# MANUAL OF AERODROME CERTIFICATION PROCEDURES

**SECOND EDITION**  
January 2013

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FOREWORD

This manual establishes a regulatory system for the certification of land aerodromes in Tanzania. Such a regulatory system is intended to ensure that the facilities, equipment and operational procedures at certified aerodromes are in compliance with the Civil Aviation (Aerodromes) Regulations, 2007 as amended and the Manual of Aerodrome Standards. The information contained in this Manual conforms to ICAO Standards and Recommended Practices and the applicable ICAO documents.

This Manual contains guidelines for the certification of aerodrome in accordance with the requirements of the Civil Aviation (Aerodromes) Regulations 2007 as amended. The manual also provides guidance on aerodrome certification procedures and on the subsequent compliance and enforcement of the aerodrome operators’ obligations for aerodromes in category A.

The scope of this manual is therefore confined to the safety, regularity and efficiency aspects of aerodrome facilities, service, equipment and operational procedure and excludes the subjects of aviation security, Air Navigation Services and other areas.
AMENDMENT PROCEDURE

The Director of Safety Regulation is responsible for the development, issuance and control of amendments to this Manual. All copies of the Manual are serialized and issued in accordance with the distribution list. Individual Manual copy holders indicated on the distribution list are responsible for insertion of all amendments.

All Aerodrome inspectorate staff are encouraged to submit recommendations, for proposed revisions, additions, or deletions which they consider necessary. In the accomplishment of their duties, aerodrome inspectors must be alert to the requirements of the regulations and applicable manuals, orders, notices and directives issued by the TCAA.

Any errors or omissions identified while using this document including proposals to change the relevant aerodromes regulations, manuals, orders, notices and directives should be forwarded to the:

Director of Safety Regulation,
Tanzania Civil Aviation Authority,
P O Box 2819,
Dar es Salaam. Tanzania.

J M NJAWA
DIRECTOR OF SAFETY REGULATION
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ACRONYMS

AAI  Assigned Aerodrome Inspector
DSR  Director of Safety Regulation
FOI  Flight Operations Inspector
MSCAE Manager Safety Compliance and Enforcement
NOF  NOTAM Office
NOTAM Notice to Airmen
PAL  Precision Approach Lights
PAPI Precision Approach Path Indicator
RPT  Regular Public Transport
TCAA Tanzania Civil Aviation Authority
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CHAPTER 1. OVERVIEW ON AERODROME CERTIFICATION

1.1 Introduction

This manual describes the regulations and procedures used by the Authority to process applications for the issue, or surrender of an aerodrome certificates. The manual is designed to ensure that the required standards are applied when an aerodrome certificate is issued, renewed, suspended, cancelled or surrendered.

The manual further defines the regulations that govern aerodrome certification and clearly sets out the:

- Responsibilities of the staff of the TCAA: Standards and procedures the staff of the TCAA must follow when processing applications for the issue renewal, suspension, cancellation or surrender of aerodrome certificate
- Requirements for compliance and enforcement.

Adherence to the standards and procedures will ensure that:

- Aerodrome certificates are issued, renewed, suspended, cancelled or surrendered in an effective, efficient and consistent manner
- Aerodrome certificates are issued in a common legal format
- Effective and consistent compliance and enforcement action is taken.

1.2 Legislative Controls

1.2.1 Certification

Controls

Regulation 26: Application for a Certificate

- Requires that any person who intends to make an application for an Aerodrome certificate does so in a form prescribed by the Authority and be accompanied by:-
  (a) Two copies of the aerodrome manual;
  (b) A plan for the aerodrome;
  (c) An environmental impact assessment report;
  (d) Approval from any relevant authority;
(e) Proof of financial capability;
(f) Particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards; and
(g) Charges as prescribed by the Authority in the Aeronautical Information Publication or Aeronautical Information Circular.

Regulation 27 – Conditions for issuance of Certificate

- Allows the Authority to attach conditions to a certificate it issues
- Requires that the conditions for use of an aerodrome and any other details as may be deemed necessary by the Authority be endorsed on a certificate.

Regulation 28 – Breach of conditions of Certificate and non-conformance with certification requirements

- Renders the certificate invalid whenever there is a breach of any condition subject to which a certificate is issued including any approval, permission or exemption
- Provides that the Authority shall impose operating restrictions or sanctions at a certified aerodrome in the event of non-conformance with certification requirements or any unresolved safety concerns.

Regulation 29 – Certification of Aerodromes used for International operations

- Defines when an aerodrome certificate is required.
- Provides that a person shall not operate an aerodrome used for operations unless that person holds an aerodrome certificate issued by the Authority.

Regulation 30 – Issuance of Certificate

- Requires that the application be in a prescribed form and manner where the Authority is satisfied that:
  a) the applicant and the personnel of the applicant are adequate in number and have the necessary competency.
and experience to operate and maintain an aerodrome;

b) the aerodrome manual prepared for the aerodrome and submitted with the application contains all the relevant information;

c) the aerodrome facilities, services and equipment are established in accordance with approved standards and practices;

d) the aerodrome operating procedures make satisfactory provision for the safety of aircraft;

e) an approved safety management system is in place;

f) the applicant has an approved aviation security programme in accordance with the Civil Aviation (Security) Regulations 2011, and that:

- Provides that the issuance of a certificate shall be subject to compliance with the Tanzania Civil Aviation (Aerodromes) Regulations 2007 as amended and standards prescribed by the Authority in the Manual of Aerodrome standards and any other condition as may be specified or notified by the Authority in accordance with safety audits and inspections.
- Provides that the Authority may refuse to grant a certificate to an applicant and where the Authority refuses, it shall notify the applicant in writing, of the reasons for the refusal, not later than fourteen days after making that decision.
- Prohibits the transfer of a certificate

**Regulation 31 – Validity of Certificate**

- Specifies the validity period of an Aerodrome certificate

**Regulation 32 – Renewal of Certificate**

- Requires that application for the renewal of a certificate shall be made to the Authority in the prescribed form and shall be accompanied by –
  
  (a) the aerodrome manual if significant changes have been made following the initial certification;
  
  (b) particulars of deviations, if any, from the appropriate design, operation or equipment standards; and
  
  (c) the appropriate charges as prescribed by the Authority in the Aeronautical Information Circular
• Requires that an application for renewal of a certificate be submitted 60 days before expiry of the certificate
• Requires that the renewal of a certificate be subject to compliance with regulations and any conditions specified by the Authority

Regulation 33 – Amendment of Certificate

• Requires that an application for amendment of a certificate be submitted in a form prescribed by the Authority
• Specifies the requirements for submission of an application for amendment of a certificate
• Specifies the conditions under which a certificate may be amended.

Regulation 34 – Suspension and cancellation of a certificate

• Provides the reasons for which a certificate may be suspended
• Specifies the maximum period within which a certificate may be suspended
• Specifies the period within which a person whose certificate is suspended should respond
• Specifies the period within which an appeal following suspension of a certificate may be made in writing
• Allows the Minister to vary or set aside the suspension made based on the reasons given in the appeal
• Allows the Authority to cancel a certificate where no appeal is made

1.2.2 Certificate Surrender

Regulation 35 – Surrender of Certificate

• Provides for the surrender of an aerodrome certificate at any time an aerodrome operator wishes to do so.

• Requires the holder of a certificate who wishes to surrender the certificate to give the Authority not less than sixty days notice in writing, before the date on which the certificate is to be surrendered.

• Permits the Authority to cancel the certificate upon the expiry of the period
of notice in bullet 2 above.

- Requires that, where, after the expiry of the period in bullet 2 above, an aerodrome is abandoned or is not maintained in accordance with the conditions of the certificate, the holder of the certificate removes, obliterates or modifies the prescribed markings referred to in the Aerodrome regulations, regulation 52 (f).

1.2.3 Compliance and Enforcement

Regulation 28 – Certification of aerodromes

- Allows the Authority to impose operating restrictions or sanctions at a certified aerodrome in the event of non-conformance with the certification requirements or any unresolved safety concerns.

Regulation 34 – Suspension and Cancellation of Certificate

- Empowers the Authority to suspend an aerodrome where:
  a) following a safety inspection or audit, it is evident that the holder of the certificate has not complied with the requirements prescribed in the Regulations and failed to remedy the non-compliance within a period of thirty days after the inspection;
  b) the holder of the certificate prevents the Authority from carrying out a safety inspection or audit in accordance with the Aerodromes Regulations;
  c) the holder of the certificate is under receivership, liquidation or bankruptcy proceedings;
  d) it is deemed necessary in the interest of aviation safety.

