

AERODROME CERTIFICATION MANUAL

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AERODROME CERTIFICATION MANUAL

FOREWORD

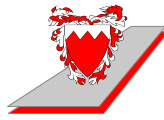
This Manual is approved for use by the Civil Aviation Authority.

The Manual is intended for the use and guidance of CAA staff engaged in Certification of Aerodromes and the Enforcement of the Aerodrome Standards and Certification Regulations. It defines the procedures to be followed by CAA staff involved in the Certification of Aerodromes and to provide guidance on how those procedures should be applied.

The Head of Aerodrome Certification, Standards & Safety is responsible for updating this Manual as required.

Approver

Job Title



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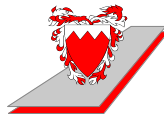
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Chapter 1 Introduction

1.1 General

1.1.1 Definitions

In this Manual the following definitions apply:

“Authority” means the Civil Aviation Authority (CAA) of the Kingdom of Bahrain.

“Convention” means the Convention on International Civil Aviation.

“Designated Airport” means an international airport designated in accordance with Article 10 of the Convention for the purpose of customs and other examination.

“Law” means the Civil Aviation Law (1995)

“Regulations” means The Aerodrome Standards and Certification Regulations, CAR/001.

“Standards” means the requirements and recommendations of Annex 14 to the Convention and associated ICAO guidance documents which are mandated by the Regulations.

1.1.2 Purpose

The purpose of this Manual is to define the procedures to be followed by CAA staff involved in the Certification of Aerodromes and to provide guidance on how those procedures should be applied. Additional instructions, including detailed checklists for assessing compliance with the Regulations, are set out in the Aerodrome Inspectors Handbook.

1.1.3 Applicability

This manual applies to the processes for the grant, amendment, transfer, suspension and withdrawal of Aerodrome Certificates in the Kingdom of Bahrain.

1.1.4 CAA Responsibility

In respect of Aerodrome Certification, the CAA is responsible for:

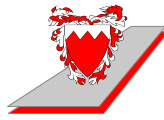
- a) establishing and enforcing Regulations and mandatory Standards in respect of the safety of aerodromes used by international civil aviation traffic;
- b) certifying that aerodromes subject to the Regulations will achieve an acceptable level of safety when operated and maintained in accordance with an accepted Aerodrome Manual; and
- c) assuring the continued safety of operations at certified aerodromes through guidance, inspection, audit and investigation.

These responsibilities are delegated by the Undersecretary of Civil Aviation to the Director of Corporate Planning, QA Safety and Security.

1.2 Overview

1.2.1 Background

The Kingdom of Bahrain, as a signatory to the Convention on International Civil Aviation, is a ‘Contracting State’ under the terms of the Convention and is committed to a standardised and internationally accepted approach to the regulation and safety oversight of civil air transport. The Convention established the International Civil Aviation Organization (ICAO)



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in order to secure international co-operation and uniformity in regulations and standards, procedures and organisation regarding civil aviation matters.

Several Articles of the Convention are of particular relevance to Aerodrome Certification:

- Article 10 requires Contracting States to designate airports “for the purpose of customs and other examinations”;
- Article 37 empowers ICAO to develop international Standards and Recommended Practices (SARPs) so as to promote uniformity in regulation, procedures and organization among Contracting States;
- Article 38 requires each Contracting State to notify ICAO of any differences between its own practice and that established by international standards.

The SARPs are published in Annexes to the Convention and related ICAO guidance documents. Bahrain is committed to applying all of the standards and many of the recommended practices through national regulations;

1.2.2 Civil Aviation Law

The Civil Aviation Law (1995) gives effect to the Kingdom’s obligations under the Convention. The Law places responsibility for the conduct of civil aviation within the Kingdom on the Minister for Transportation. The CAA is accountable to the Minister through the Undersecretary of Civil Aviation for ensuring compliance with the Law by making regulations and establishing appropriate systems and organizations to provide oversight of civil aviation affairs.

The process for amending the Civil Aviation Law is explained in the CAA Regulation and Standards Manual.

