

	TANZANIA CIVIL AVIATION AUTHORITY AERODROMES AND GROUND AIDS	Revision: 3
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1 CHAPTER 1 OVERVIEW ON AERODROME CERTIFICATION PROCESS

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 establishment criteria and procedures for certification of aerodromes contained in Part II of the Civil Aviation (Certification, Licensing and Registration of Aerodromes) Regulations, 2024 such as :

- Responsibilities of the Authority including standards, processes and procedures the staff of the Authority must follow when processing applications for the issue, renewal, amendment, suspension, cancellation or surrender of aerodrome certificate and publication of status of certification to the aeronautical information services (AIS)
- 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 Regulations on Aerodrome Certification

Regulation 7: Application for a Certificate

Requires that any person who intends to operate an aerodrome shall apply for certification to the Authority through certification application form set out in the First

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Schedule of the Certification, Licensing and Registration of Aerodromes Regulations, 2024 and shall be accompanied by:-

- a) Two copies of the aerodrome manual containing relevant information;
- b) A plan for the aerodrome;
- c) surveyed aerodrome data undertaken by a qualified survey organisation or person;
- d) an environmental and social impact assessment report and certificate from relevant authority;
- e) approval from relevant authority;
- f) proof of financial capability;
- g) fees as prescribed by the Authority;
- h) details of competence of the key aerodrome personnel including resumes, training records and any other information that may be sought by the Authority to ascertain the competency of the person as prescribed by the Authority;

Regulation 8 – Determination of application

Upon receipt of the application and being satisfied with compliance of the requirements, determination of application shall consider whether:

- a) the applicant has adequate personnel with necessary competency and experience to operate and maintain an aerodrome;
- b) the aerodrome manual attached to the application contains all the relevant information;
- c) the aerodrome physical characteristics, facilities, services and equipment are established in accordance with approved standards;
- d) the aerodrome operating procedures contains satisfactory provision for safety of aircraft;
- e) an acceptable safety management system has been established;
- f) the applicant has complied with an approved aviation security programme in accordance with the Civil Aviation (Security) Regulations.

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- g) the applicant shall submit additional documents or information for clarification; or rectify errors, if any.

Regulation 10 – Grant or refusal of certification application

This regulation requires when no findings are reported or once the corrective action plans are accepted, and mitigation measures are agreed upon, the aerodrome certificate to be granted which include:

- a) the aerodrome reference code;
- b) critical aeroplane type;
- c) the operational conditions for the accommodation of critical aeroplanes for which the facility is provided;
- d) RFF category;
- e) the operational restrictions at the aerodrome; and
- f) the authorized deviations related to aerodrome compatibility, their inherent operational conditions/restrictions and validity.

Regulation 11 – Conditions for issuance of certificate

A certificate may be issued subject to conditions prescribed in these Regulations, and relevant regulations relating to operation of heliports and aerodrome design and operations in which:-

- a) The aerodrome operator shall comply with the conditions and limitations of the certificate as endorsed by the Authority for use of an aerodrome and any other details as may be prescribed.
- b) After issuance of a certificate, the certified status of an aerodrome shall be published in the aeronautical information publication (AIP).
- c) following the issuance of a certificate, conduct continuing surveillance, audits, surveys and inspections to ensure continuing validity of the certificate and capability of the aerodrome operator to maintain safe, efficient and regular operation of the aerodrome facilities, installations, equipment and services.

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- d) inspections, audits and surveys shall be prioritized towards those areas of greater safety concern or need and shall be based on the analysis of safety risks or data quality.
- e) An aerodrome certificate issued under these Regulations shall not be transferable.

Regulation 12 – Breach of certificate conditions and noncompliance

States that:-

- a) The breach of any condition attached to a certificate including any approval, permission or exemption shall render the certificate invalid.
- b) operating restrictions or sanctions shall be imposed at a certified aerodrome in the event of non-compliance with the certification requirements or any unresolved safety concerns.

Regulation 13– Validity of Certificate

A certificate issued under Part II of the Civil Aviation (Certification, Licensing and Registration of Aerodromes) Regulations, 2024 shall be valid for a period of three years, unless the certificate is suspended, cancelled or revoked in accordance with these Regulations.

Regulation 14 – Renewal of Certificate

- (1) Requires that application for the renewal of a certificate shall be made to the Authority in the Form set out in the First Schedule 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

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- (2) Requires that an application for renewal of a certificate be submitted 60 days before expiry of the certificate
- (3) Requires that the renewal of a certificate be subject to compliance with regulations and any conditions specified by the Authority determined by safety inspections and audit procedures.

Regulation 15 – Interim aerodrome certificate

Requires an interim aerodrome or heliport certificate to be issued to the applicant, authorising the applicant to operate an aerodrome if the Authority is satisfied that:-

- (a) an aerodrome or heliport certificate in respect of the aerodrome will be issued to the applicant, as soon as the application procedure for the grant of an aerodrome certificate has been completed; and
- (b) the grant of the interim certificate is in the public interest and is not detrimental to aviation safety.

It requires the holder of an interim certificate to comply with the provisions of these Regulations and other applicable requirements.

The interim aerodrome certificate shall expire on-

- (a) the date on which the aerodrome or heliport certificate is issued; or
- (b) the expiry date specified in the interim aerodrome certificate,

whichever is earlier.

Regulation 63 – Amendment of a Certificate

A certificate, may be amended due to the following reasons:

- a) change of ownership and management of the aerodrome.
- b) change in use, operation or boundaries;
- c) a request from the aerodrome operator; or
- d) it is deemed necessary based on results of an inspection.

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- e) An application for amendment of a certificate, shall be submitted in a form prescribed by the Authority.
- f) The Authority may request that the application be accompanied by any or all of the following:
 - (a) copies of the aerodrome manual;
 - (c) a site plan for the aerodrome;
 - (d) an environmental impact assessment report;
 - (e) approval from relevant authority;
 - (f) safety assessment and change management process;
 - (g) proof of financial capability;
 - (h) particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards; and
 - (i) fees as prescribed by the Authority.

When requirements are met, an aerodrome certificate shall be amended

- a) for a change in the use or operation of the aerodrome;
- b) for a change in the boundaries of the aerodrome;
- c) if the holder of the aerodrome certificate, requests an amendment; or
- d) if the Authority deems it necessary

Regulation 64 – Suspension

Provides for the suspension of an aerodrome certificate where-

- (a) a holder fails to comply with the requirements prescribed in these Regulations and other applicable regulations or failed to remedy a significant safety non-compliance within a period of thirty days after the inspection;
- (b) following safety inspection or audit, it is evident that the holder of the certificate, has failed to comply with the requirements prescribed in these Regulations and other applicable regulations and failed to remedy a significant safety non-compliance within a period of thirty days after the inspection;

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- (c) the holder prevents the Authority from carrying out safety inspection or audit in accordance with these Regulations;
- (d) the holder is under receivership, liquidation or bankruptcy proceedings;
- (e) the Authority deems necessary for the interest of aviation safety.

Provides that, a holder of a certificate who is notified of a suspension may submit a response in writing within a period not exceeding fourteen days.

The Authority may suspend any or all of the operations at an aerodrome pending receipt of a response from the holder.

Regulation 65 – Revocation

Provides that the aerodrome certificate shall be revoked where-

- (a) the holder is incapable or unwilling to carry out corrective action or has repeatedly committed serious violations;
- (b) the holder has demonstrated a lack of responsibility for non-compliance of aviation safety;
- (c) the holder has made it clear that the continued operation of the aerodrome shall be detrimental to the public interest;
- (d) the holder has repeatedly prevented the Authority from carrying out a safety inspection or audit in accordance with these Regulations;
- (e) following a surveillance inspection, it is evident that the aerodrome is unsafe for the operation of aircraft and the operator has failed to remedy the situation within a period of sixty days after the inspection;
- (f) the holder of the registration requests for the cancellation; or
- (g) it is deemed necessary in the interest of aviation safety.

The reasons for the revocation to the registered aerodrome operator shall be in writing.

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Regulation 66 - Surrender of certificate

A holder of a certificate may surrender the certificate to the Authority at any time.

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

The Authority shall cancel the certificate upon the expiry of the period of notice provided. The holder of the certificate shall remove, obliterate or modify the prescribed markings, extinguish any aeronautical ground lights and signs, display runway and taxiway closed markings as appropriate.

Regulation 67 – Appeal

Provides that, a holder of a certificate who is aggrieved by the decision of the Authority may appeal in accordance with provisions prescribed under the Act.

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2 CHAPTER 2 PROCESSES AND REQUIREMENTS OF AERODROME CERTIFICATION

2.1 Scope of Aerodrome Certification

The scope of aerodrome certification covers all relevant specifications established through the regulatory framework applicable to the aerodrome, which includes at least the following subjects:

- A. compliance of the aerodrome infrastructure with the applicable regulations for the operations the aerodrome is intended to serve;
- B. the operational procedures and their day-to-day operations, when applicable, concerning:
 - i) aerodrome data and reporting;
 - ii) access to the movement area;
 - iii) aerodrome emergency plan;
 - iv) rescue and fire fighting;
 - v) inspection of the movement area;
 - vi) maintenance of the movement area;
 - vii) visual aids and aerodrome electrical systems;
 - viii) safety during aerodrome works;
 - ix) apron management;
 - x) apron safety;
 - xi) vehicles on the movement area;
 - xii) wildlife hazard management;
 - xiii) obstacles;
 - xiv) removal of a disabled aeroplane;
 - xv) low visibility operations;
 - xvi) handling of dangerous goods; and
 - xvii) protection of sites for radar and navigational aids;

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xviii) compliance of the Safety Management System with applicable regulations;

C. the aerodrome manual which shall include the particulars provided in the Second Schedule of the Civil Aviation (Certification, Licensing and Registration of Aerodromes) Regulations, 2024.