- Allows the Authority to suspend a certificate for not more than 60 days after giving reasons

- Requires the holder of a certificate who is notified of a suspension to submit a response in writing within a period not exceeding fourteen days.
• Provides that the Authority may suspend any or all of the operations at an aerodrome pending receipt of a response from the holder of an Aerodrome Certificate.

• Allows the holder of a certificate who is aggrieved by the suspension of a certificate to appeal against the suspension to the Minister, within thirty days of the suspension.

• Provides that where an appeal is made the holder of a certificate shall state in writing the reasons why in his or her opinion, the suspension should be varied or set aside.

Allows the Minister to vary or set aside the suspension made by the Authority on the basis of the reasons given in the appeal.

Allows the Authority to cancel a certificate, on giving reasons to the holder of a certificate, where a holder of a certificate does not appeal against the suspension within the specified period.
CHAPTER 2       PROCESS OF ISSUING A CERTIFICATE

2.0       Introduction

The regulations detail the criteria used to determine if an aerodrome should be certificated and also provide for the Tanzania Civil Aviation Authority to conduct continuing oversight of aerodrome operators and associated service providers. The regulations also provide for a clear separation of authority between the operator and the regulatory authority.

In addition there is a legislative provision/regulation which enables the Tanzania Civil Aviation Authority (Directorate of Safety Regulations) to impose operating restrictions or sanctions at a certificated aerodrome, in the event of non-conformance with the certification requirements or an unresolved safety concern. An organizational structure in the Directorate of Safety Regulations for aerodrome licensing and surveillance activities, appropriate to the size and scope of all aerodrome operations is available for aerodrome certification and surveillance activities, appropriate to the size and scope of all aerodrome operations is available.

Tanzania Civil Aviation (Aerodromes) Regulations 2007 as amended require aerodromes in category A, to be certificated. The procedures described in this Chapter ensure full compliance with and have as a control the provisions of Part IV of the Regulations.

Adherence to the aerodromes regulations and standard procedures will ensure that aerodrome certificates are issued, renewed, suspended, cancelled or surrendered in a consistent manner. The use of a common legal format will also facilitate effective and consistent compliance with and enforcement of the regulations. The manual describes the TCAA staff requirements for implementing each procedure specified herein.

2.1       Process of issuing a Certificate

2.1.1       General

The aerodrome certification process comprise of:

a) dealing with the expression of interest by an intending applicant for the aerodrome certificate;
b) assessing the formal application, including evaluation of the aerodrome manual;

c) assessing the aerodrome facilities and equipment

d) issuing or refusing an aerodrome certificate; and

e) promulgating the certified status of an aerodrome and the required details in the AIP.

2.1.2 Key Elements of Process of issuing a Certificate

Purpose

To ensure that aerodrome certificates are correctly and consistently issued using a common legal format nationally by describing the:

- Process for issuing aerodrome certificates
- Legislation governing their issue
- Staff responsibilities
- Forms and letters used.

Legislative Controls

Regulations 26, 27, 28, 29, 30, 31, 32, 33 and 34

- Define when an aerodrome certificate is required.
- Require a person who operates an aerodrome used for air transport operations to have an aerodrome certificate.
- Permit application to the Authority for an aerodrome certificate to operate a specific aerodrome.
- Require the application to be in an approved format and be accompanied by two copies of the aerodrome manual.
- Define the rules for granting an aerodrome certificate and details the Authority’s responsibilities concerning the issue of certificates.
- Empower the Authority to refuse to grant an aerodrome certificate and requires reasons for the refusal.
- Require aerodrome operators to comply with standards, any imposed conditions and to act with a reasonable degree of care and diligence.
- Specify the validity period of an aerodrome certificate.
- Define the information to be included in the Aerodrome Manual.

### Advisory Publications

Advisory Circular TCAA/QSP/SR/AC/AGA-015 Contains advisory material on applying for an aerodrome certificate

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<th>Responsibilities</th>
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<td>Chief Aerodromes and Air Navigation Inspector</td>
<td>---------------</td>
<td>Assigns an inspector who holds a delegation to a particular certification task. The Chief may nominate himself or herself</td>
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<tr>
<td>Assigned Aerodrome Inspector (AAI)</td>
<td>Issuance of Aerodrome Certificate as per Regulation</td>
<td>Recommends issuance of the initial Aerodrome Certificate following the steps spelled out in this Manual.</td>
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<tr>
<td>Flight operations Inspector (FOI)</td>
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<td>May undertake the necessary operational assessments and make recommendations to the Chief or AAI as appropriate</td>
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**Forms:**

2. Application for Aerodrome Certificate
3. Guidelines for Preparation of a Quotation
5. Aerodrome Certificate document
6. Observation of Environmental Aspects
7. T-VASIS Flight Check Record
8. PAPI Flight Check Record
9. Airport Lighting Flight Check Record
10. Aerodrome Manual
11. Management System
12. Aerodrome Facilities

Sample Letters:

1. Grant of certificate
2. Refusal to grant certificate
2.1.2 Certificate Issuing Flowchart

**Step 1**

1. Receives expression of interest from the applicant
2. Chief assigns the application to an inspector
3. AAI receives payment for the application and requests assessment from FOI
4. FOI completes assessment and makes report
5. Can the applicant proceed?
   - No: Advice the applicant
   - Yes: Send the applicant the application form
6. Receive the formal application form
7. Proceed to step 2
**Step 2**

TBD

From 1

- Asses the aerodrome manual and aerodrome Procedures
- AAI and FOI assess aerodrome facilities

**Is the assessment satisfactory?**

- Yes
  - Approve the application
  - Prepare the AIP supplement for publication
  - AAI Advise Chief and FOI
  - Update the certificate and aerodromes registers
  - Receive advise of payment of additional fees

- No
  - Request additional info or action from the applicant
  - Refuse the application
  - Consider the review of application fees
  - Prepare a draft letter of refusal and send to CS
  - Advice the applicant of refusal
  - Advice Chief and FOI
  - Chief to Allocate certificate number

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This is a controlled document

Issued January 2013
2.2 Dealing with Expressions of Interest

2.2.1 General

Aerodromes that are required to be certified in accordance with the civil aviation regulations must be in possession of an aerodrome certificate before commencing operations. Dealing with the expression of interest shall include a flight operations assessment by the TCAA and/or the relevant authorities to ensure that the operation of an aerodrome at the location specified in the application will not endanger the safety of aircraft operations. If the result of this assessment is negative, then there is no need to proceed any further, and the applicant should be advised accordingly.

The flight operations assessment should 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.

The aerodromes regulations require that an application for an aerodrome certificate be accompanied by an environmental impact assessment report. The processing of the expression of interest will therefore include referrals from the National Environmental Management Council for necessary clearance.

Where the results of the above assessments are positive, the Authority shall advise the applicant in writing to submit a formal application for an aerodrome certificate in accordance with the requirements of regulation 26. The TCAA shall provide the applicant with the prescribed application form, a copy of the aerodrome certification regulations, including its schedule(s), and any other relevant circular or publication that the Authority may have issued, including the national standards for aerodromes.
In the letter to the applicant, the contact person in the TCAA shall be indicated.

2.2.2 Key Elements of the Process to deal with Expressions of Interest

Purpose

- To ensure that all expressions of interest from aerodrome operators are registered.
- To assign an Aerodrome Inspector to the application.
- To give applicants background information about the aerodrome certificating process.

Legislative Controls

Regulations: 26, 27, 28, 29, 30, 31, 32, 33, 34

- Define when an aerodrome certificate is required.
- Require a person who operates an aerodrome used for air transport operations to have an aerodrome certificate.
- Permits a person operating an aerodrome to apply for an aerodrome certificate although he or she is not otherwise required to be an aerodrome certificate holder.
- Empowers Authority to refuse to grant an aerodrome certificate and requires reasons for the refusal.
- Empowers the Authority to endorse condition on an aerodrome certificate.
- Specify the validity period of an aerodrome certificate.

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<td>Assigns the Aerodrome Inspector</td>
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<td>Assigned Aerodrome Inspector (AAI)</td>
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<td>Responds to the expression of interest</td>
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<tr>
<td>Flight Operations Inspector (FOI)</td>
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<td>- Ensures that the flight operations</td>
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Forms:

Application for an Aerodrome Certificate

Sample Letters:

N/A

Timeframe:

Expressions of interest should be responded to within 21 days of their receipt.

2.2.3 Guidelines for Dealing with Expressions of Interest

**When Is a Certificate Required?**

- An aerodrome certificate is required if the aerodrome operator is the owner of an Aerodrome which falls in Category A, or
- Is the owner of an Aerodrome which does not fall under category A but wishes to have his/her Aerodrome certificated

**Who May Make the Application?**

Any aerodrome operator may apply for an aerodrome certificate.