1.2.3 Safety Oversight

Safety oversight is defined by ICAO¹ as:

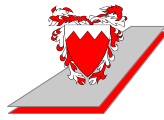
“...a function by means of which States ensure effective implementation of the safety-related Standards and Recommended Practices (SARPs) and associated procedures..... Safety oversight also ensures that the national aviation industry provides a safety level equal to, or better than, that defined by the SARPs. As such, an individual State’s responsibility for safety oversight is the foundation upon which safe global aircraft operations are built. Lack of appropriate safety oversight in one Contracting State therefore threatens the health of international civil aircraft operation.”

This definition highlights the importance of the safety oversight function in assuring aviation safety. The arrangements for safety oversight in the Kingdom of Bahrain are set out in the State Safety Programme and its associated Implementation Plan.

1.2.4 Aerodrome Standards

Standards for aerodrome design, construction, operation and maintenance are set out in the Regulations. These standards comprise all of the relevant requirements of Annex 14 to the Convention and certain recommended practices from Annex 14 which the CAA has mandated.

¹ ICAO Safety Oversight Manual; Part A; Chapter 2.



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1.2.5 Aerodrome Certification

The Regulations require the operator of an aerodrome which forms an integral part of an international airport (i.e. a designated airport) to ensure that the aerodrome complies with the relevant standards and mandated practices in respect of its physical characteristics, facilities, equipment, staffing and operating procedures.

Any organisation that meets the criteria set out in the Regulations, can demonstrate that the aerodrome complies with the Standards, has submitted appropriate documentation, and has paid the required fee will be granted an Aerodrome Certificate. The Certificate will be valid for a prescribed period, or until circumstances change, and may be subject to conditions or limitations deemed necessary by the Authority.

1.3 Roles and Responsibilities

1.3.1 Aerodrome Certification

The Director Corporate Planning, Quality Assurance and Safety is accountable to the Undersecretary for Aerodrome Certification activities within the Authority. Day to day responsibility for these activities rests with the Head of Aerodrome Certification, Standards & Safety; the organisation and lines of accountability of the staff tasked with implementing the Certification process are shown in Figure 1-1.

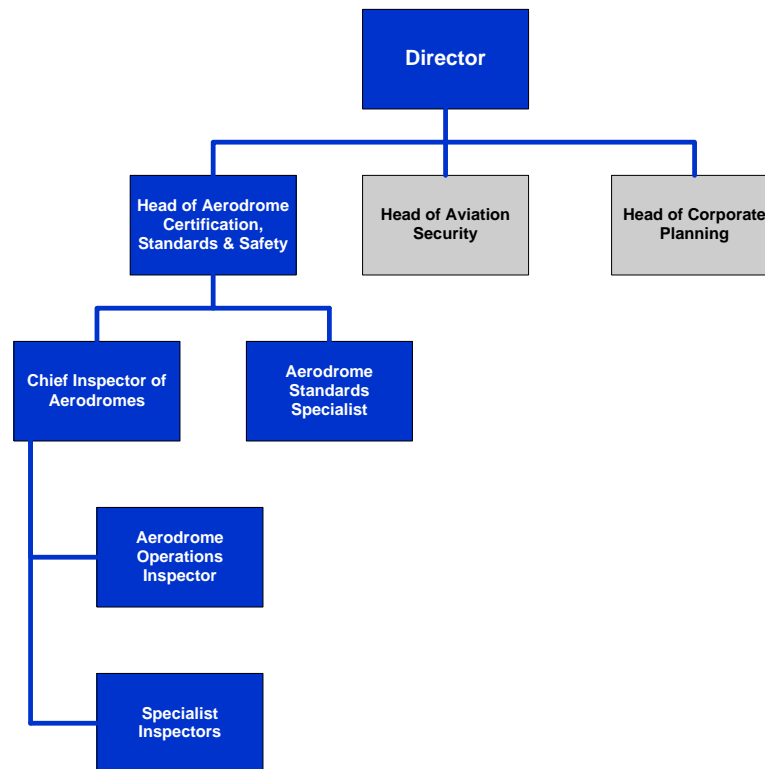


Figure 1-1 Aerodrome Safety and Standards Organisation

The roles and responsibilities of staff within this organisation are summarised below; outline job descriptions for each post and competency standards for Inspection staff are set out in the Aerodrome Inspectors Handbook



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Head of Aerodrome Certification, Standards & Safety

In addition to developing and implementing the processes set out in this manual, the Head of Aerodrome Certification, Standards & Safety is responsible for:

- establishing and maintaining appropriate safety standards and performance criteria for aerodrome safety;
- ensuring that sufficient competent staff are available to maintain an appropriate level of safety oversight;
- reviewing and revising the associated Regulations; and,
- developing and promoting safety guidance for aerodrome operators.

