

 <p>Fax: (255) 22 2844300, 2844302  PHONE: (255) 22 2198100, 2844291  AFS: HTDQYOYO  E-MAIL: <a href="mailto:tcaa@tcaa.go.tz">tcaa@tcaa.go.tz</a>, <a href="mailto:ais@tcaa.go.tz">ais@tcaa.go.tz</a>  Website: <a href="http://www.tcaa.go.tz">www.tcaa.go.tz</a></p>	<p style="text-align: center;"><b>UNITED REPUBLIC OF TANZANIA</b>  <b>TANZANIA CIVIL AVIATION AUTHORITY</b>  Aeronautical Information Management  Nyerere/ Kitunda Road Junction  Aviation House, 1st Floor,  P.O. Box 2819, DAR ES SALAAM</p>	<p style="text-align: center;"><b>AIC</b>   <b>06/23</b>  (White167)   <b>8 MAY</b></p>
<p><b>Document No :</b>  <b>TCAA/FRM/ANS/AIM-30</b></p>	<p style="text-align: center;"><b>Title: AIC</b></p>	<p style="text-align: center;"><b>Page 1 of 8</b></p>

The following circular is promulgated for information, guidance and necessary action

*Hamza S. Johari*

**Director General**

### RECERTIFICATION OF INTERNATIONAL AERODROMES

#### 1. INTRODUCTION

- 1.1. Standard 1.4 of ICAO Annex 14 Volume 1, requires states to certify aerodromes used for international operations in accordance with the specifications proposed by ICAO through an appropriate regulatory framework. This requirement has been transposed in the Civil Aviation Aerodromes Regulations. In addition, the Authority has issued Guidance Documents No. TCANQSP/AC/AGA-015 Advisory Circular on Applying for Aerodrome Certificate and Document No. TCANQSP/SR/MAN/AGA-02 Manual of Aerodrome Certification Procedures.
- 1.2. Certification of international aerodromes has been raised to a global and regional priority. The United Republic of Tanzania has effectively implemented an aerodrome certification process which is measured by three criteria:
  - i. **Promulgation of Regulations on Certification:** The State has promulgated regulations detailing the requirements for the certification of aerodromes, and including the criteria to determine if an aerodrome should be certified. Regulation 31 of the Civil Aviation (Aerodromes) Regulations, requires Certification of all aerodromes used for international operations.
  - ii. **Establishment of a Process:** The State established a process for the certification of aerodromes. Criteria for issuance of an Aerodrome Certificate are stated in Regulation 32, while the process is detailed in Documents No. TCANQSP/AC/AGA-015 Advisory Circular on Applying for Aerodrome Certificate and Document No. TCANQSP/SR/MAN/AGA-02 Manual of Aerodrome Certification.
  - iii. **Implementation of the Process:** The United Republic of Tanzania has certified three Aerodromes used for international operations, Namely Julius Nyerere International Airport (JNIA), Abeid Amani Karume International Airport (AAKIA), and Kilimanjaro International Airport (KIA).

## 2. NEED FOR RECERTIFICATION

- 2.1. Amendments to ICAO Annex 14, volume I including the introduction of Procedures for Air Navigation Services -Aerodromes (PANS -Aerodromes) and its amendments and other related ICAO Documents and New Releases of ICAO Protocol Questions (PQs), have resulted in amendments of the Civil Aviation (Aerodromes) Regulations and related Technical Guidance Materials (TGMs). The aerodrome certification requirements have also evolved over time and with the introduction of new requirements and heightened emphasis on some regulations and processes which is reflected in the evolution of the PQs.
- 2.2. In the last 14 years, since 2008, ICAO has conducted five Universal Safety Oversight (USOAP) audits in the United Republic of Tanzania. The USOAP continuous monitoring approach (USOAP CMA) is an ICAO audit system designed to monitor the safety oversight capabilities and safety performances of States on a continuous basis. The Audit is based on Eight Critical Elements identified by ICAO as necessary for an effective oversight system. The eight critical elements are;
- i. CE-1. Primary aviation legislation
  - ii. CE-2. Specific operating regulations
  - iii. CE-3. State system and functions
  - iv. CE-4. Qualified technical personnel
  - v. CE-5. Technical guidance, tools, and provision of safety-critical information
  - vi. CE-6. Licensing, certification, authorization, and/or approval obligations
  - vii. CE-7. Surveillance obligations
  - viii. CE-8. Resolution of safety issues
- 2.3. The state performance is measured by the Effective Implementation which is a ratio of Satisfactory PQs over Applicable PQs. The EI is currently standing at 61.34%. The Critical Element with the lowest score in Effective implementation of SARPs is Critical Element 6 (Certification of Aerodromes) followed by Critical Element 7 (Surveillance of Aerodromes) and Critical Element 8 (Resolution of Safety Issues).
- 2.4. The pattern of results has pointed to the need to Re-Certify the International Aerodromes in order to retrofit new requirements for Certification. Recertification will enhance compliance of Aerodromes to Civil Aviation Regulations.