2.2 Introduction

This chapter describes the processes and requirements for the certification of an aerodrome intended for international/public civil aviation.

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.

The certification process is designed to ensure that an applicant/aerodrome operator understands the requirements and is capable of meeting them. When satisfactorily completed, the certification process would ensure that the applicant/aerodrome operator is able to comply with the requirements of provided for in the Aerodromes Regulations.

Under no circumstances will an aerodrome be certificated until TCAA is assured that the applicant/aerodrome operator is capable of fulfilling responsibilities and complying with regulations in an appropriate and continuing manner. The aerodrome certification process only addresses the aviation safety aspect of the aerodrome. It is the responsibility of the applicant/aerodrome operator to ensure that the use of the site as an aerodrome is in compliance with other local statutory requirements such as land-use or environment regulations. The Aerodrome Certificate does not absolve the applicant/aerodrome operator from observing such requirements.

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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 certification and surveillance activities, appropriate to the size and scope of all aerodrome operations is available.

Civil Aviation (Certification, Licensing and Registration of Aerodromes) Regulations, 2024 as amended require aerodromes intended for international/public operations to be certificated. The procedures described in this Chapter ensure full compliance with and have as a control the provisions of Part II of these 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 Authority staff requirements for implementing each procedure specified herein.

2.3 Aerodrome Certification Process

The aerodrome certification process provides for interaction between the applicant/ aerodrome operator and the aerodrome regulatory inspectors, from initial inquiry to final approval or denial. This certification process consists of:

- A. Pre-application Phase – Dealing with expression of interest;
- B. Formal Application Phase;
- C. Document Evaluation Phase;
- D. Demonstration Audit and Inspection Phase; and
- E. Certification Phase.

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The aerodrome certification process must be used with good judgement. Some phases may be combined depending on the size and complexity of the aerodrome operation.

2.3.1 Phase One – Pre-application

2.3.1.1 *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 Authority 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.

Further Regulation 45 of the Civil Aviation (Certification, Licensing and Registration of Aerodromes) Regulations, 2024 requires an operator to have an acceptable **safety management system** in place that complies with the requirements specified in the First Schedule and the standards specified in the Manual of Aerodrome Standards.

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On the same note Regulation 8 (f) of the Civil Aviation (Certification, Licensing and Registration of Aerodromes) Regulations, 2024 requires the applicant to have an approved aviation security programme in accordance with the Civil Aviation (Security) Regulations.

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 7 of the Civil Aviation (Certification, Licensing and Registration of Aerodromes) Regulations, 2024. 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 national standards for aerodromes.

In the letter to the applicant, the contact person in the Authority shall be indicated.

The key elements and purpose of the process to deal with Expressions of Interest is:

- 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 certification process.

Regulations: 6, 7, 8, 9, 10, 11 and 13

- 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.

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- 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.

Staff	Delegation	Responsibilities
<i>Chief aerodromes and Ground Aids Inspector</i>	-	Assigns the Aerodrome Inspector
<i>Assigned Aerodrome Inspector (AAI)</i>	-	Responds to the expression of interest
<i>Flight Operations Inspector (FOI)</i>	-	• Ensures that the flight operations assessment is completed; and • Produces a flight operations report for the Manager/Chief or AAI as appropriate
<i>Chief Aviation Security Inspector</i>		• May confirm status of the applicants Security Program

Forms:

Application for an Aerodrome Certificate

Sample Letters:

N/A

Timeframe:

Expressions of interest should be responded within 30 days of their receipt.

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2.3.1.2 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 Ground Aids 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 and its associated documents.

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.

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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.

2.3.1.3 Procedures for Dealing with Expressions of Interest

Chief Aerodrome and Ground Aids 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:

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- 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:
 - a) To obtain a copies of relevant Publications and guidance materials from the Authority.
 - b) Of the estimated cost of obtaining the aerodrome certificate.
 - c) Who will be the applicant's contact during the Certifying process

Note:

- a) *Make it quite clear that the estimate is not a formal quotation and is not binding upon the Authority.*
 - b) *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.

This Pre-application phase commences when an applicant/aerodrome operator makes initial inquiries to apply for an Aerodrome Certificate. During this stage, the first meeting between the applicant/aerodrome operator and aerodrome inspector takes place, creating the first information exchange on service and guidance regarding the regulations, procedures, responsibilities, aerodrome operations that the applicant/aerodrome operator intends to provide and documentation/data to be submitted.

The pre-application phase may not be omitted, but it may be shortened if the applicant/aerodrome operator is familiar with the requirements of the Aerodrome Regulations.

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In case of an already functioning aerodrome that needs to be certificated, the applicant/aerodrome operator would still need to contact Authority with his intention to commence the process, identifying the level of operation of the aerodrome and brief on his capabilities and intentions.

Initial Inquiry - An initial request for information regarding certification could be verbally coordinated in the first instance, but must be followed up in writing, and provided to the Authority at the time the applicant/aerodrome operator starts its planning and preparation.

Pre-application Statement of Intent (PASI)

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.

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.

The applicant shall complete a relevant application form for certification or approval.

Submission of the PASI by the applicant indicates intent to initiate the certification process. 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 operation. The flight operations assessment shall take into consideration the proximity of the aerodrome to other aerodromes and landing sites, including military

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aerodromes; obstacles, and terrain; any excessive operational restriction requirements, any existing restrictions, and controlled airspace, and any existing instrument procedures.

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.

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 7 of the Civil Aviation (Certification, Licensing and Registration of Aerodromes) Regulations, 2024. 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 the Authority.

Pre-application Meeting:

The applicant/aerodrome operator should advise the key management personnel to attend the pre-application meeting, and should prepare to discuss specific aspects of the applicant/aerodrome operator's proposed operation in general terms.

At the pre-application meeting, the applicant/aerodrome operator and any of his key personnel attending the meeting should be briefed in as much detail as necessary to ensure that they understand the applicable aerodrome regulations, certification requirements and certification process.

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The applicant/aerodrome operator and his personnel must be made aware of their responsibilities during the certification process. It is to their benefits to submit required items as soon as they become available and to notify the Authority immediately of any problems or changes in the proposed operation.

During this meeting, applicant/aerodrome operator will be presented with aerodrome certification package and 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.

Personnel Requirements:

Personnel requirements will include among others;

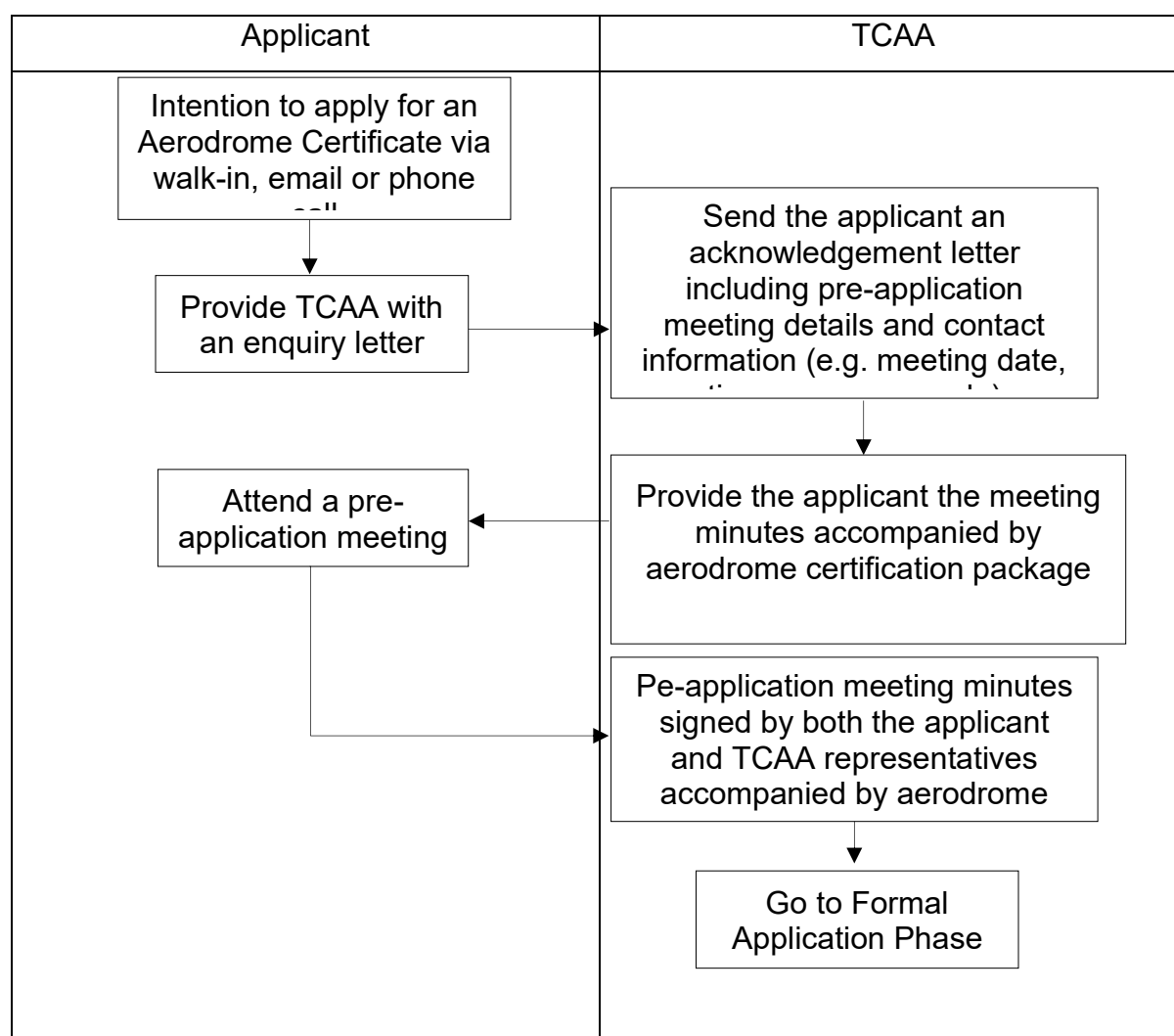
- a) Key personnel, including their responsibilities.
- b) Their qualifications and skills.
- c) Training requirements