These responsibilities must be discharged in accordance with the requirements of the Law, the State Safety Programme and CAA policies and procedures.

Aerodrome Standards Specialist

The Aerodrome Standards specialist is responsible for setting aerodrome safety standards and drafting changes to the related Regulations in accordance with national and international requirements.

Chief Inspector of Aerodromes

The Chief Inspector of Aerodromes is responsible for ensuring the processes set out in this manual are effectively implemented and in particular for:

- managing surveillance and enforcement action in accordance with the Regulations and the procedures set out in this manual; and
- ensuring that sufficient competent inspection staff are available to undertake all necessary certification and surveillance activities.

Authorised Aerodrome Inspector

A duly authorised Inspector with expertise in Aerodrome Operations and Safety Management supports the Chief Inspector in undertaking inspection and audit tasks, monitoring the safety management of certified aerodromes and enforcing the Regulations as required. Where appropriate these responsibilities will include the supervision of Specialist Inspectors.

Specialist Aerodrome Inspector

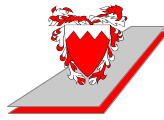
Specialist Inspectors, either full time or fixed term contract staff will be appointed as required to support specific certification activities. Contract staff will act in an advisory capacity and will not be authorised to take enforcement action.

1.3.2 Control of Obstacles

Responsibility for defining obstacle limitation surfaces and assessing planning applications for buildings or structures within the protected areas has been retained by the Authority; this is reflected in the Regulations which no longer² address these aspects.

The Aerodrome Operator has responsibility for managing obstacles within the aerodrome boundary and the constraints of defined obstacle limitation surfaces, subject to approval by the Authority where so required by the Regulations.

² CAR/001 2005 included requirements for control of obstacles; these requirements have largely been removed from the 2010 Regulations, and are the responsibility of the CAA.



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1.4 Fees

Fees are payable by an applicant for an Aerodrome Certificate or an incumbent Aerodrome Operator for the following services:

1. Assessment of an application for an Aerodrome Certificate and subsequent grant of the Certificate if the application is successful;
2. Annual surveillance and oversight of a certificated Aerodrome;
3. Application for renewal of an Aerodrome Certificate and subsequent renewal of the Certificate if the application is successful;
4. Application for amendment of an Aerodrome Certificate and subsequent issue of an amended Certificate if the application is successful; and,
5. Application for transfer of an Aerodrome Certificate and subsequent issue of a Certificate to the transferee if the application is successful.

The Schedule of Fees associated with each of these services will be reviewed annually and published on the CAA website.

From time to time CAA staff may be required to undertake additional work related to the certification of an aerodrome for which a fee may be required. Such work will be charged on the basis of a standard hourly rate; this rate will be included in the published Schedule of Fees.



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Chapter 2 Grant of an Aerodrome Certificate

The Approval Procedure which must be followed before an Aerodrome Certificate may be granted is illustrated in Figure 2-1.

2.1 Application by an Aerodrome Operator

An organisation wishing to apply for an Aerodrome Certificate must inform the CAA by means of a written Expression of Interest or Intent. An applicant for an aerodrome certificate shall submit to the Authority an application in the form prescribed in CAR/001 Appendix A. The application shall include the aerodrome manual for the aerodrome.

On receipt of an Expression of Interest or Intent the Head of Aerodrome Certification, Standards & Safety, following consultation with the Chief Inspector of Aerodromes, shall appoint an Inspector to lead the assessment of a subsequent formal application. The lead Inspector shall acknowledge receipt of the Expression of Interest and provide an information pack to the Applicant containing necessary forms and appropriate guidance material.

2.2 Assessment of an Application

The appointed lead Inspector is responsible for assessing the application. He may be supported by a team of specialists to ensure complete and comprehensive assessment is carried out commensurate with the applicant's operation.