## 3. CRITERIA FOR ISSUANCE OF A CERTIFICATE

- 3.1. Regulation 32 States the criteria for issuance of a certificate, that the Authority shall issue a Certificate where the Authority is satisfied with the adequacy and compliance to the Regulations on the following;
- i. Number, Competency, and experience of Personnel.
  - ii. Aerodrome Manual (s) and associated Documentation.
  - iii. Physical Characteristics, Facilities, Services, and Equipment.
  - iv. Aerodrome Operating Procedures.
  - v. Approved Security Programme.
  - vi. Compliance provisions of laws including environmental management.

vii. An acceptable safety management system is in place at the aerodrome.

#### 4. COMMENCEMENT OF RECERTIFICATION PROCESS

- 4.1. This AIC therefore, requires aerodromes used for international operations to be re-certified following the five-phase certification process emanated from the ICAO Standards and Recommended Practices (SARPs) in order to comply with the need for re-certification as stated in Para 2.
- 4.2. Re-Certification is a process that requires High-Level Commitment from Aerodrome Operators. The Authority will only issue a Certificate after Identified deficiencies are adequately addressed. Aerodrome Operators are therefore required to set out resources including, Time, Personnel, and adequate financial resources for the management of the process and correction of infrastructure, service, and process that are required to bring their aerodromes to full compliance with Civil Aviation Regulations and other relevant provisions of the other laws including environmental protection laws.
- 4.3. The Authority has carried out sensitization to all operators of International Aerodromes on the need for Re-Certification, Recertification Process, and associated costs in terms of human and financial resources. The process requires a high level of Coordination and Cooperation. Aerodrome Operators are therefore expected to initiate the process on or before 15 July 2022. The Current Certificates will continue to be valid and their renewal will depend on the progress made in the Re-Certification process.
- 4.4. Guidance on the process is contained in Documents No. TCANQSP/AC/AGA--015 Advisory Circular applying for Aerodrome Certificate and Document No. TCANQSP/SR/MAN/AGA-02 Manual of Aerodrome Certification. These Documents can be obtained from the Authority or downloaded from the Authority website [www.tcaa.go.tz](http://www.tcaa.go.tz).
- 4.5. For further information and guidance contact via the following address:

**Director-General**  
**Tanzania Civil Aviation Authority**  
**P. O Box 2819**  
**Dar es Salaam**  
**Tel: +255222198196**  
**Email: [tcaa@tcaa.go.tz](mailto:tcaa@tcaa.go.tz)**

#### 5. FIVE PHASE CERTIFICATION PROCESS

- 5.1. The process for re-certification and approval provides for continuous interaction, from the applicant's initial enquiry to the issue or denial of the requested certificate/approval by the Authority. It ensures that the applicant's proposed programmes, documentation, systems, arrangements; facilities, equipment, installations, services, personnel, and intended methods of compliance are thoroughly reviewed, evaluated, tested and their compliance tracked within the aerodrome certification staff.