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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.

The process of Pre-application Phase is illustrated in Figure 1 below.



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2.3.2 Phase 2: Formal Application - Assessment of a Formal Application for an Aerodrome Certificate

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.

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

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 Regulations 69 of the Civil Aviation (Certification, Licensing and Registration of Aerodromes) Regulations, 2024 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 Regulation 39 second schedule of the Civil Aviation (Certification, Licensing and Registration of Aerodromes) Regulations, 2024.
 - ii) Verifications of the aerodrome data to be published by the Aeronautical Information Service section, and on the adequacy of the aerodrome operating procedures; and

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iii) The management system, including the safety management system, indicates that the applicant will be able to operate and maintain the aerodrome properly.

For the Formal Application phase, the applicant/aerodrome operator shall submit the completed certification package, which includes an application for Aerodrome Certificate and the following documents as a minimum:

1. Aerodrome Manual
2. aerodrome data and physical characteristics of the aerodrome conducted by the competent surveyor recognized by the national board for land/topographical/cadastral survey
3. Wildlife Hazard Management (WHM) Manual
4. Aerodrome Emergency Planning (AEP) Manual
5. Manual of Safety Management System (SMS) and implementation plan.
6. Standard Operating Procedures (SOPs) -RFFS procedures.
7. Standard Operating Procedures (SOPs)- Airside Operations Procedures
8. Standard Operating Procedures (SOPs)- Electrical System procedures.
9. Standard Operating Procedures (SOPs)- Visual Aids procedures.
10. Standard Operating Procedures (SOPs) -Airport Maintenance Manual procedures.

Approvals from other authorities as required by other local statutory requirements shall be obtained by the applicant/aerodrome operator and submitted together with the application. The application shall be submitted in sufficient time to allow for detailed consideration and inspection of the aerodrome before the intended or desired date of grant of the Aerodrome Certificate.

Upon receipt of the completed application package, the initial (cursory) review will be conducted to verify that at least those items required for formal application have been

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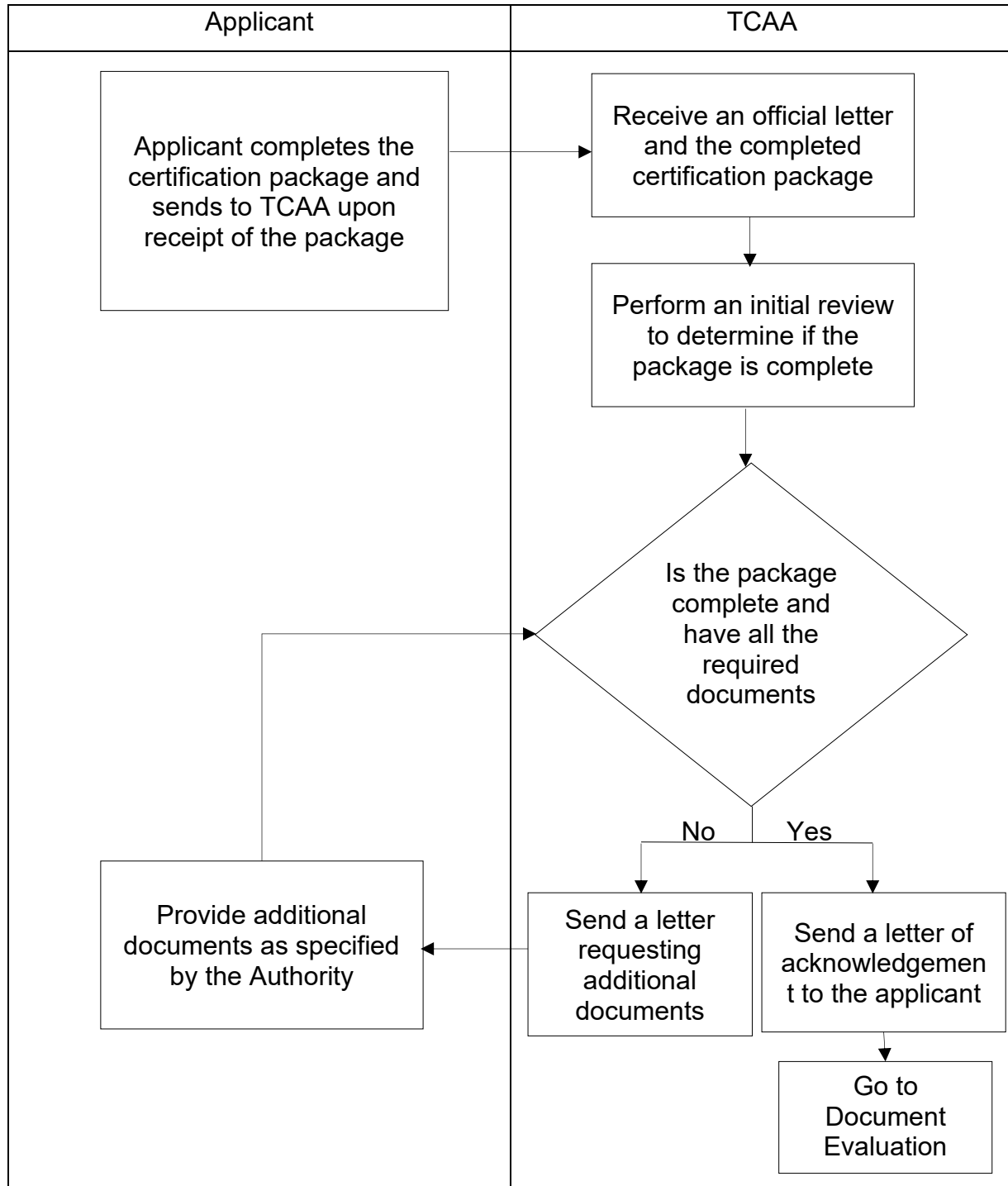
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submitted. The initial review also permits a determination of whether the submitted material represents a feasible proposal and is of sufficient quality to proceed with the certification process.

The applicant/aerodrome operator will be invited for a formal application meeting to be presented with the outcome of the initial/cursory review.

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The process of Formal Application phase is illustrated in Figure 2 below.



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2.3.3 Phase Three – Document Evaluation

The purpose of the Document Evaluation Phase is to assess all required documents to ensure full compliance with Aerodrome Regulations applicable to the scale of the proposed aerodrome operations.

On receipt of the completed certification package, TCAA aerodrome inspectors will carry out a detailed examination of the Aerodrome Manual and other documents submitted to ensure the completeness of coverage and compliance with the relevant regulations, including the data and information to be published by the Aeronautical Information Services (AIS).

The submitted documents by the applicant/aerodrome operator will be retained by the Authority during the currency of the Aerodrome Certificate.

The assessment of the Aerodrome Manual and survey report will be conducted for assessing:

- A. the completeness and compliance of its contents, including procedures, description of infrastructure, staffing, equipment, etc. with the regulations; and
- B. the quality, accuracy, and completeness of the aerodrome and obstacle survey.

The applicant/aerodrome operator will be informed when the Aerodrome Manual and/or associated manuals (i.e. the SMS Manual and AEP) is approved. In case of the manual(s) is not approved, the areas that need amendment to comply with the Aerodrome Regulations and the rectification period will be advised. The applicant shall rectify the deviations/deficiencies within the period of time specified by the Authority.