2.2.1 Preliminary Assessment

The lead Inspector will undertake a preliminary assessment of the application in accordance with the process shown in Figure 2-2. The main CAA responsibilities during this stage are:

- i) Carry out a preliminary assessment of the application.
- ii) If required, request additional information.
- iii) Carry out an assessment of the Aerodrome Manual and Procedures (see 2.2.2).
- iv) Carry out a physical inspection of the aerodrome (see 2.2.3). This may require setting up an inspection team under the lead inspector.
- v) Make a recommendation to the Head of Aerodrome Certification, Standards & Safety, and Chief Inspector of Aerodromes.
- vi) If the application is rejected, advise the applicant of the reasons for refusal
- vii) Be prepared to work with the applicant to devise and agree a rectification plan.

2.2.2 Assessment of the Aerodrome Manual

Assessment of the Aerodrome Manual should follow the relevant procedure and associated checklist in the Inspectors Handbook.

Any non-compliance or deviation from the Regulations should be discussed with the applicant and their supporting risk assessment/safety justification examined.

For non-compliances the applicant/aerodrome operator should prepare a corrective action plan that must be agreed with the CAA.



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2.2.3 Aerodrome Inspection

The procedure for an aerodrome inspection is covered in Chapter 7.

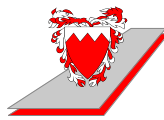
2.2.4 Grant of an Aerodrome Certificate

Subject to the provisions in the Regulations CAR/001 2.3.2 the Authority may approve the application and accept the aerodrome manual submitted under Regulation CAR/001 2.2.1 and grant an aerodrome certificate to the applicant in the form prescribed in CAR/001 Appendix B.

Before granting an aerodrome certificate, the Authority shall be satisfied that:

- a) an acceptable safety management system is in place at the aerodrome;
- b) the aerodrome facilities, services and equipment are in accordance with these Regulations;
- c) the aerodrome's operating procedures make satisfactory provision for the safety of aircraft;
- d) an aerodrome manual has been prepared for the applicant's aerodrome and submitted with the application contains all the relevant information; and
- e) the applicant has the necessary competence, experience and resources to operate and maintain the aerodrome properly.

The Authority may refuse to grant an aerodrome certificate to an applicant (see 2.4). In such cases, the Authority shall notify the applicant, in writing, of its reason no later than 7 days after making its decision.



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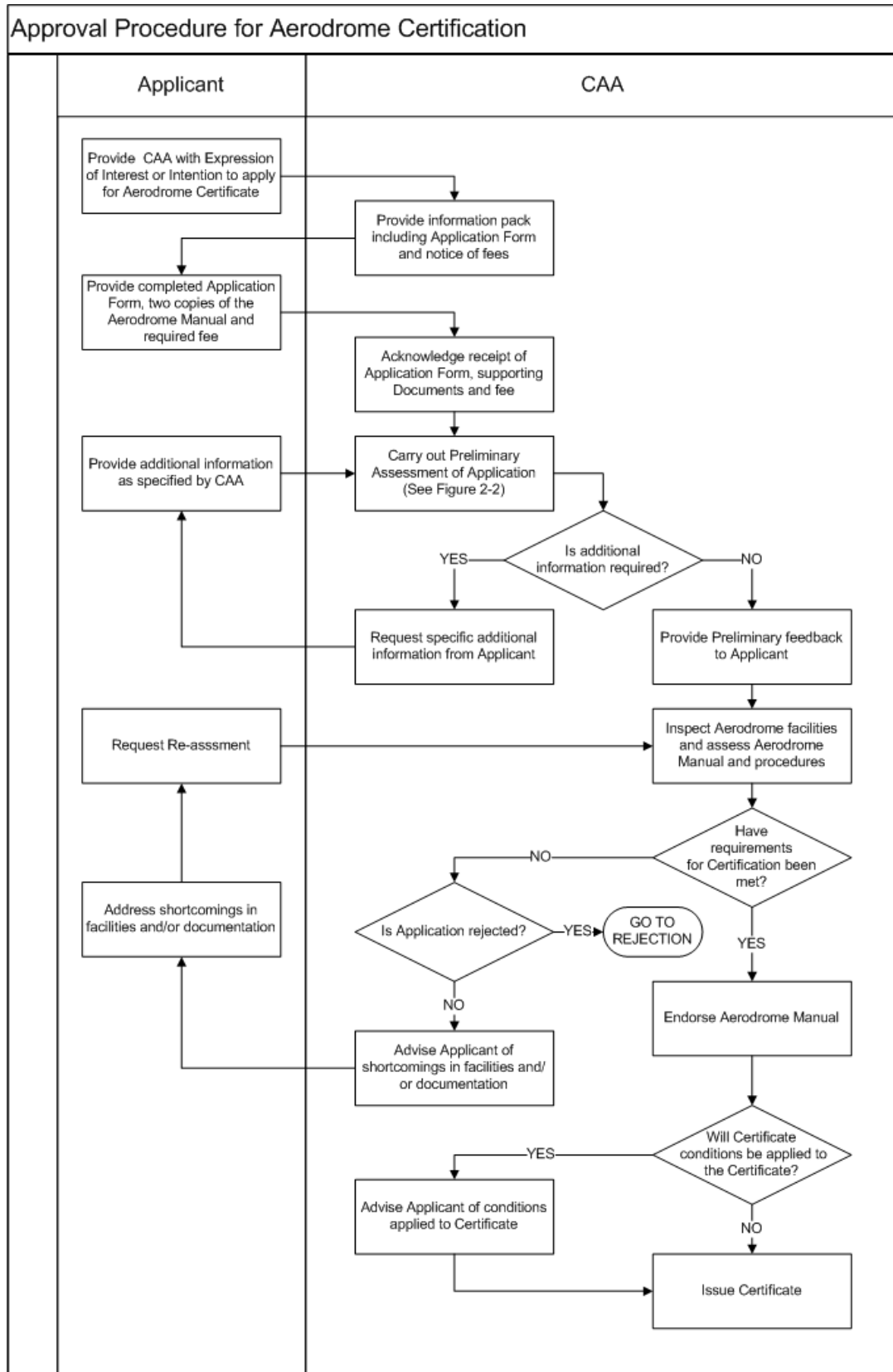