5.2. There are five phases in the process for aerodrome certification that will be implemented -during the recertification of aerodromes used for international operations i.e., JNIA, MKIA, and KIA. Each phase is described in sufficient detail to provide a general understanding of the entire process.

5.3. The Aerodrome Certification Phases are as follows:

- i. **Phase 1** - dealing with the expression of interest by an intending applicant for the aerodrome certificate.
- ii. **Phase 2** - assessing the formal application, and document evaluation including evaluation of the aerodrome manual.
- iii. **Phase 3** - assessing the aerodrome facilities and equipment.
- iv. **Phase 4** - issuing or refusing an aerodrome certificate; and
- v. **Phase 5** - promulgating the certified status of an aerodrome and the required details in the AIP.

### **5.3.1. PHASE 1: PREAPPLICATION PHASE - DEALING WITH EXPRESSION OF INTEREST**

#### **5.3.1.1. Pre-application Statement of Intent (PASI)**

- 5.3.1.1.1. The PASI will be used to evaluate the complexity of the proposed operation. The Re-Certification Process will be regarded as a project. This allows the establishment of the certification team based on the complexity of the certification. The assigned Certification Project Manager (CPM) will be designated as the principal spokesperson for the TCAA during the certification process.
- 5.3.1.1.2. An applicant should conduct a thorough review of the Civil Aviation (Aerodromes) Regulations and other applicable Regulations and Advisory materials to gain meaningful insight into personnel, facility, equipment installations, services, and documentation requirements. As a result of this review, the applicant must address, in the PASI how these requirements will be met.
- 5.3.1.1.3. The applicant shall complete a relevant application form for certification or approval.
- 5.3.1.1.4. Submission of the PASI by the applicant indicates intent to initiate the certification process.
- 5.3.1.1.5. Dealing with the expression of interest shall include a flight operations assessment by 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.
- 5.3.1.1.6. The flight operations assessment shall 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.
- 5.3.1.1.7. Environmental protection requires the approval of a competent authority (i.e. National Environmental Management Council (NEMC)) from those areas of expertise. The processing of the expression of interest shall also include referrals to those competent State entities for their clearance with the necessary documentation e.g., an environmental impact study carried out by the applicant.

5.3.1.1.8. Shall the results of the above assessment be positive, the Authority shall advise the applicant in writing to:

- a) Submit a formal application for an aerodrome certificate in accordance with the requirements of Regulation 27 of the Civil Aviation (Aerodromes) Regulations. The Authority 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 Manual of aerodrome certification procedures;
- b) Obtain copies of other relevant publications issued by ICAO and State entities other than the Authority.

### 5.3.1.2. Pre-application Meeting:

5.3.1.2.1. During this meeting, the requirements which need to be attached to the formal application will be discussed including but not limited to the following:

- a) **Documentation and Manuals:** The aerodrome operator shall indicate all the documentation and manuals to be used in compliance with the relevant regulations and requirements for the applicable operations. The manuals should allow the user to understand its content without further explanation and must not contradict any regulatory requirements;
- b) **Compliance Statement:** The compliance statement will ensure that all applicable regulatory requirements are addressed during the recertification process. This is done by listing each applicable Civil Aviation Regulations section, in numerical sequence. After each listed regulation, there must be a brief narrative or specific reference to a manual/document that describes how the applicant will comply with that regulation. The letter of compliance must be reviewed to ensure that the aerodrome operator has a clear understanding of the regulation and that the proposed method of compliance meets the intent of the regulation.

### 5.3.1.3. Personnel Requirements:

5.3.1.3.1. Personnel requirements will include among others;

- a) Key personnel, including their responsibilities.
- b) Their qualifications and skills.
- c) Training requirements

5.3.1.3.2. The AUTHORITY 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 Authority.

**5.3.2. PHASE 2: FORMAL APPLICATION - ASSESSMENT OF A FORMAL APPLICATION FOR AN AERODROME CERTIFICATE**

5.3.2.1. To begin the Formal Application Phase the team will receive the application letter and attachments. As a rule, the team will meet with the applicant after receiving the formal application package. All questions about the proposed operation, the formal application, and attachments should be resolved at this time. The meeting shall consist of the certification team members and all key management personnel from the applicant's organization.