Once the Aerodrome Manual and/or associated manuals is approved, the

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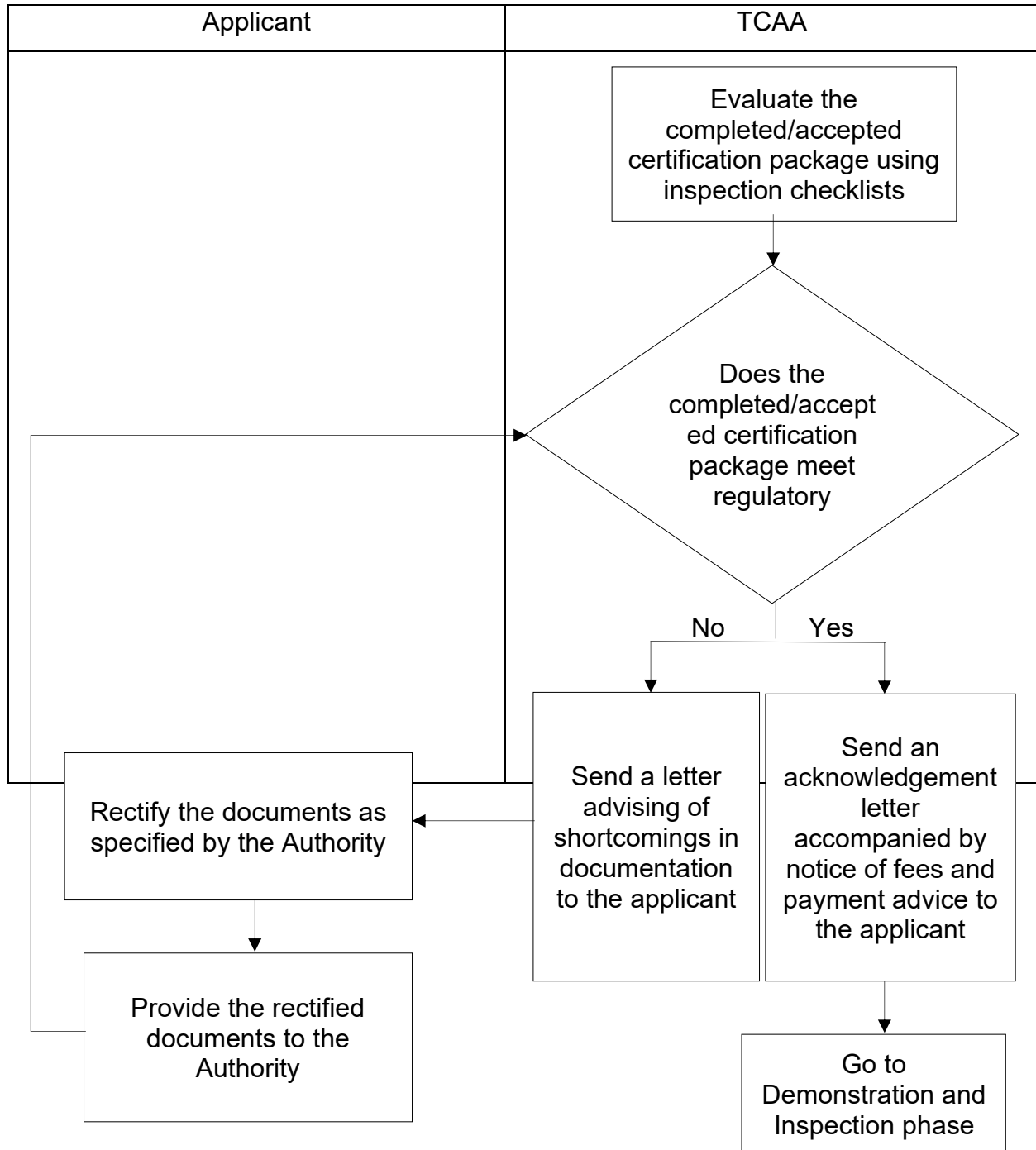
applicant/aerodrome operator shall make copies of the manual and distribute them to its stakeholders and other relevant parties in such a manner that all aerodrome operating staff have access to all parts of the manual relevant to each staff member's duties.

The applicant/aerodrome operator shall inform the Authority of any changes to the approved Aerodrome Manual and/or associated manuals between the time of application for a certificate and the end of the on-site verification.

Upon satisfactory completion of the Document Evaluation Phase, TCAA will coordinate the progression to the Demonstration, Audit and Inspection Phase.

The process of Document Evaluation phase is illustrated in Figure 3 below.

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2.3.4 Phase 4: Demonstration and Inspection.

In this phase the certification team will conduct a thorough audit at the applicant's premises to ensure that the applicant's proposed operational procedures, Safety Management System (SMS), Aerodrome Emergency Plan (AEP), and programs for training and directing personnel in the performance of their duties 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. The emphasis is on compliance with regulations and safe operating practices.

Prior to commencing the audit and inspection, it is important that the Aerodrome manual and associated manual(s) must be approved, any additional material requested by the Authority provided and the applicable paid.

Note: Fees are payable by an applicant for an aerodrome certificate or the holder of an aerodrome certificate for the following services:

- A. Assessment of an application for an aerodrome certificate and subsequent grant of the certificate if the application is successful;
- B. Application for renewal of an aerodrome certificate and subsequent renewal of the certificate if the application is successful; and
- C. Other services as specified by the Authority

The scope of audit and inspection covers the subjects included in the manual(s) in order to confirm that the aerodrome operations are carried out effectively in accordance with the applicable regulation and procedures described in the manual(s).

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Due to the wide scope of the certification, the aerodrome inspectors may use the sampling method for verifying particular subjects and select items for more detailed inspection and verification. The areas of technical inspection may include physical characteristics, visual aids, rescue and fire fighting, operations and SMS.

The audit and inspection of the SMS is normally included at this stage of the initial certification. Depending on the implementation status of the SMS at the aerodrome, a specific verification of the SMS can be conducted separately because the aerodrome operator's SMS may not yet be fully operational. Its effectiveness will be assessed during continued oversight and will constitute an important factor in deciding the continued oversight activities that will be carried out.

Similarly, the verification of the Aerodrome Emergency Plan (AEP) may be either staged through modules to a full emergency exercise.

The audit and inspection of the SMS focuses explicitly on the components required for granting the certificate and, when applicable, covers all other requirements for the SMS. SMS requirements also apply to the aerodrome operator's subcontractors in the domains within the scope of certification.

If the aerodrome operator is not directly responsible for some of the activities within the scope of certification, the on-site verification ensures that there is appropriate coordination between the aerodrome operator and the other stakeholders.

Audit and inspection protocols will be coordinated with the applicant/aerodrome operator to agree with a program for the on-site demonstration, audit and verification activities, including, but not limited to:

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- A. venue, time and attendance of an opening meeting;
- B. allocation of aerodrome inspectors to the audit and verification tasks to a planned timetable;
- C. facilitation of transport, accommodation and subsistence requirements, as applicable;
- D. execution of the on-site audit;
- E. closing meeting; and
- F. compilation of the draft report.

The applicant/aerodrome operator shall ensure that access is granted to TCAA inspectors for the purpose of ensuring safety at an aerodrome, to:

- A. inspect and carry out tests on the aerodrome facilities, equipment or services;
- B. inspect the aerodrome operator's documents and records; or
- C. verify the aerodrome's safety management system.

The aerodrome operator shall also co-operate in facilitating the above activities.

The applicant/aerodrome operator should note that the failure to provide evidence is considered a non-compliance and may result in a finding.

- a) 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;

- b) An assessment of the SMS manual.

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c) Verification of status of applicants Security Program, validity of the approval certificate is one year.

d) 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) Audit of the Aerodrome Manual
- b) Audit of the SMS Manual
- c) on-site verification of aerodrome data; and
- d) 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);
- taxiway shoulders;
- taxiway strips; and
- aprons;

2) the presence of obstacles in obstacle limitation surfaces at and in the vicinity of the aerodrome;

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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) fueling facilities.

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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. The list of the main items to be reviewed during the initial certification of which their checklists are to be filled to the applicable regulations are based on the following:

A. TECHNICAL INSPECTION

1. Infrastructure and ground aids

Initial certification of the infrastructure and ground aids includes:

a) Obstacle restrictions:

1) OLS:

i) the surfaces are defined;

ii) as few objects as possible penetrate the OLS;

iii) any obstacles that do penetrate the OLS are appropriately marked and lit.