**Who May Act as the Assigned Aerodrome Inspector (AAI)?**

Any Aerodrome Inspector (AI) appropriately trained and with the required delegation.
The Chief Aerodromes and Air Navigation Inspector may assign himself or herself as the Assigned Aerodrome Inspector if he/she holds the inspector’s credentials.

**Advice to Applicants**

The AAI must advise the applicant that he or she must lodge a formal application:

- Using the Application for an Aerodrome Certificate form
- Providing the Authority with two copies of the Aerodrome Manual.

**Note:**

The relevant references for the standards are the
1. *Manual of Aerodrome Standards and Civil Aviation Publications (CAPs)* may provide information on an acceptable method of complying with the statutory requirements.

2. *Certain obligations may be imposed by Environmental Protection Act or similar legislation. Capital works associated with the development of a new aerodrome or major extension to an existing one may contribute a significant environmental impact, which in turn may require the production of an Environmental Impact Assessment. The AAI should consult with his chief and/or the Authority legal Counsel (CS) for clarification in particular cases where there appears to be a significant environmental impact.*

**TCAA/QSP/SR/AC/AGA-015**

The applicant must be advised to obtain a copy of TCAA/QSP/SR/AC/AGA-015, which explains how to apply for an aerodrome certificate.

**Standards:**

The applicant should also be advised to obtain or refer to the Manual of Aerodrome Standards and the relevant Regulations to ensure that certification standards and procedures are understood and can be met.

**Flight Operations Assessment**

The Authority must be satisfied that the operation of an aerodrome at the place specified in the application will not endanger the safety of aircraft.
If the results of this assessment are negative, formal advice needs to be provided.

The Flight Operations Inspector (FOI) is responsible for ensuring that a flight operations assessment is completed. Appropriate guidance should be prepared for flight operations inspectors who may be called on to provide these assessments. The flight operations assessment would normally take into consideration matters such as:

- The proximity of the proposed aerodrome to other aerodromes and landing sites
- Obstacles and terrain effects on a proposal
- Whether the establishment as proposed would involve excessive operational restrictions
- Existing restrictions and controlled airspace requirements that would be affected by the proposal
- Existing instrument procedures that might be affected by the proposal.

2.2.4 Procedures for Dealing with Expressions of Interest

**Chief Aerodrome and Air Navigation Inspector**

1. Assigns an AI who holds appropriate delegations to deal with the expression of interest.

**Assigned Aerodrome Inspector (AAI)**

1. Records the expression of interest details on the Aerodrome File.

2. Arrange a flight operations assessment:

   a) Refer the application to the FOI for a flight operations assessment
   b) Ensure that you receive a flight operations report from the FOI.

3. If the application cannot proceed or if any operations restrictions result from the flight operations assessment, advise the applicant.
4. Refer to the relevant AIC for the cost of processing the application for the aerodrome certificate.

5. If the application can proceed, advise the person inquiring, as necessary:

   1. To obtain a copies of relevant Publications and guidance materials from the Authority.
   2. Of the estimated cost of obtaining the aerodrome certificate.
   3. Who will be the applicant’s contact during the Certificating process

   **Note:**
   1. *Make it quite clear that the estimate is not a formal quotation and is not binding upon the Authority.*
   2. *A formal written estimate will be provided when an application for an Aerodrome Certificate form has been submitted.*

6. Require the applicant to submit an application to the Authority using the Application for an Aerodrome Certificate form.

**Flight Operations Inspector**

1. Arrange for a flight operations assessment.
   For details of the matters to be included in the assessment, see the Flying Operations Assessment Procedure described at paragraph 2.2.3

2. Report the result of the assessment to the AAI.

**2.3 Assessing a Formal Application**

**2.3.1 General**

Tanzania Civil Aviation (Aerodromes) Regulations 2007 as amended specify the responsibilities of the TCAA before it can grant an aerodrome certificate. It specifies the requirements for aerodrome certificate and the need for operational
safety considerations. The TCAA must be satisfied that the aerodrome operator has the necessary competence and experience to comply with the relevant regulatory provisions, orders and directives of the TCAA.

To ensure uniformity, the standard application form for an aerodrome certificate has been provided. The sample application form for an aerodrome certificate is available in the TCAA website.

The assessment by the TCAA of the formal application shall include the following:

a) a flight operations assessment if that was not carried out during the time of dealing with the expression of interest. This assessment may also include an aeronautical study if there is a deviation from a standard or a practice;

b) an assessment of the aerodrome manual submitted by the applicant to determine whether the manual complies with the requirements of Part VI of the aerodromes regulations and the Second Schedule of the regulations as appropriate. All verifications that can be completed or initiated in the office should be carried out, including the aerodrome data to be published by the aeronautical information service, and the adequacy of the aerodrome operating procedures; and

c) a site visit

A site visit should be undertaken for the purpose of assessing the aerodrome facilities, services and equipment to verify and ensure that they comply with the specified standards and practices. This should include:

a) on-site verification of aerodrome data; and
b) the checking of aerodrome facilities and equipment, which should include:

1) dimensions and surface conditions of:
   – runway(s);
   – runway shoulders;
   – runway strip(s);
   – runway end safety areas;
   – stopway(s) and clearways;
   – taxiway(s);
2) the presence of obstacles in obstacle limitation surfaces at and in the vicinity of the aerodrome;

3) the following aeronautical ground lights, including their flight check records:
   - runway and taxiway lighting
   - approach lights;
   - — PAPI/APAPI or T-VASIS/AT-VASIS;
   - — apron floodlighting;
   - — obstacle lighting;
   - — pilot-activated lighting, if applicable; and
   - — visual docking guidance systems;

4) standby power;
5) wind direction indicator(s);
6) illumination of the wind direction indicator(s);
7) aerodrome markings and markers;
8) signs in the movement areas;
9) tie-down points for aircraft;
10)ground earthing points;
11)rescue and fire-fighting equipment and installations;
12)aerodrome maintenance equipment, particularly for the airside facilities maintenance including runway surface friction measurement;
13)runway sweepers;
14)disabled aircraft removal equipment;
15)wildlife management procedures and equipment;
16)two-way radios installed in vehicles for use by the aerodrome operator in the movement area;
17)the presence of lights that may endanger the safety of aircraft; and
18)fuelling facilities.

2.3.2 Key Elements of the Process of Assessing a Formal Application

Purpose:
Assess the documentation that is supplied by the applicant to ensure that the application meets the requirements of the regulation.

**Legislative Controls:**

**Regulations 26, 27, 28, 29, 30, 31, 32, 33, 34**

- Permit application to the Authority for an aerodrome certificate to operate a specific aerodrome.
- Require the application to be in an approved format and be accompanied by two copies of aerodrome manuals.
- Define the rules for granting an aerodrome certificate and details the Authority’s responsibilities concerning the issue of certificates.
- Define the information to be included in the Aerodrome Manual.

**Advisory Publications**

TCAA/QSP/SR/AC/AGA-015

Contains advisory materials on how to apply for an aerodrome certificate

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<td>Regulation</td>
<td>➢ Makes the initial assessment of the application</td>
</tr>
<tr>
<td>Flight Operations Inspector</td>
<td>—</td>
<td>➢ Completes a flight operations assessment if required.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Estimates the cost of FOI input, if relevant</td>
</tr>
</tbody>
</table>

**Forms:**

- Certificate Issue Check sheet
- Aerodrome Manual Check sheet
- Management System Check sheet

**Sample Letters:**
Timeframe:

The initial assessment should be completed within 30 days of the receipt of the formal application.

2.3.3 Guidelines for Assessing a Formal Application

Check sheet:

- Process the application,
- tick activities successfully,
- complete off the Certificate,
- Issue Check sheet.

Aerodrome Manuals:

- Applicants must supply two copies of the Aerodrome Manual with their application. In addition to the Aerodrome Manual, the applicant may be required to supply other supporting evidence to the AAI or FOI.
- The Aerodrome Manual must comply with mandatory regulations regarding its contents and completeness.
- The AI must be satisfied that the aerodrome operator can properly maintain the aerodrome, and the contents of the manual may be used as evidence of this.

2.3.4 Procedures for Assessing a Formal Application

Assigned Aerodrome Inspector

Note:

- Process the application,
- complete the relevant parts of the Certificate Issue Check sheet,
- Record activity satisfactorily completed to date.

2.3.5 Processing Application for an Aerodrome Certificate form:

1. Make an initial assessment of the application:
Check the received copy of the applicant’s Aerodrome Manual.

Obtain flight operations report from the FOI.