Figure 2-1 Approval Procedure



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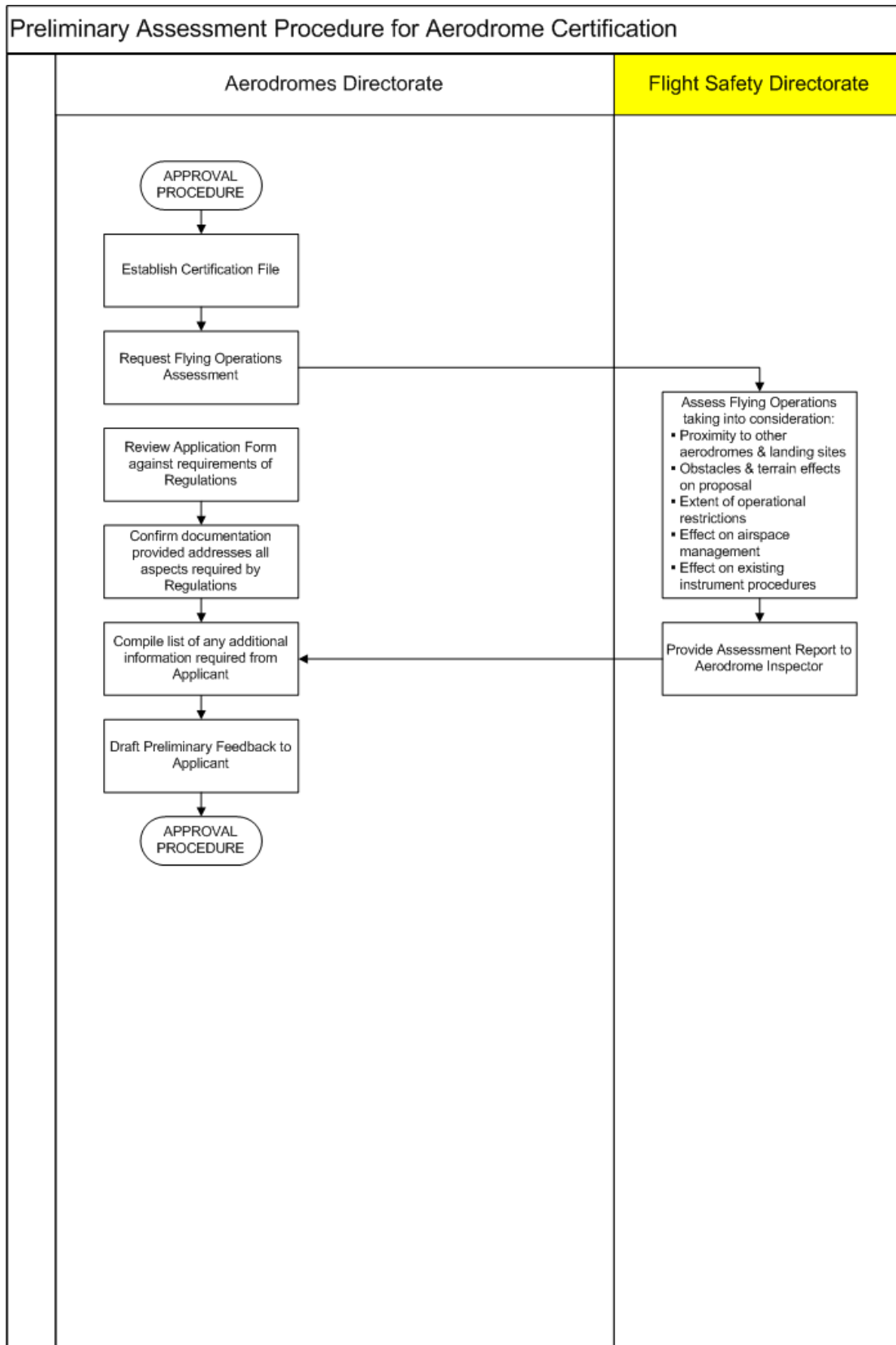
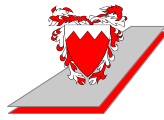