Operational restrictions may apply as appropriate;

2) obstacle free zone (OFZ):

i) these surfaces are defined when required;

ii) no object penetrates the OFZ unless essential for the safety of air navigation and is frangible;

3) objects on the areas near the runway or the taxiways (runway strips, clearway, stop way, runway end safety area, taxiway strips, radio altimeter operating area, pre-threshold area) comply with the requirements;

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b) Physical characteristics:

- 1) in order to facilitate the verification of compliance of the physical characteristics of the aerodrome, the reference code method is used as provided in Regulation 11 of the Civil Aviation (Aerodrome Design and Operations) Regulations, 2024. The reference code provides a simple method for interrelating the numerous specifications concerning the characteristics of aerodromes so as to provide a series of aerodrome facilities that are suitable for the aeroplanes that are intended to operate at the aerodrome;
- 2) the aerodrome operator may indicate in its aerodrome manual the reference code chosen for each element of the movement area so that the Authority can check compliance of the runways and taxiways and their associated characteristics against the requirements of the reference code as well as other specifications (bearing strength, surface characteristics, slopes);

3) runways:

i) the physical characteristics:

- are compliant with the applicable regulation and the reference code;
- characteristics are adequately and regularly measured;

ii) the published declared distances are in accordance with the situation on site;

iii) the areas near the runway (runway shoulders, runway strips, clearway, stopway, runway end safety area, radio altimeter operating area, pre-threshold area) are compliant with the applicable regulation and the reference code in terms of width, length, type of surface, resistance, slopes, grading and objects on them;

iv) the relevant separation distances are compliant with the applicable regulation and the reference code;

4) taxiways:

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- i) the physical characteristics (width, curve radius, extra taxiway width, longitudinal and transverse slopes, radius of turn-off curve for rapid exit taxiways, surface type, bearing strength) are compliant with the published reference code for each taxiway;
- ii) the taxiway shoulders and strips are compliant with their reference code in terms of width, type of surface, slopes and objects on them;
- iii) the taxiways on bridges are compliant with their reference code in terms of width;
- iv) the relevant separation distances are compliant with applicable regulations and the reference code;

5) service roads:

- i) road-holding positions are established at the intersection of a road and a runway at a distance compliant with the reference code;

6) holding bays, runway-holding positions and intermediate holding positions:

- i) the holding bays, runway-holding positions and intermediate holding positions are located in accordance with the applicable reference code;

c) Electrical systems:

- 1) adequate primary power supply is available;
- 2) the switch-over time meets the requirements;
- 3) when required, a secondary power supply is available;
- 4) the air traffic service (ATS) has feedback on the status of ground aids when required;

d) Visual aids:

1) markings:

i) all the markings:

- are in place where required;
- are located as required and in the required number;
- have the dimensions and colours required;

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ii) this includes, when required:

- the runway markings (runway designation marking, threshold marking, runway centre line marking, runway side stripe marking, aiming point marking, touchdown zone marking, runway turn pad marking);
- the taxiway markings (taxiway centre line and enhanced taxiway centre line marking, taxiway side stripe marking, runway-holding position marking, intermediate holding position marking);
- the apron markings;
- the mandatory instruction markings;
- the information markings (that do not have to be displayed but are to be compliant when displayed);
- a road-holding position marking (that is compliant with the applicable regulation);
- a VOR aerodrome checkpoint marking;
- a non-load bearing surface marking;

2) signs:

i) all the signs:

- are in place where required;
- are located as required;
- have the dimensions and colours required;
- have an adequate lighting system when required;
- are frangible when required;

ii) this includes when required;

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- mandatory instruction signs (runway designation signs, runway-holding position signs, Category I, II and III holding position signs, no entry signs);

- information signs (direction signs, location signs, runway vacated signs, runway exit signs, intersection take-off signs, destination signs, road-holding position signs, VOR checkpoint signs, aerodrome identification sign);

3) lights:

i) there should not be any non-aeronautical lights that might endanger the safety of an aeroplane;

ii) all the aeronautical lights:

- are displayed when required;
- located as required and in the required number;
- have the required colours and intensity levels;
- comply with their serviceability levels or maintenance objectives;
- are frangible when elevated as required;

iii) this includes, when required:

- the approach lighting system;
- the runway lead-in lighting systems;
- the visual approach slope indicator system (VASIS or PAPI);
- the runway lights (runway centre line lights, runway edge lights, runway threshold identification lights, runway end lights, runway threshold and wing bar lights, runway touchdown zone lights, stopway lights, runway turn pad lights);
- the taxiway lights (taxiway centre line lights, taxiway edge lights, stop bars, no-entry bars, intermediate holding position lights, rapid exit taxiway indicator lights);

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- runway guard lights;
- road-holding position lights;
- unserviceability lights;
- aeronautical beacons;
- obstacle lights;

4) markers:

i) all the markers:

- are in place where required;
- are located as required and in the required number;
- have the required colours;
- are frangible;

ii) this includes, when required:

- the taxiway markers (taxiway edge markers, taxiway centre line markers);
- the unpaved runway edge markers;
- the boundary markers;
- the stopway edge markers;
- the edge markers for snow-covered runways;
- unserviceability markers;

5) indicators:

i) a wind direction indicator:

- is provided in the correct location;
- complies with the location and characteristics requirements;
- is illuminated at an aerodrome intended for use at night.

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2.2 RFF services

Initial certification of RFF services includes:

a) Level of protection:

- 1) the level of protection is promulgated in the AIP;
- 2) the aerodrome operator has a procedure to regularly reassess the traffic and update the level of protection including unavailability;
- 3) the aerodrome operator has made arrangements with the aeronautical information services, including ATS, to provide up-to-date information in case of any change in the level of protection;

b) RFF personnel:

- 1) the number of RFF personnel is consistent with the level of protection appropriate to the aerodrome RFF category;
- 2) the training of all RFF personnel is adequate and monitored;
- 3) the training facilities, which may include simulation equipment for training on aeroplane fires, are available;
- 4) the procedures that RFF personnel follow are kept up to date;

c) Response:

- 1) the RFF service is provided with an up-to-date map of its response area, including the access roads;
- 2) the response time complies with the applicable regulation and is regularly tested. This check should be formalized in the RFF procedures;
- 3) the RFF service has procedures that describe this response and ensure that in case of an incident/accident a report is written and filed;
- 4) a communication and alerting system is provided between the fire station, the control tower and the RFF vehicles;

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d) Rescue equipment:

- 1) the number of RFF vehicles is consistent with the applicable regulation;
- 2) the RFF service has a procedure describing the maintenance of the RFF vehicles and ensuring that this maintenance is formally monitored;
- 3) the types and quantities of the extinguishing agents, including the reserve supply, are consistent with the applicable regulation;
- 4) the protective clothing and respiratory equipment provided are consistent in quality and quantity in accordance with the applicable regulation, and the respiratory equipment is properly checked and their quantities formally monitored;
- 5) specific rescue equipment is provided in adequate number and type when the area to be covered by the RFF service includes water;
- 6) any other equipment required by the applicable regulation is provided in sufficient number.

2.3 Wildlife hazard management

The following checks on wildlife hazard management can either be a technical inspection or included in the audit of the aerodrome operator's procedures:

- a) The required equipment is provided;
- b) Fences are provided as required;
- c) The aerodrome operator has a procedure describing the actions taken for discouraging the presence of wildlife, including:

- 1) who is in charge of those actions and what their training is;

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2) how and when these actions are carried out, including reporting and filing of these actions;

3) what equipment is used to conduct these actions;

4) analyses of the aerodrome vicinity and the preventive actions to be taken subsequently to discourage wildlife;

5) monitoring of these actions, including, where applicable, the conduct of appropriate wildlife assessments;

6) coordination with ATS;

d) The aerodrome operator has a procedure to:

1) record and analyse the incidents involving wildlife;

2) collect the wildlife's remains;

3) monitor the corrective actions to be taken subsequently; and

4) report to the State incidents involving wildlife.

B. On-site verification of the Operator's Procedures and SMS

1. On-site verification of the operator's procedures

On-site verification of the aerodrome operator's procedures should include the following:

a) Aerodrome data and reporting:

1) completeness, correctness and integrity of the data reported in accordance with the AIP including:

i) data collection, including the status of the movement area and its facilities;

ii) data validity checks;

iii) data transmission;

iv) changes to published data, whether permanent or not;

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- v) checks of the information once published;
- vi) information update after construction works;

- 2) formal coordination with ATS;
- 3) formal coordination with the aeronautical information services;
- 4) publication of the required information in the aeronautical publication;
- 5) information published in accordance with the situation on site;

b) Access to the movement area:

- 1) an up-to-date plan clearly showing all the access points to the movement area;
- 2) a procedure describing the inspection of access points and fences;

c) Aerodrome emergency plan:

- 1) an up-to-date aerodrome emergency plan;
- 2) regular exercises in relation to the emergency plan;
- 3) a procedure describing the tasks in the emergency plan;
- 4) the aerodrome operator regularly verifies the information in the emergency plan, including keeping an up-to-date list of the persons and contact details in the emergency plan;
- 5) a procedure describing its roles and responsibilities during emergencies;
- 6) a procedure describing the involvement of, and coordination with, other agencies during emergencies;
- 7) the required minimum emergency equipment is available, including an adequately equipped emergency operation centre and mobile command post;

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d) RFF:

1) a technical inspection of the various elements of the RFF services in 2.2 b) is held prior to the audit;

2) the checks that are to be done during the aerodrome operator's on-site verification consist only of verifying the timely implementation of the corrective action plan subsequent to the technical inspection;

3) if on-site verification reveals new deviations, they should be included in the on-site verification report;

e) Inspection of the movement area:

1) a procedure to ensure there is coordination with ATS for the inspection of the movement area;

2) describe the inspections, if performed by the aerodrome operator, including:

- i) frequency and scope;
- ii) reporting, transmission and filing;
- iii) actions to be taken and their monitoring;

3) assess, measure and report runway surface characteristics when the runway is wet or contaminated and their subsequent promulgation to ATS;

f) Maintenance of the movement area:

1) a procedure to periodically measure the runway surface friction characteristics, assessing their adequacy and any action required;

2) ensure there is a long-term maintenance plan, including the management of the runway surface friction characteristics, pavement, visual aids, fencing, drainage systems and electrical systems and buildings;