Refer to the Applicant’s Aerodrome Manual.

2. Arrange a flight operations assessment, if one was not completed during the assessment of the expression of interest:

Refer the application to the FOI for a flight operations assessment.

Check that the Aerodrome Manual and other supporting documentation indicate that the operator has given due consideration to operational safety matters.

3. Prepare a Request for Service in accordance with local procedures:

Record the details on the Request for Service form.

When FOI input is required, obtain a cost estimate from the FOI.

4. Complete an Estimate for Service form and send it to the applicant.

5. Place a copy of the Request for Service and Estimate for Service on the file.

6. When payment is received, check that it is correct and issue a receipt.

2.4 Assessing the Applicant’s Aerodrome Manual

Note:

Complete parts of the Aerodrome Manual assessment during the visit to the aerodrome described in Section 2.5 Assessing the Aerodrome Facilities.

7. Using the Aerodrome Manual checklist, determine whether the applicant’s Aerodrome Manual complies with the requirements of the regulations and standards.
8. Using the Management System checklist, determine whether the Aerodrome Manual satisfactorily indicates that the applicant can properly operate and maintain the aerodrome in accordance with the regulation and standards.

9. If the Aerodrome Manual complies with the requirements of the Regulations:
   - On the Certificate Issue Check-sheet, record the manual as being compliant.

**Flying Operations Inspector**

- Prepare an estimate using the Request for Service form. For details of the matters to be included in the assessment, see Section 2.2 Flying Operations Assessment.
- Return the cost estimate to the AAI.

2.5 Assessing the Aerodrome Facilities

2.5.1 Key Elements of the Process of Assessing Aerodrome Facilities

**Purpose:**

Complete the assessment of the application by inspecting the facilities at the applicant’s aerodrome to ensure that they comply with the mandatory standards.

**Legislative Controls:**

**Regulation 27 – Conditions for issuance of Certificate**

- Sets conditions subject to which a certificate may be issued
- Requires that the conditions be prescribed by the Authority.
- Requires that the conditions for use of an aerodrome and any other details as may be deemed necessary by the Authority be endorsed on a certificate.

**Regulation 30 – Issuance of Certificate**

- Requires that the application be in a prescribed form and manner where the Authority is satisfied that:
a) the applicant and the personnel of the applicant are adequate in number and have the necessary competency and experience to operate and maintain an aerodrome;

b) the aerodrome manual prepared for the aerodrome and submitted with the application contains all the relevant information;

c) the aerodrome facilities, services and equipment are established in accordance with approved standards and practices;

d) the aerodrome operating procedures make satisfactory provision for the safety of aircraft;

e) an approved safety management system is in place;

f) the applicant has an approved aviation security programme in accordance with the Civil Aviation (Security) Regulations 2011 and that:

- Provides that the issuance of a certificate shall be subject to compliance with the Civil Aviation (Aerodromes) Regulations and standards prescribed by the Authority in the Manual of Aerodrome standards and any other condition as may be specified or notified by the Authority in accordance with safety audits and inspections.

- Allows the Authority to refuse the grant of a certificate to an applicant and where the Authority refuses, it shall notify the applicant in writing, of the reasons for the refusal, not later than fourteen days after making that decision.

<table>
<thead>
<tr>
<th>Staff</th>
<th>Delegation</th>
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</thead>
<tbody>
<tr>
<td>Assigned Aerodrome Inspector</td>
<td>Regulation</td>
<td>Assesses the aerodrome facilities during a visit to the aerodrome</td>
</tr>
<tr>
<td>Flight Operations Inspector</td>
<td>—</td>
<td>Provides specialist assistance as requested by the AAI</td>
</tr>
</tbody>
</table>

Forms:

- Certificate Issue Check sheet Observation of Environmental Aspects
- T-VASIS Flight Check Record
- PAPI Flight Check Record
• Airport Lighting Flight Check Record
• Aerodrome Facilities checklist

Sample Letters
• N/A

Timeframe
• The visit to the aerodrome should be made within 90 days of the receipt of the application

2.5.2 Guidelines for Assessing the Aerodrome Facilities

To complete the assessment, the AAI must visit the aerodrome.

The AAI may request assistance from various needed specialists, such as the flight operations, air traffic services, fire service officer, electrical engineering and so on to assess particular aerodrome facilities, including lighting and visual aids observation from the air by day and night, PAL operation, and dangerous lights, communications and so on.

The facilities must comply with the published standards.

2.5.3 Procedures for Assessing the Aerodrome Facilities

Assigned Aerodrome Inspector

1. Obtain copies of the relevant checklists. If pre-printed check lists are not available, specific check lists should be prepared relevant to the facilities to be assessed

2. With the other specialists as required, visit the aerodrome, inspect the facilities to ensure that they comply with the relevant standards:

   a. Assess each item listed on the checklists.

   b. Record the results of the inspection on the appropriate checklists.

   c. Note comments, if necessary.
4. Complete the assessment of the Aerodrome Manual. (See Section 2.3.4 assessing the applicant's Aerodrome Manual.)

5. At the end of the inspection, complete the relevant parts of the Certificate Issue Check-sheet to record activity satisfactorily completed to date.

**Flight Operations Inspector**

1. Assess lighting, visual aids, PAL and dangerous lights in accordance with relevant checklists as required to ensure that they comply with the appropriate standards.

### 2.6 Issuing or Refusing of an Aerodrome Certificate

#### 2.6.1 General

The regulations require the TCAA to notify its decision to issue or refuse the issue of a certificate. Further, the regulations allow the TCAA to endorse conditions, in the interest of safety, on an aerodrome certificate being issued.

Based on the results of the assessment of the formal application for a certificate, the TCAA should notify the applicant whether the application was successful or unsuccessful. If the application was unsuccessful, the applicant should be advised of the additional steps that need to be taken by the applicant prior to certification. For example, the aerodrome manual may need to be amended to incorporate any changes to the aerodrome facilities and equipment that may be required in order to comply with the standards and practices specified in the regulations.

If the application was successful, the aerodrome certificate, incorporating conditions pursuant to regulations 27, as applicable, shall be granted to the applicant after an identifying number has been allocated.

If after being advised of the additional steps that must be taken to rectify the identified shortcomings the aerodrome operator is still not able to satisfy the requirements of the regulations, the TCAA may refuse to grant a certificate. The refusal may be based on one or more of the following determinations, for which details should be given:

a) the inspection of aerodrome facilities and equipment revealed that they do not make satisfactory provision for the safety of aircraft operations;
b) the assessment of the aerodrome operating procedures revealed that they do not make satisfactory provision for the safety of aircraft operations;

c) the assessment of the aerodrome manual revealed that it does not contain the particulars set out in Part VI of the regulations and the Second Schedule of the regulations; and

d) the assessment of the above facts and other factors (to be listed) revealed that the applicant will not be able to properly operate and maintain the aerodrome as required by the regulations.

2.6.2 Key Elements in granting or denial of an Aerodrome Certificate

Purpose:

- To advise the applicant of the results of the assessment.
- To complete the administrative action required when an application is approved.

Legislative Controls:

Regulations:

27 Conditions for issuance of certificate

- A certificate may be issued subject to any conditions that may be prescribed by the Authority.

- The Authority shall endorse on a certificate the conditions for use of an aerodrome and any other details as may be deemed necessary by the Authority.

- Where an applicant requests or where the Authority considers that an aerodrome should be available for public use, a certificate may be granted subject to a condition that the aerodrome shall at all times be available to all persons on equal terms and conditions.

- An aerodrome operator may refuse an aircraft from using the aerodrome except in an emergency situation.

28 Breach of conditions of certificate
The breach of any condition subject to which a certificate is issued including any approval, permission or exemption shall render the certificate invalid.

29. Certification of aerodromes used for international operations

A person shall not operate an aerodrome used for international operations unless that person holds a certificate issued by the Authority.

30 Issuance of certificate

The Authority shall issue a certificate in the prescribed form and manner where the Authority is satisfied that -
(a) the applicant and the personnel of the applicant are adequate in number and have the necessary competency and experience to operate and maintain an aerodrome;
(b) the aerodrome manual prepared for the aerodrome and submitted with the application contains all the relevant information;
(c) the aerodrome facilities, services and equipment are established in accordance with approved standards and recommended practices;
(d) the aerodrome operating procedures make satisfactory provision for the safety of aircraft;
(e) an approved safety management system is in place;
(f) the applicant has an approved aviation security programme in accordance with the Civil Aviation (Security) Regulations.

The issuance of a certificate shall be subject to compliance with these Regulations and standards prescribed by the Authority and any other condition as may be specified or notified by the Authority in accordance with safety audit and inspection.