5.3.2.2. To ensure uniformity, the Authority prescribed a standard application form for aerodrome recertification.

5.3.2.3. The assessment by the Authority of the formal application includes 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 should also include an aeronautical study pursuant to these Regulations 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:
  - i) The manual complies with the requirements in Part VII and second schedule of the Civil Aviation (Aerodromes) Regulations, 2017. Verifications of the aerodrome data to be published by the Aeronautical Information Service section, and on the adequacy of the aerodrome operating procedures; and
  - ii) The management system, including the safety management system, indicates that the applicant will be able to operate and maintain the aerodrome properly.
- c) Site visit as detailed in 5.3.4.2

**5.3.3. PHASE 3: DOCUMENT EVALUATION**

5.3.3.1. In this phase, the applicant's manuals and other related documents and attachments are carefully and thoroughly reviewed and either approved, accepted or rejected. This review ensures both conform to the applicable regulations and safe operating practices. The certification team members will conduct evaluation of the submitted document/manuals in the office.

**5.3.4. PHASE 4: DEMONSTRATION AND INSPECTION.**

5.3.4.1. In this phase the certification team will conduct a thorough audit at the applicant's premises to ensure that the applicant's proposed procedures are effective and that facilities, services and equipment are in place and meet regulatory requirements. The demonstration phase is carried out after a satisfactory document evaluation phase.

5.3.4.2. A site visit shall 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 include:

- a) on-site verification of aerodrome data; and
- b) Checking of Aerodrome facilities and equipment, which shall include;

- 1) dimensions and surface conditions of
  - runway(s);
  - runway shoulders;
  - runway strip(s);
  - runway end safety areas;
  - Stopway(s) and clearways;
  - taxiway(s);
  - taxiway shoulders;
  - taxiway strips; and
  - aprons;
- 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) disabled aircraft removal equipment;
- 14) wildlife management procedures and equipment;
- 15) two-way radios installed in vehicles for use by the aerodrome operator in the movement area;
- 16) the presence of lights that may endanger the safety of aircraft; and
- 17) Fueling facilities

### **5.3.5. PHASE 5: CERTIFICATION PHASE - THE GRANT OR REFUSAL OF A CERTIFICATE**

5.3.5.1. Once the applicant meets the regulatory requirements of the Civil Aviation Regulations, the Authority will issue a certificate with the appropriate applicant's specifications and ratings.

5.3.5.2. Based on the results of the assessment of the formal application for a certificate, the Authority shall notify the applicant whether the application was successful or unsuccessful.

- 5.3.5.3. If the application was unsuccessful, the applicant shall 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.
- 5.3.5.4. If the application was successful, the aerodrome certificate, incorporating conditions pursuant to regulation 34 of the Civil Aviation (Aerodromes) Regulations, as applicable, shall be granted to the applicant after an identifying number has been allocated.
- 5.3.5.5. If after being advised of the additional steps that must be taken to rectify the shortcomings referred to in, 5.3.5.2, 5.3.5.3, the aerodrome operator is still not able to satisfy the requirements of the regulations, the Authority may refuse to grant a certificate.
- 5.3.5.6. The refusal may be based on one or more of the following determinations, for which details shall be given:
- a) the inspection of aerodrome facilities and equipment revealed that they do not make satisfactory provisions for the safety of aircraft operations,
  - b) the assessment of the aerodrome operating procedures revealed that they do not make satisfactory provisions for the safety of aircraft operations;
  - c) the assessment of the aerodrome manual revealed that it does not contain the particulars set out in the Civil Aviation (Aerodromes) Regulations and the associated 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 Part IV of the Civil Aviation (Aerodromes) Regulations.

## **6. PROMULGATION IN THE AIP OF THE CERTIFIED STATUS AND DETAILS OF THE AERODROME**

- 6.1. Upon satisfactory completion of the certification process, information about the aerodrome should be provided to the aeronautical information service for publication

***Cancel AIC 04/22 (White 158)***

---