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For other hazardous meteorological situations that may occur at the aerodrome (such as thunderstorms, strong surface winds and gusts, sandstorms), the aerodrome operator should have procedures describing the actions that have to be taken and defining the responsibilities and criteria for suspension of operations on the runway; the aerodrome operator has formal coordination with the meteorological service provider in order to be advised of any significant meteorological conditions;

g) Visual aids and aerodrome electrical systems:

1) if the aerodrome operator is responsible for the maintenance of visual aids and electrical systems, procedures exist describing:

- i) the tasks — routine and emergency ones, including inspections of luminous and non-luminous aids and their frequency and power supply maintenance;
- ii) reporting, transmission and filing of reports;
- iii) monitoring of subsequent actions;
- iv) coordination with ATS;

2) if the aerodrome operator is not in charge of maintenance of visual aids and electrical systems, the organization in charge needs to be clearly identified, ensuring there are formal coordination procedures with the aerodrome operator, including agreed objectives;

3) obstacle marking is taken into account;

i) Operational safety during aerodrome work:

1) when executing work on the aerodrome:

- i) a procedure describing the necessary notification to the different stakeholders;

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- ii) risk assessment of the aerodrome work;
 - iii) roles and responsibilities of the various parties, including their relationship and the enforcement of safety measures;
 - iv) safety monitoring during the work;
 - v) reopening of facilities, where relevant;
 - vi) necessary coordination with ATS;
- j) Apron management. When an apron management service is provided:
- 1) a procedure to ensure coordination with ATS;
 - 2) the use of acceptable aeroplanes for each parking stand formally identified;
 - 3) a compliant apron safety line is provided;
 - 4) general safety instructions for all the agents on the apron area;
 - 5) the placement and pushback of the aeroplane;
- k) Apron safety management:
- 1) a procedure for the inspection of the apron area (see j));
 - 2) there is coordination with other parties accessing the apron, such as fuelling companies and other ground handling agencies;
- l) Vehicles on the movement area:
- 1) a procedure to ensure the vehicles on the movement area are adequately equipped;
 - 2) the drivers have followed the appropriate training;
 - 3) if the aerodrome operator is responsible for the training of vehicular drivers on the manoeuvring area, an appropriate training plan, including recurrent training and awareness actions, is available;
 - 4) if the aerodrome operator is not in charge of this training or some of this training, the service provider is clearly identified and there is formal coordination between them;

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m) Wildlife hazard management. Checks on wildlife hazard management can either be a technical inspection or included in the on-site verification of the operator's procedures:

1) if the domain has not been inspected during the technical inspections, the on-site verification team should check the points listed in 2.3 c);

2) if a technical inspection has been carried out prior to the on-site verification, the latter consists in checking the timely implementation of the corrective action plan subsequent to the technical inspection;

3) if the on-site verification reveals new deviations, these have to be included in the on-site verification report;

n) Obstacles:

1) a procedure to ensure that there is an obstacle chart;

2) a procedure for obstacle monitoring describing the checks, their frequency, filing and follow-up actions;

3) a procedure to ensure that the obstacles do not represent a danger for safety and that appropriate action is taken when required;

o) Removal of a disabled aeroplane:

1) there is a plan for the removal of a disabled aeroplane describing the role and responsibility of the aerodrome operator, including the necessary coordination with other agencies and the means available or that can be made available;

p) Low visibility operations:

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1) there is coordination between the aerodrome operator and ATS, including awareness of the status of both low visibility procedures (LVP) and the deterioration of visual aids;

2) a procedure describing the actions to be taken when LVP is in process (vehicle control, visual range measurement if necessary);

B. On-site verification of the SMS

a) As a minimum, the items to be in place when granting the initial certification are:

1) safety policy: a safety policy has been endorsed by the accountable executive to reflect the organization's commitments regarding safety;

2) operator's organizational structure: the aerodrome operator has appointed an accountable executive and a safety manager;

b) The safety manager should be independent from any operational task regarding aerodrome safety. The criteria for assessing the operator's SMS structure might be tailored to the size of the operator, notably concerning the independence of the safety manager;

c) The capability and competence of the aerodrome operator should be assessed so as to ensure sufficient management commitment to and responsibility for safety at the aerodrome. This is usually achieved through the competence of the accountable executive;

1) responsibilities and assignments: the aerodrome operator has formally defined the responsibilities of each staff member regarding safety as well as the lines of responsibility;

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2) training: the aerodrome operator formally monitors the staff's and subcontractors' training, ensuring that it is adequate, and takes action when necessary;

2) if a technical inspection has been carried out prior to the on-site verification, the latter consists in checking the timely implementation of the corrective action plan subsequent to the technical inspection;

3) if the on-site verification reveals new deviations, these have to be included in the on-site verification report;

n) Obstacles:

1) a procedure to ensure that there is an obstacle chart;

2) a procedure for obstacle monitoring describing the checks, their frequency, filing and follow-up actions;

3) a procedure to ensure that the obstacles do not represent a danger for safety and that appropriate action is taken when required;

o) Removal of a disabled aeroplane:

1) there is a plan for the removal of a disabled aeroplane describing the role and responsibility of the aerodrome operator, including the necessary coordination with other agencies and the means available or that can be made available;

p) Low visibility operations:

1) there is coordination between the aerodrome operator and ATS, including awareness of the status of both low visibility procedures (LVP) and the deterioration of visual aids;

2) a procedure describing the actions to be taken when LVP is in process (vehicle control, visual range measurement if necessary);

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B. On-site verification of the SMS

a) As a minimum, the items to be in place when granting the initial certification are:

1) safety policy: a safety policy has been endorsed by the accountable executive to reflect the organization's commitments regarding safety;

2) operator's organizational structure: the aerodrome operator has appointed an accountable executive and a safety manager;

b) The safety manager should be independent from any operational task regarding aerodrome safety. The criteria

for assessing the operator's SMS structure might be tailored to the size of the operator, notably concerning the independence of the safety manager;

c) The capability and competence of the aerodrome operator should be assessed so as to ensure sufficient management commitment to and responsibility for safety at the aerodrome. This is usually achieved through the competence of the accountable executive;

1) responsibilities and assignments: the aerodrome operator has formally defined the responsibilities of each staff member regarding safety as well as the lines of responsibility;

2) training: the aerodrome operator formally monitors the staff's and subcontractors' training, ensuring that it is adequate, and takes action when necessary;

During the audit/inspection closing meeting, a preliminary list of findings (if any) is given to the applicant/aerodrome operator.

An audit report is also sent to the applicant/aerodrome operator after the closing meeting.

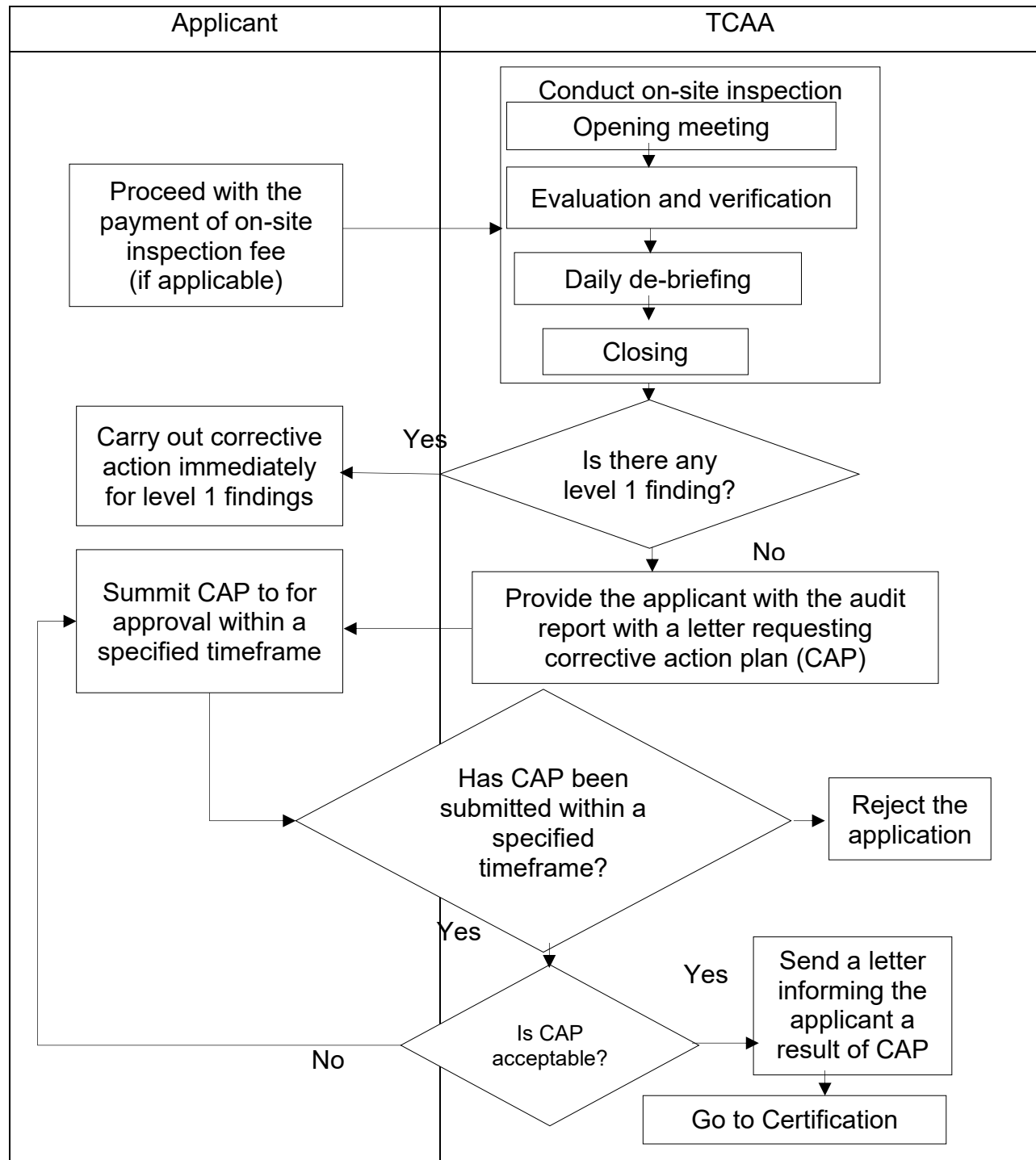
In case of finding(s), the applicant/aerodrome operator is required to develop a Corrective Action Plan (CAP) proposing ways to eliminate or mitigate the findings, with deadlines for each subsequent action as presented in Inspection Surveillance and Audit Manual (ISAM).