The Authority may refuse to grant a certificate to an applicant and where the Authority refuses, it shall notify the applicant in writing, of the reasons for the refusal, not later than fourteen days after making that decision.
### Chief Aerodromes and Air Navigation Inspector

—

Maintains the Aerodrome Certificate Register

### Assigned Aerodrome Inspector

Regulation

- Advises the applicant of the results of the assessment.
- Issues the aerodrome certificate, if appropriate.

### Forms:

- Aerodrome Certificate Register
- Grant of certificate sample letter
- Refusal to grant certificate sample letter

### Timeframe

The administrative action to issue the certificate should be completed within 30 days of approving an application.

The notification of the decision to refuse a certificate must be sent to the applicant within 14 days of a decision being made.

### 2.6.3 Guidelines for Granting or denial of an Aerodrome Certificate

#### Issue of the Certificate Number

The newly certificated aerodrome is allocated the next available number on the Aerodrome Certificate Register.

#### Types of Notification

The applicant must be advised of the result of the assessment of the application for an aerodrome certificate. The advice may comprise:

- Notification that the certificate application is successful.
- Advice that additional steps need to be taken by the applicant prior to further assessment of the application. (This advice is a variation of the notification that an application has been unsuccessful. The certificate may...
be granted if subsequent assessment shows that the applicant has corrected all deficiencies.)
- Notification that the application has been unsuccessful.

**Note:**

*For a successful application, conditions may be placed on an aerodrome certificate in accordance with the regulations. If conditions are being considered, the AAI should consult with the Chief aerodromes and Air Navigation Inspector.*

Certificates are usually granted in *perpetuity.*

**Refusal to Issue an Aerodrome Certificate**

The decision to refuse an application may be a reviewable decision. Unsuccessful applicants must be advised in writing of the reasons for the refusal to grant the certificate. All notifications advising refusal to issue an aerodrome certificate should be reviewed by Corporation Secretary of the Authority before being sent to the applicant.

The notification of refusal to grant a certificate must be sent to the applicant within 14 days of making the decision. Applicants who must take steps to correct any deficiencies before an aerodrome certificate can be issued to them are responsible for advising the Authority when the work has been completed.

**Additional Costs**

The applicant is responsible for meeting all the costs of processing the application including any additional costs associated with re-processing of the application.

**2.6.4 Procedures for Issuing or Refusing an Aerodrome Certificate**

**Chief aerodromes and Air Navigation Inspector**

When the AAI advises the Chief that the application has been approved, the chief:

- Will update the Aerodrome Certificate Register.
- Allocate the certificate number. This is the next sequential number on the Aerodrome Certificate Register.

**Assigned Aerodrome Inspector**

1. Advise the Chief of the outcome of the assessment.

2. Collate all associated paperwork on the Aerodrome File on the completion of all previous steps.

3. Review the quote and, if necessary, arrange for payment of outstanding costs.

4. Notify the applicant of the outcome of the assessment: The advice may be that:
   - The applicant needs to take steps to rectify specified deficiencies prior to approval
   - The application for a certificate is approved
   - The application is refused.

5. If the aerodrome operator needs to rectify specific deficiencies before the application can be considered further:
   
   a) Advise the applicant of the steps he or she needs to take — for example, amend the Aerodrome Manual or make changes to facilities in order to comply with standards
   
   b) Attach the revised estimate for any additional costs for the processing of the application for the aerodrome certificate.
   
   c) Send the letter and, if relevant, the estimate for previously unforeseen costs to the applicant.
   
   d) After payment of the additional costs, reassess the deficiencies.

6. If the application is approved:
   
   a) Ensure all costs are paid before taking any further action.
b) Prepare, sign and dispatch the certificate, the covering letter and the operator’s copy of the Aerodrome Manual.

2.7 SAMPLE AERODROME CERTIFICATE
SAMPLE AERODROME CERTIFICATE

Aerodrome Certificate No: ........................................ Date: ................................

Name of Aerodrome (Category):
.................................................................................................................................

Location of Aerodrome:
.................................................................................................................................
.................................................................................................................................

Name and Address of Aerodrome Operator:
.................................................................................................................................
.................................................................................................................................

The Director General of Civil Aviation, acting under the Civil Aviation Act, having

(i) been satisfied that the Aerodrome Operator is competent to operate and maintain the Aerodrome properly, such that it is safe for use by aircraft;

(ii) accepted that the Aerodrome Manual submitted is accurate and complies with the requirements of the Civil Aviation (Aerodromes) Regulations;
(iii) checked that the Aerodrome Operator’s aerodrome facilities, services and equipment comply with the standards specified in the Manual of Aerodrome Standards and such related Manuals by the Authority;

(iv) checked that the Aerodrome Operator’s aerodrome operating procedures make satisfactory provision for the safety of aircraft; and

(v) been satisfied that an acceptable safety management system is in place at that Aerodrome,

in exercise of the powers conferred by the Civil Aviation Act and in accordance with the Civil Aviation (Aerodromes) Regulations, hereby certifies the above-mentioned aerodrome to be used as a place for the take-off and landing of aircraft engaged in flight for the purpose of air transport and/or instruction in flying, or for such purposes as may be specified by the Director General subject to the conditions listed in the Schedule overleaf.

This Aerodrome Certificate is not transferable and shall remain in force until the __________day of __________-20------unless amended, suspended or cancelled.

………………………............................................................................................

Director General                            Date

Schedule

General Conditions

1. The Aerodrome Operator shall ensure that all the aerodrome facilities, equipment, services and procedures are operated and/or maintained properly and efficiently in accordance with the Aerodrome Manual submitted to the Authority, the applicable standards and recommended practices set out in the Manual of Aerodrome Standards and any condition
specified in this Aerodrome Certificate. Rescue and fire fighting services and equipment shall be kept ready for immediate turnout at all times when the aerodrome is available for the take-off and landing of aircraft.

2. The Aerodrome Operator shall ensure that the copies of the Aerodrome Manual submitted to and kept by the Authority are always kept complete and current. The Aerodrome Operator shall also ensure that each member of the aerodrome operating staff is aware of the contents of every part of the Aerodrome Manual relevant to his/her duties and undertakes his/her duties in conformity with the relevant provisions of the Aerodrome Manual.

3. The Aerodrome Operator shall ensure that an adequate number of qualified and skilled personnel are employed to perform all critical activities for the operation and maintenance of the aerodrome, and that a programme to upgrade the competency of the personnel is in place.

4. The Aerodrome Operator shall ensure that appropriate air traffic services are available to ensure the safety of aircraft in the airspace associated with the aerodrome, and that proper coordination with the agencies responsible for aeronautical information services, meteorological services, security and other areas related to safety are established.

5. The Aerodrome Operator shall establish and implement an operating safety Management system at the aerodrome that complies with the standards set out in the Manual of Aerodrome Standards. The aerodrome operator shall ensure that organisations performing activities at the aerodrome comply with safety requirements.

6. The Aerodrome Operator shall ensure that a person authorised by the Director General or his delegated authority shall be granted free access to the aerodrome and any associated facility, equipment, document, record and the Aerodrome operator personnel relating to the operation, safety or security of the aerodrome for the purpose of inspection, testing and/or verification of performance.

7. The Aerodrome Operator shall notify the agency responsible for aeronautical information services of any change to any aerodrome facility or equipment or level of service at the aerodrome which has been planned in advance and which is likely to affect the accuracy of the information contained in any publication by the agency before effecting the
8. The Aerodrome Operator shall notify the agency responsible for aeronautical information services and the air traffic control unit immediately of any obstacles, obstructions or hazards; change in level of service at the aerodrome as set out in any publication by the aeronautical information services or variation from the Manual of Aerodrome 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; of which the Aerodrome Operator has knowledge of immediately.

9. When low flying aircraft, at or near the aerodrome, or taxiing aircraft is likely to be hazardous to any person or vehicular traffic, the Aerodrome Operator shall post hazard warning notices on any public way that is adjacent to the aircraft manoeuvring area; or if such 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.

10. The Aerodrome Operator shall implement such additional safety or aviation security related measures as may be required by the Director General or his delegated authority. The Director General or his delegated authority may suspend or cancel this Aerodrome Certificate at any time should the Aerodrome Operator fail to comply with any provisions set forth in this Aerodrome Certificate or in the Aerodrome regulations.

11. The Aerodrome Operator shall take up such insurance including public liability to cover all operations at the aerodrome to the satisfaction of the Director General or his delegated authority.

