LOW VISIBILITY OPERATIONS

Procedures of operations to be introduced for low visibility operations, including

a) Obtaining and disseminating meteorological information, including runway visual range and ceiling visibility;

b) Provision of canopy during LVP if such operations are permitted;

c) The arrangement and use, before, during and after low visibility operations, including specific rules for which and present operating in the instrument and procedure work.

4.17 PROTECTION OF SITES FOR RADAR AND NAVIGATIONAL AIDS

Particulars of the procedure for the protection of sites for radar and radio navigational aids to be the certificate holder that their performance will not be degraded, including the following:

a) Arrangements for the control of activities in the vicinity of radar and NAVAIDS installations;

b) Arrangements for ground maintenance in the vicinity of these installations; and

c) Arrangements for the supply and installation of signs marking hazardous interference radiation.

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

- when, in the circumstances, an operating procedure is to be followed;
- how an operating procedure is to be achieved;
- who is to be notified;
- 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 reason should be given.



Including the procedures for evaluating the impact of proposed change in physical characteristics, facilities and equipment on the safety of existing operations.

- 4) The internal safety audit and review system detailing the process and program for periodic review of safety.
- 5) The system for documenting all safety-related accidents/incidents as well as accidents, operational and maintenance events, including information on the design and construction of aircraft parts and avionics lighting. The system should include any type of event including errors.
- 6) The incorporation and endorsement of safety-related clauses in the contracts for construction work on the airside.

6.6 APPROVAL/ASSESSMENT REPORT

- a) Approval letters or assessment reports indicating adequacy of AD, CRJ, MIP and OIS systems.