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The Authority may impose immediate appropriate measures on the applicant/aerodrome operator, if necessary, until actions have been taken to remove or mitigate the findings, including aeronautical study (if applicable), in order to ensure an acceptable level of safety.

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The process of Demonstration and Audit phase is illustrated in Figure 4 below.



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2.3.5 Phase Five – Certification

The Certification Phase covers the final assessment of the previous phases, resulting in the issuance of a certificate and promulgation of the data, information and certification status of the aerodrome.

When there is no finding or once the corrective action plans are accepted and mitigation measures are agreed upon, the Authority will grant the aerodrome certificate to the applicant/aerodrome operator.

The Authority will notify the applicant/aerodrome operator in writing of the granting of the Aerodrome Certificate.

If the Authority refuses to grant an aerodrome certificate to the applicant, will, within fourteen days of the refusal, give the applicant a written notice of the refusal, stating the reasons for the refusal.

The Authority will state the granting condition(s)/limitation(s) (if any) and the validity duration of the certificate.

An appendix may be attached to the certificate describing the essential conditions prevailing at the aerodrome, which may include:

- A. type of use;
- B. aerodrome reference code elements – element one (aeroplane reference field length) and element two (wing span);
- C. critical aeroplane type(s);
- D. operational conditions for the accommodation of critical aeroplanes for which the facility is provided;
- E. Rescue and Fire Fighting (RFF) category;

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- F. operational restrictions at the aerodrome; and
- G. Conditions for issuance of certificate attached to the certificate

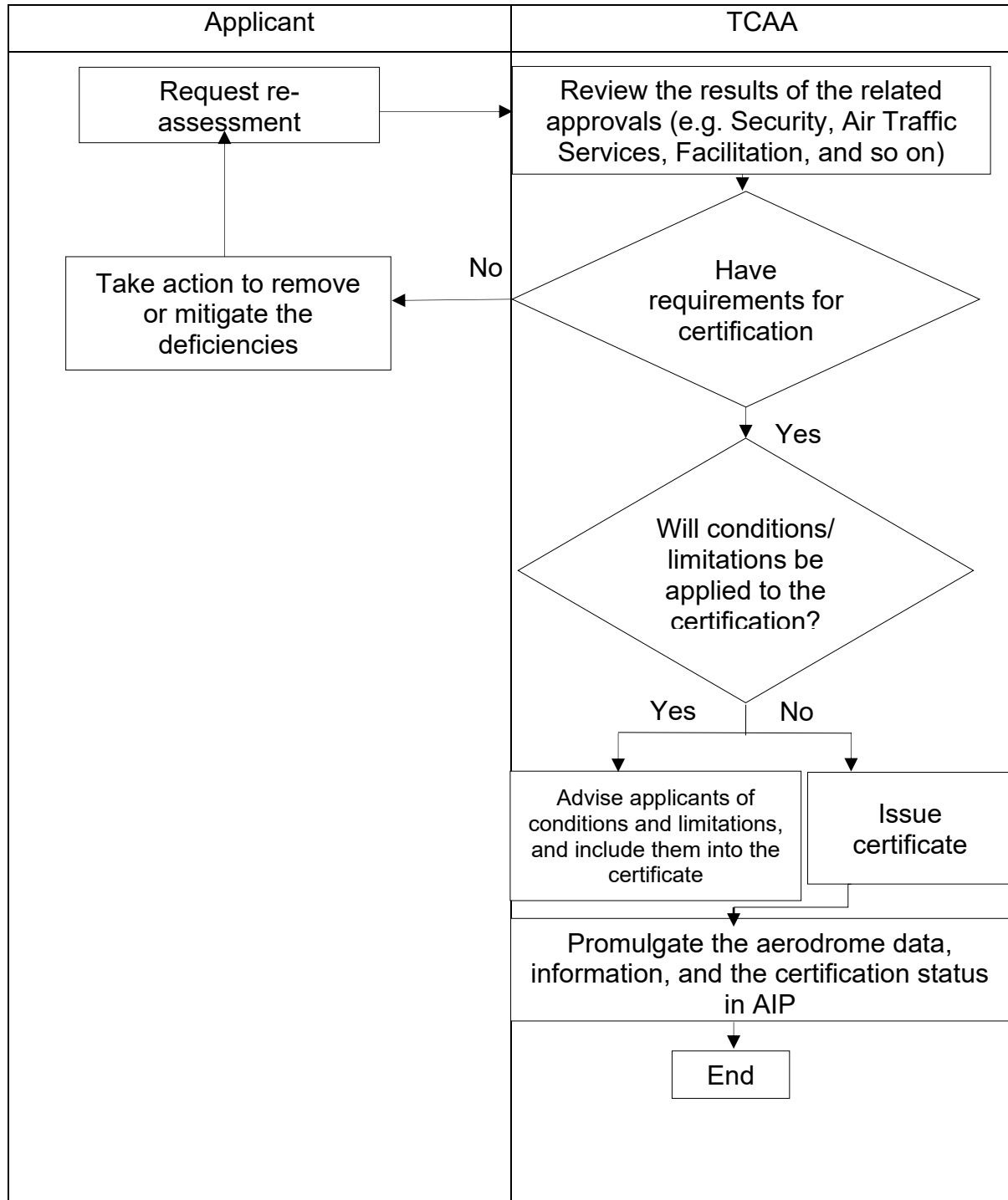
Aerodrome operators shall ensure that the Conditions and Limitations, if any, are brought to the attention of their managerial and operating staff and strictly complied with. A copy of the Aerodrome Certificate, Conditions and Limitations, if any, shall be included in the aerodrome operator's Aerodrome Manual that is distributed to its stakeholders and other relevant parties.

An aerodrome certificate is granted on the condition that the aerodrome operator will, at all times, be in compliance with the applicable regulations and mandatory requirements.

The Authority will coordinate with the AIS provider to promulgate the aerodrome data and information, and the certification status of the aerodrome in the Aeronautical Information Publications (AIP).

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The process of Certification phase is illustrated in Figure 5.



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2.4 Promulgation of a Certified Aerodrome in the AIP and NOTAM

Upon granting of an Aerodrome Certificate, aerodrome operator shall ensure that all the aerodrome data is permanently included in the AIP, including the effective dates for which the aerodrome is certified and for which it will commence operations.

Where safety concerns are observed on the aerodrome, special conditions or operational restrictions may be attached to the certificate and published in the AIP or by NOTAM until the planned corrective action(s) is completed. In this case, validity of certificate could be shortened, taking the content and duration of the corrective action plan into account.

Validity of an Aerodrome Certificate

The validity of the certificate is limited in time and not exceeding three years.

An aerodrome certificate shall remain in force for a period as stated in the certificate, unless it is earlier suspended, revoked or cancelled.

During the period of validity of the certificate, TCAA Inspector monitors the timely implementation of the corrective action plans within the continued oversight plan.

The validity is published for each aerodrome in the AD1 section of the AIP.

2.5 Continued Oversight

Upon granting the certificate to the aerodrome operator, TCAA will continue its safety oversight in order to ensure that the compliance to the given conditions and requirements is maintained.