12. The Aerodrome Operator shall notify the Director General or his delegated authority in writing at least 14 days in advance of any intended change or abolition of any of the key posts overseeing the aerodrome’s operations (e.g. rescue and fire fighting, aerodrome engineering and maintenance, apron control, etc.) or of any intended change in the person holding the post, or in his/her duties.

13. This Aerodrome Certificate is not transferable and any purported transfer of this certificate shall be void.
14. Expressions used in this Aerodrome Certificate shall have the same meanings as those in the Manual of Aerodrome Standards.

Special Conditions

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Note: The notification of refusal to grant must be sent to the applicant within 14 days of making the decision.

2.8 Promulgation in the AIP of the status of certified aerodromes

2.8.1 Key Elements of the Process of Notifying of a Newly Certificated Aerodrome

Purpose:

To ensure that all other relevant branches of the Authority and the aviation industry are notified of the aerodrome’s certificated status and details.

Legislative Controls:

Regulations 37, 121:

- Require the Authority to publish in the Aeronautical Information Publication, a list of aerodromes indicating the status of their certification including the date and period of validity of the certificates.
- Require an aerodrome operator to provide particulars of the aerodrome (as stated in the Aerodrome Manual) for publication in the AIP.

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<thead>
<tr>
<th>Staff</th>
<th>Delegation</th>
<th>Responsibilities</th>
</tr>
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<tbody>
<tr>
<td>Assigned Aerodrome Inspector</td>
<td>—</td>
<td>Notifies the relevant organizations of the aerodrome’s certificated status</td>
</tr>
<tr>
<td>Manager/Chief of aerodrome standards</td>
<td>—</td>
<td>Places copies of the Aerodrome Certificate on the register</td>
</tr>
</tbody>
</table>

Forms:

- Aerodromes – Profile Sheet

Timeframe:

The Authority internally and the aviation industry externally must be notified of the newly certificated aerodrome at the same time as the certificate is issued.
2.8.2 Guidelines for Advising the Authority and the Industry of a Newly Certificated Aerodrome

Information relating to a newly certificated aerodrome may be included in an AIP and be advised by NOTAM. The aerodrome should be incorporated into a surveillance program.

2.8.3 Procedures for Advising the Authority and the Industry of a Newly Certificated Aerodrome

**Assigned Aerodrome Inspector**

1. Notify the Aeronautical Information Service (AIS), providing information about the aerodrome for inclusion in AIP and NOTAM.

2. Notify NOTAM Office of nominated reporting officers.

3. Notify the relevant FOI of the certificated status of the aerodrome.

4. Place a copy of the Aerodrome Certificate on the Aerodrome File.

5. Provide a copy of the Aerodrome Certificate to the Chief for the update of the Aerodrome Certificate Register.

6. Complete an aerodrome Profile Sheet and place a copy on the Aerodrome File.

7. Provide a copy of the aerodrome Profile Sheet to the Chief of Aerodromes and Air Navigation Inspector for the update of the Aerodrome Profile Sheet Register.

8. Incorporate the aerodrome into the aviation safety surveillance plan in accordance with local procedures.

**Chief of Aerodromes and Air Navigation Inspector**

1. Place a copy of the Aerodrome Certificate on the individual Aerodrome file and arrange for surveillance planning.
CHAPTER 3 AERODROME CERTIFICATE SURRENDER PROCESS

3.1 General

Regulation 34 provides for the suspension and cancellation of an aerodrome certificate if an aerodrome operator voluntarily gives notice in writing to the TCAA.

Upon receipt of the notice, the TCAA should:

a) verify the credentials of the operator requesting cancellation as the certificate holder;

b) verify that the notification received from the aerodrome operator meets the requirements of regulation 35;

c) check that the information provided by the aerodrome operator includes the following:

   1) if the aerodrome is to remain open, an appropriate NOTAM has been promulgated to advise the change of status; and
   2) if the aerodrome is to be closed to all traffic, sufficient safety measures have been taken by the aerodrome operator, such as the removal of wind socks and markings, the provision appropriate closed markings, unserviceability markers and such other visual aids as necessary.

If the application for cancellation of the certificate is found to be in order, a competent official of the TCAA should issue a letter cancelling the certificate effective from the date specified in the notice given by the certificate holder.

If the aerodrome is to remain open for use as an uncertified aerodrome, the TCAA should ensure that the safety requirements at such aerodromes are met.

The aeronautical information service should be advised to take appropriate action regarding the uncertified status of the aerodrome or the closure of the aerodrome, as the case may be, in accordance with Part III of the Manual of ANS Standards.

3.2 Overview of the Surrender Process

3.2.1 Key Elements of the Surrender Process
Purpose

1. To ensure that aerodrome certificates are surrendered correctly and consistently using a common legal format nationally by describing the:
   a. Process for surrendering aerodrome certificates
   b. Legislation governing their surrender
   c. Staff responsibilities
   d. Forms used and:
2. To ensure that, when a certificate is surrendered, all action required for maintaining the on-going safety of aviation operations are taken into account.

Legislative Controls

Regulations: 34

- Establish that an aerodrome operator is the aerodrome certificate holder in the case of a certificated aerodrome.
- Provide for the suspension and cancellation of an aerodrome certificate at the request of an aerodrome operator.

<table>
<thead>
<tr>
<th>Staff</th>
<th>Delegation</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Assigned Aerodrome Inspector | Regulations    | ➢ Cancels the aerodrome certificate
|                            |                | ➢ Adjusts on-going surveillance           |

Forms:

Check sheet for Cancellation by Surrender

Sample Letters:

Letter of surrender or cancellation

Timeframe:

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The aerodrome certificate should be cancelled on the date nominated by the aerodrome operator or within 30 days of the receipt of the request, whichever is appropriate.

**Surrender Process Flowchart**

1. Receive request to surrender an aerodrome certificate
2. Assign an aerodrome inspector to the person requesting cancellation of the certificate
3. Establish the credentials of the person requesting cancellation of the certificate
4. Are the credentials valid?
   - Yes: AAI advice the certificate holder that the request is granted and to take specified action
   - No: AAI notify the applicant
5. Cease process
6. Send the license holder notification of the expiry of the certificate at least 2 days before expiry date
3.3 Receiving Notification from the Aerodrome Operator

3.3.1 Key elements of the Process of Receiving Notification from the Aerodrome Operator

**Purpose:**

- Provide the procedures for processing the receipt of a request for surrender of an aerodrome certificate.

**Legislative Controls:**

**Regulations:** 35

- Establish that the aerodrome operator is the certificate holder
- Provide for the cancellation of an aerodrome certificate at the request of the holder
### Staff Delegation Responsibilities

<table>
<thead>
<tr>
<th>Staff</th>
<th>Delegation</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Aerodromes and Air Navigation Inspector</td>
<td>-----------</td>
<td>Assigns the request for a cancellation to an Aerodrome Inspector.</td>
</tr>
</tbody>
</table>
| Assigned Aerodrome Inspector               | Regulations| • Confirms the credentials of the person making the request to cancel.  
                                             |            | • Confirms the surrender date of effect. |

### Forms:
- Check sheet for Cancellation by Surrender

### Sample Letters:
None

### Timeframe:
- Certificate surrender action is to be completed by 60 days from the date notified to the Authority.

### 3.3.2 Guidelines for Receiving Notification from the Aerodrome Operator

- An aerodrome operator may voluntarily choose to surrender an aerodrome certificate.
- An aerodrome operator must give the Authority at least 60 days written notice of the cancellation date.
- The Authority must cancel the certificate, provided the request is made by the aerodrome operator.

If the aerodrome operator contacts the Authority for advice on the cancellation process prior to sending the formal notification, information should be provided.
as to the operational consequences that may result if surrender is made and the aerodrome certificate subsequently cancelled as a result.

The surrender or cancellation of an aerodrome certificate may affect:

- Certain regular scheduled operations into the aerodrome
- Continuing general aviation safety
- The aerodrome surveillance activity by the Authority.

3.3.3 Procedures for Receiving Notification from the Aerodrome Operator

**Chief Aerodromes and Air Navigation Inspector**

Assigns an Aerodrome Inspector with appropriate delegation to deal with the request to surrender the aerodrome certificate.

**Assigned Aerodrome Inspector**

1. Establishes the credentials of the person requesting the cancellation as the certificate holder.

2. On the notification of the intention to surrender the aerodrome certificate, checks that the aerodrome operator has:

   a. Clearly stated that he or she is making a request for the cancellation of certificate

   b. Specified when cancellation should become effective.

   c. If no date is specified, the certificate cancellation date is the date 60 days from the date of posting the notification.

3. If the aerodrome operator has not supplied the required information for a proper notification of intention to surrender the certificate, contacts the operator and advises them to supply the necessary details in writing.

4. Determines whether the aerodrome is to continue to operate as an un-certificated aerodrome.
3.4 Assessing a Surrender Request

3.4.1 Key Elements of the Process of Assessing the Request to Surrender a Certificate

Purpose:

- To ensure that a request for surrender of the aerodrome certificate by the aerodrome operator is properly made.
- To ensure that aerodrome certificates are consistently surrendered using a common legal format nationally
- To ensure that the safety of aviation is not compromised at an aerodrome where the certificate has been surrounded.

Legislative Controls

Regulations: 35

Provide for the cancellation of an aerodrome certificate at the request of an aerodrome operator.

<table>
<thead>
<tr>
<th>Staff</th>
<th>Delegation</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned Aerodrome Inspector</td>
<td>Regulations.</td>
<td>Determines that the request is from the aerodrome certificate holder.</td>
</tr>
</tbody>
</table>

Forms:

- Check sheet for Cancellation by Surrender

Sample Letters:

- Letter of cancellation by surrender

Timeframe:

- The applicant must receive the notification of cancellation prior to the date nominated by the aerodrome operator
3.4.2 Guidelines for Assessing the Request to Surrender a Certificate

The Authority must cancel an aerodrome certificate when it is properly requested.

3.4.3 Procedures for Assessing the Request to Surrender a Certificate

_Assigned Aerodrome Inspector_

1. Using the Check sheet for Cancellation by Surrender:
   a. Check that the aerodrome operator has given at least 30 days notice.
   b. Check that the operator has provided sufficient information:
      • Are there regular public transport (RPT) operations at the aerodrome requiring specific and immediate notification to the FOI?
      • Are there any changes to reporting officer details?
      • If the aerodrome is to be closed to all aircraft, have sufficient safety measures been taken? For example, will the windsock and boundary markers be removed?
      • Will un-serviceability markers be displayed for a period?

2. If the request is properly made, prepare a letter to the aerodrome operator:
   a. Notifying the cancellation of the certificate
   b. Directing him to return the original certificate document to the Authority to enable cancellation of the certificate.
   c. Advising him or her to carry out any actions necessary in the interests of aviation safety.

3. Sign the letter as the approving delegate and place a copy in the appropriate aerodrome file.

4. Send the letter of notification to the aerodrome operator before the nominated surrender date (if specified) — see the sample letter of cancellation by surrender of an aerodrome certificate.
5. upon receipt of original certificate document:
   a. Mark it as cancelled by completing the following actions using ink:
      • Draw a line through the document.
      • Write Cancelled and the date of the cancellation on the document.
      • Sign the document as approving delegate.
   b. Place the original certificate document on the appropriate aerodrome file.

6. Advise the Chief Aerodromes and Air Navigation Inspector of the surrender of the certificate.

**Chief Aerodromes and Air Navigation Inspector**

Update the Aerodrome Certificate Register.

### 3.5 Advising about Surrendered Aerodrome Certificates

#### 3.5.1 Key Elements of the Process of Notifying the Authority

**Purpose:**

- To ensure that the safety of aviation is not compromised at the aerodromes that have had their certificates cancelled.

- To advise members of the aviation industry to take appropriate action if they wish to use the aerodrome.

<table>
<thead>
<tr>
<th>Staff</th>
<th>Delegation</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned Aerodrome Inspector</td>
<td>Regulations</td>
<td>Notifies relevant branches of the Authority and the aviation industry that an aerodrome is no longer certificated.</td>
</tr>
</tbody>
</table>

**Forms:**

- None

---

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Sample Letters

- None

Timeframe:

The Authority internal services and the aviation industry must be notified of the surrender of the aerodrome certificate two days before the certificate expires.

3.5.2 Procedures for Notifying the Authority/AIS System

Assigned Aerodrome Inspector

1. Notify NOTAM Office (NOF) to issue a permanent NOTAM revoking the aerodrome

2. Notify the Aeronautical Information Service (AIS) to issue an amendment of publications.

3. Notify the Manager/Chief to amend the Aerodrome Certificate Register.

4. Notify the FOI by e-mail (copy on file).

5. Amend aerodrome file and surveillance records.

3.6 Industry guidance for Surrender of Certificates

3.6.1 Guide

The Tanzania Civil Aviation Authority may provide guidance material depending on regulatory arrangements in place for operations by aircraft not engaged in air transport operations.
CHAPTER 4  COMPLIANCE AND ENFORCEMENT (C&E)

4.1 General

It is the responsibility of aerodrome operators to comply with the requirements of the aerodrome certification regulations. Aviation safety at aerodromes depends primarily on voluntary adherence to these requirements by the aerodrome operators. Promoting compliance with the regulations through education, training and counseling is therefore of primary importance, and only when these efforts have failed should formal enforcement action be taken. Sanctions can be administrative or legal depending on the severity of the violation of the regulations and its impact on aviation safety.

4.2 Administrative Action

Administrative action in the form of a warning letter or correction letter may be considered appropriate when legal action is deemed unnecessary. Administrative enforcement action is intended to bring the violation to the attention of the aerodrome operator, to document corrective action and to require future compliance. Such actions are warranted when the violation does not result in a significant unsafe condition, is not caused by incompetence or lack of required qualifications on the part of the aerodrome operator, is not deliberately caused, the attitude of the operator is constructive and positive towards compliance with the regulations and there is no history of such a violation by the operator.

4.3 Formal legal enforcement action

Formal legal enforcement action may be warranted to prevent future violations of the regulations. Such action may include the issuance of cease-and-desist orders and injunctions and the imposition of sanctions after the act to deter violations. Such sanctions may include revocation, suspension or amendment of the certificate. Legal enforcement actions will be taken pursuant to the provisions of Part XVII of the Tanzania Civil Aviation (Aerodromes) Regulations as amended.

4.4 Determination of operating restrictions or sanctions

In determining the appropriate type and measure of sanction to be applied pursuant to the Tanzania Civil Aviation (Aerodromes) Regulations, regulation 28 (2), the factors to be considered may include the nature of the violation, whether
it was deliberate or inadvertently caused; the potential or actual hazard to aviation safety created by the violation; the aerodrome operator’s level of responsibility; records of previous violations; the operator’s attitude toward the violation, including whether the operator voluntarily disclosed the violation and whether action was taken to correct it; the impact of the proposed sanction on the violator and its value as a deterrent to other operators in similar situations.

4.5 Certificate-related legal sanctions

Certificate-related legal sanctions can have a significant impact on air services and may also have other repercussions. Since the public interest and aviation safety are the principal objectives of aerodrome certification regulations, recourse to the imposition of sanctions may be warranted only after all other means of resolving safety violations have failed to ensure compliance.

4.6 Suspension of an aerodrome certificate

Regulations 34 Civil Aviation Aerodromes Regulations empower the Authority to suspend an aerodrome certificate if the Authority is satisfied that certain grounds that allow for cancellation exist. Suspension of an aerodrome certificate may be considered if:

   a) the aerodrome operator’s safety management system is found to be inadequate;
   b) it is in the interest of operational safety;
   c) all other means for timely correction of the unsafe condition or ensuring safe aircraft operations have not yielded the required results;
   d) the technical proficiency or qualifications of the aerodrome operator to perform the duties to meet the critical safety requirements in accordance with the regulations are found inadequate;
   e) the operator resists or is unwilling to take action to correct or mitigate the condition affecting aviation safety; or
   f) the operator willfully 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 movement area.

4.7 Cancellation of an aerodrome certificate

Regulations 34 Civil Aviation Aerodromes Regulations empower the Authority to cancel an aerodrome certificate if the Authority is satisfied that certain grounds
that allow for cancellation exist. Cancellation of an aerodrome certificate may be warranted if the aerodrome operator:
   a) is incapable or unwilling to carry out corrective action or has committed/repeated serious violations;
   b) has demonstrated a lack of responsibility, such as deliberate and flagrant acts of non-compliance or falsification of records jeopardizing aviation safety; or
   c) has made it convincingly clear that the continued operation of the aerodrome will be detrimental to the public interest.

Further guidance on procedures for enforcement can be found in the Authority Orders on Enforcement Procedures.
CHAPTER 5       SAMPLE LETTERS

5.1 Grant of an Aerodrome Certificate

{File reference}
(Date)
{Applicant's name}
{Aerodrome name}
{Aerodrome address}

Dear {name of applicant}

RE: ISSUE OF CERTIFICATE TO OPERATE {NAME OF} AERODROME.

I refer to your letter dated {dd/mm/yy} and your application for a certificate to operate {name of} aerodrome. Your application has been approved and Aerodrome Certificate, number {XXnnn} is enclosed.