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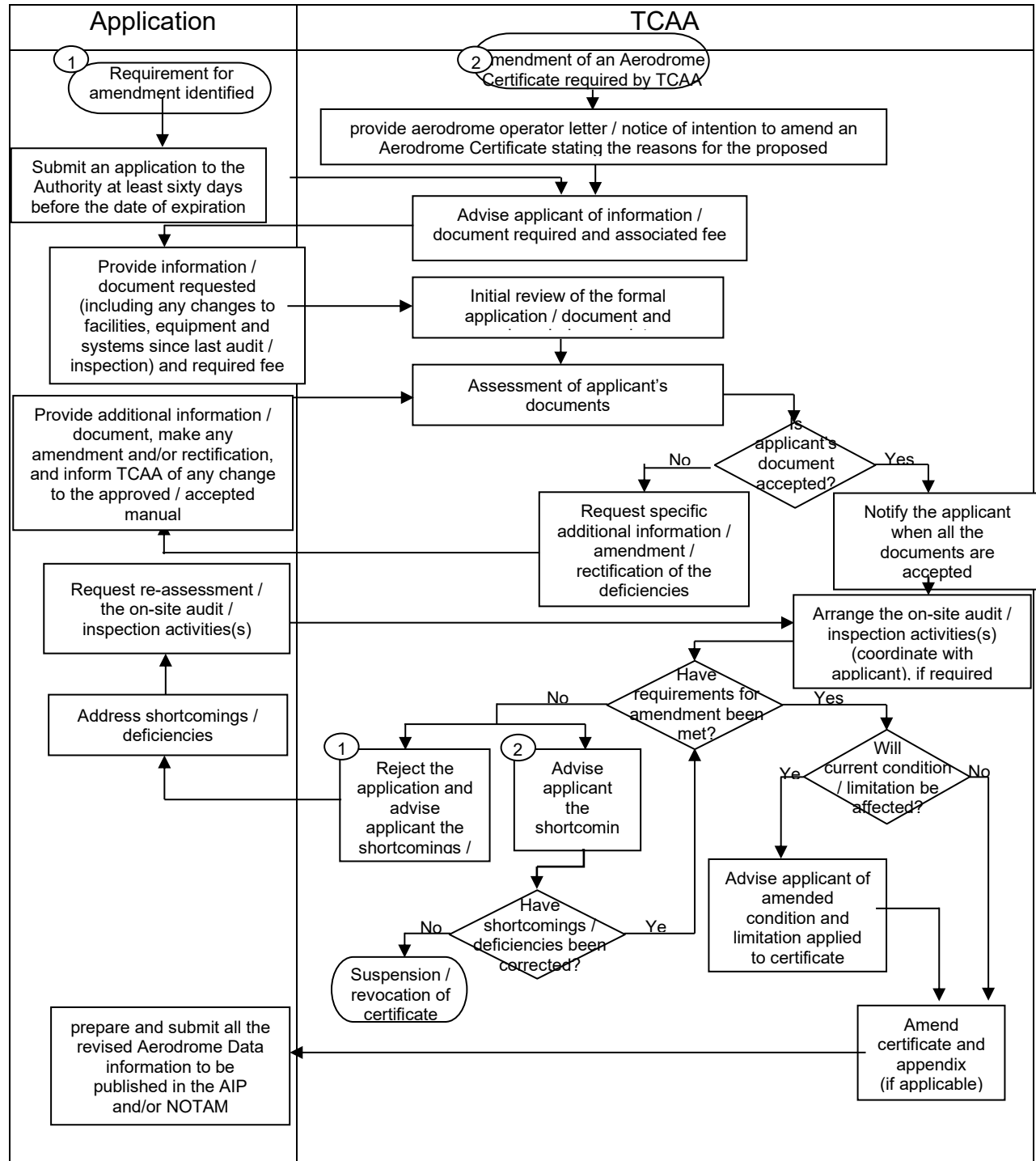
2.6 Amendment of an Aerodrome Certificate

An aerodrome certificate may be amended in response to a request by an aerodrome operator or as a consequence of enforcement action by the Authority for a number of reasons:

- a) a change of aerodrome name;
- b) a change of aerodrome reference code;
- c) a change of aerodrome boundaries;
- d) a change of type of runway or pavement strength of runway;
- e) a change of aerodrome operations;
- f) to add, remove or amend a deviation;
- g) to add, remove or amend a condition, limitation or special procedure

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The process for the amendment of an aerodrome certificate is illustrated in Figure 6 below.



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2.7 Transfer of an Aerodrome Certificate

The holder of an aerodrome certificate shall not transfer the rights under the certificate to another person as an aerodrome certificate issued under the Civil Aviation (Certification, Licensing and Registration of Aerodromes) Regulations, 2024 shall not be transferable.

2.8 Renewal of an Aerodrome Certificate

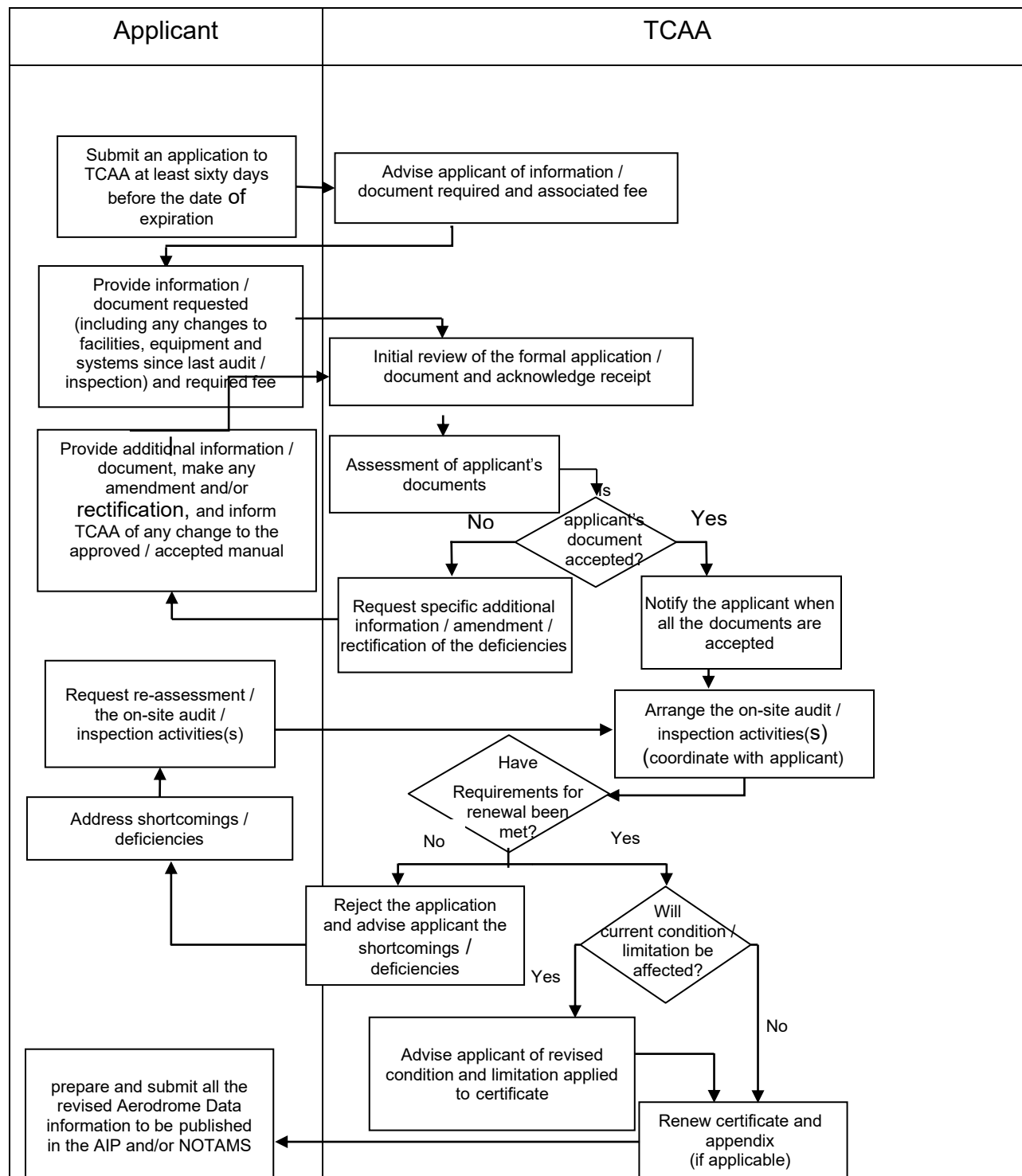
The applicant/aerodrome operator shall request renewal of the aerodrome certificate at least sixty days before it is due to expire.

Prior to renewal the Authority will review outstanding audit/inspection result, corrective actions and, where applicable, conditions and limitations.

If it appears that the applicant/aerodrome operator maintains the qualifications and capability to operate the aerodrome, which is open to international/public use, the Authority will extend a period of validity of the certificate.

The process for the renewal of an aerodrome certificate is illustrated in Figure 7 below

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2.9 Aerodrome Manual

Procedures for preparation, review, approval and amendment of Aerodrome Manual is in document No. TCAA/QSP/SR/O/AGA-09B.

Additional information on procedures for Aerodrome Audit and Inspection can be read on Inspectors Surveillance Audit Manual (ISAM).

2.10 Technical Guidance Materials

All forms, checklists, orders and advisory circulars related to aerodrome certification can be accessed in TCAA Quality Management System Portal as listed in a document holding list.

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3 CHAPTER 3 SAMPLE LETTERS

3.1 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.

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

Yours sincerely,



Director of Safety Regulations
Delegate of the Authority

3.2 Refusal to Grant a Certificate

{File reference}

(Date)

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{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 2017 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 (Certification, Licensing and Registration of Aerodromes) Regulations, 2024 (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 (Certification, Licensing and Registration of Aerodromes) Regulations, 2024 (quote regulation)

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{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.

Sample Letter of Cancellation by Surrender

{file reference}

(Date)

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{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-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.

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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}

6.4 Revision History

Version

Date

Chapter/Section

Details