Your aerodrome will {now/continue to (delete whichever does not apply)} be subject to regular routine surveillance by Inspectors of this Authority under the requirements expressed in the aerodrome surveillance programme.

This function and any day-to-day matters in relation to your aerodrome, will normally be performed on behalf of the Authority by me (or insert name of the Inspector as appropriate) as the Aerodrome Inspector assigned to your aerodrome.

If you have any queries regarding this certificate or any other aerodrome-related matters please contact me.

Yours sincerely,

{Signature}

{Name}
Director of Safety Regulations
Delegate of the Authority
5.2 Refusal to Grant a Certificate

{File reference}
(Date)
{Applicant’s name}
{Aerodrome name}
{Aerodrome address}

Dear {Name}

RE: APPLICATION FOR AERODROME CERTIFICATE REFUSED

I refer to your letter dated {dd/mm/yy} and your application for a certificate to operate {name of} aerodrome. Your application has been assessed in accordance with the Civil Aviation (Aerodrome) Regulations 2007 and has been refused for the following reason(s):

{Delete whichever of the following four paragraphs do not apply}

a. Following an inspection of the aerodrome’s facilities and equipment, I have determined that they do not meet the standards specified for a certificated aerodrome.

b. Following an assessment of the aerodrome’s operating procedures I have determined that they do not make satisfactory provision for the safety of aircraft.

c. Following an assessment of the Aerodrome Manual I have determined that it does not contain the particulars set out in the Civil Aviation (Aerodromes) Regulations 2007 (quote regulation)

d. Following assessment of the above facts and other factors listed below, I am not satisfied that you will be able to properly operate and maintain the aerodrome as required by the Civil Aviation (Aerodromes) Regulations 2007 (quote regulation)

{Give details of each determination}

You were advised of the above deficiencies on {dd/mm/yy} and your responses have led me to the conclusion that you are unable to comply with all of the requirements for issue of an aerodrome certificate at this time. Therefore, your application has been refused.
A decision by the Authority to refuse to grant an aerodrome certificate is reviewable by the {insert body applicable}

If you have any queries relating to this matter please contact the undersigned on telephone {nnnn nnnn} or fax {nnnn nnnn}.

Yours sincerely,
{Signature}
{Name}
Director of Safety Regulations
Delegate of the Authority

Note: This letter must be prepared and cleared with Corporation Secretary before it is sent. Not more than 14 days may elapse from the time the decision to refuse is made and dated, and the time when the applicant is advised of the decision.

5.3 Sample Letter of Cancellation by Surrender

{file reference}
(Date)
{Certificate holder’s name}
{Address}

Dear {name of certificate holder}

RE: SURRENDER OF THE CERTIFICATE TO OPERATE {NAME OF} AERODROME

I refer to your letter dated {dd/mm/yy} requesting cancellation of your aerodrome certificate for {name of} aerodrome. Your Aerodrome Certificate number {XXnnn} {has been/will be} cancelled on {dd/mm/yy}, and I have arranged for a permanent NOTAM number {nnnn/nn} to be issued advising of the certificate cancellation from that date.

{Insert whichever of the following two paragraphs is relevant.}

As there {are/are not} to be international or regular public transport operations at your aerodrome after the date of cancellation, it {will/will not} be subject to continued regular surveillance from this Authority. {This function and any day-to-

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day matters in relation to your aerodrome will normally be performed on behalf of the Authority by me (or insert name of the Inspector) as the Aerodrome Inspector assigned to your aerodrome."

As the aerodrome \{is to be/has been\} closed to all aircraft operations, you are advised that there are certain steps that you should take:

- Remove the windsock and boundary markers.
- Advise any known local operators
- Display appropriate un-serviceability/closure markers.

If you have any queries regarding this certificate cancellation or the legislative requirements for the continuing use of your aerodrome, please contact me.

Yours sincerely,

\{Signature\}
\{Name\}
Director of Safety Regulations
\{dd month yyyy\}
CHAPTER 6

CHECK-SHEETS

6.1 Aerodrome Certificate Issue Check-sheet

The Aerodrome Inspector must complete this check-sheet to ensure that each step of the aerodrome certificating procedure is completed during issue of the aerodrome certificate.

Tick each box to indicate the satisfactory completion of the task. Note the date against each box.

Sign and date this form and file it on the aerodrome file when the process is complete.

1. Aerodrome file raised....... (File number: -------)------------------------
2. Application checked for completeness ---------------------------------
3. Copy of Aerodrome Manual provided by the applicant ---------------
4. Operational safety considerations discussed with FOI---------------
5. Applicant advised of any operational restrictions---------------------
6. Quote prepared and sent to applicant -------------------------------
7. Fee received from applicant and receipt issued----------------------
8. Manual assessed ----------------------------------------------------
9. Applicant assessed as able to operate the aerodrome---------------
10. Facilities assessed as acceptable by AI---------------------------
11. Relevant facilities assessed as operationally acceptable by FOI 12. Applicant advised of any deficiencies
13. Quote reviewed and outstanding fees received (or refund paid)
14. Certificate granted/refused
15. Applicant advised of grant/refusal to grant and conditions
16. Certificate issued
17. Manual endorsed and returned--------------------------------------
18. Internal KCAA notification completed-------------------------------
19. AIS notification completed-----------------------------------------
20. Notify reporting officers to NOF-----------------------------------

Signed: -----------------------------------------Date:-----/-----/-----

Name: ----------------------------------------------------------(Aerodrome Inspector)

6.2 Aerodrome Certificate Surrender Check-sheet

1. The aerodrome operator must provide the Authority with written notification of the request to surrender the aerodrome certificate. The responsible officer of the
Authority who assesses the request may be required to investigate the application further to establish the relevant information.

a. Cancellation date specified by the aerodrome operator.
b. Authority verified — that is, the notification is from the certificate holder and signed.
c. Are air transport operations being conducted at the aerodrome?
d. Is the aerodrome to be closed?
e. Is it necessary for the Authority to recommend any action to be taken by the aerodrome operator to ensure safety of future aircraft operations?

2. The written notification is accepted by the Authority and the certificate is cancelled

a. Confirm that the details specified in section 1 of this check-sheet have been addressed.
b. Endorse the original certificate document or a copy as **Cancelled**.
c. Sign the endorsed original certificate document or a copy as the delegate.
d. Place endorsed original certificate document or copy on the appropriate aerodrome file.

3. Advise the following of the details of the cancellation

a. Aerodrome Operator by letter including confirmation of date of cancellation.
b. NOF for issuing permanent NOTAM or of any changes to the reporting officer details.
c. AIS for amendment to publications.
d. Manager Aerodrome standards to amend certificate Register
e. FOI

4. Surveillance Update

a. Profile Sheet update
b. Surveillance Plan amendment
6.3 Sample Aerodrome Certificate Application Form

FORM FOR APPLICATION OF AN AERODROME CERTIFICATE

1. Particulars of the Applicant

Full Names of applicant:
........................................................................................................................................
Address:
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................... Postal Code: ....................
Position:
........................................................................................................................................
........................................................................................................................................
Phone: ..................   Fax: .....................
E-mail: ................................................................

2. Particulars of the Aerodrome Site

Aerodrome Name (Category):  

Aerodrome Inspector     Date
Real Property Description:

Geographical Coordinates of the Aerodrome Reference Point:
Latitude: ......................... Longitude: ...............................
(in degrees, minutes and seconds and in WGS-84 format)

3. Is the applicant the owner of the Aerodrome Site
   Yes / No
   If Yes, provide Land Title:
   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 that permission has been obtained for the site to be used by the applicant as an aerodrome.

4 Indicate the critical aircraft expected to use the Aerodrome
   Critical aircraft type : .................................
   Intended commencement date of aerodrome operations:
   .................................
   Other information:
5 Is the aerodrome to be used for regular public transport operations?
Yes / No

6 Details to be shown on the Aerodrome Certificate

Aerodrome Name:

Aerodrome Operator:

Address:

On behalf of the Aerodrome Operator shown above, I hereby apply for a certificate to operate the aerodrome.

My authority to act on behalf of the applicant is:
NOTES:

1. Two copies of the Aerodrome Manual, prepared in accordance with the regulations and the standards in the Manual of Aerodrome Standards commensurate with the aircraft activities expected at the aerodrome, are required as part of this application.

2. The Application should be submitted to the (insert address)

3. On submission of this application, a fee shall be to the Authority to cover the cost of Certification.

4. Documentary evidence in support of all matters in this application may be provided if requested.

5. Other documents required under Part IV of the Civil Aviation (Aerodromes) Regulation shall be submitted together with this application.

6.4 Revision History

Version

Date

Chapter/Section

Details