Figure 2-2 Preliminary Assessment



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2.3 Conditions and Limitations

Conditions or Limitation may be placed on the aerodrome operator by the CAA. They are likely to relate to items of non-compliance or difference that, though not safety critical, constrain the operation in some way. These may be temporary or permanent. Based in the arguments and evidence provided by the applicant, the CAA will decide whether the reasons for the conditions/limitations are justified or not.

If they are deemed to be justified then the conditions/limitations will be listed on the Aerodrome Certificate (and may be published in the Aeronautical Information Publication). It should be noted that even if a condition/limitation is accepted, the CAA may require the aerodrome operator to plan to remove any or all conditions/limitations over an agreed period of time.

If the item(s) are not considered acceptable, then the decision should be to reject the application, see 2.4.

2.4 Rejection of an Application

If, after the required assessments, the CAA considers that the application must be rejected in the interests of safety, or inadequate provision of information/evidence the decision must be discussed with the applicant. Reasons for rejection shall be provided in writing to the applicant. Normally, the Authority shall notify the applicant, in writing, of such reason no later than 7 days after making its decision.

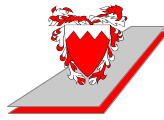
Where possible, and without compromising regulatory independence, the CAA should provide guidance to the applicant to help them address the reasons for rejection. This guidance should form the basis of any corrective action plan. In the interests of promoting safety, the CAA will work co-operatively with the applicant to monitor progress of the corrective action(s).

When the corrective action(s) have been carried out the applicant may re-submit their application; in this event the process described above would be repeated.



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Chapter 3 Renewal of an Aerodrome Certificate

The procedure to be followed when an Aerodrome Certificate is to be renewed is illustrated in **Figure 3-1**.

3.1 Renewal Procedure

3.1.1 Request for Renewal

The aerodrome operator should request renewal of the aerodrome certificate at least 3-months before it is due to expire.

3.1.2 Renewal Reminder

If the aerodrome operator does not request The CAA will notify the aerodrome operator, at least 3 months before the certificate is due to expire.

3.1.3 Audit

If the Aerodrome has not been audited as part of the routine surveillance programme within 6 months of an Application for Renewal being raised then the designated Inspector should arrange for an audit to be undertaken as part of the renewal process.

3.1.4 Inspection

If the Aerodrome has not been inspected as part of the routine surveillance programme within 6 months of an Application for Renewal being raised then the designated Inspector should arrange for an inspection to be undertaken as part of the renewal process.

3.1.5 Assessment of Audit and Inspection findings

Prior to renewal the inspector should review outstanding audit/inspection comments, corrective actions (3.1.6) and, where applicable, conditions and limitations, see paragraph 3.1.7.

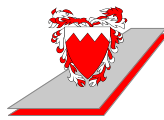
3.1.6 Requirement for corrective action

The inspector must review any corrective actions applying to the aerodrome. The inspector must review the actions and the timescales for correction. He should have a review and discussion with the aerodrome operator to assess progress of any open corrective actions.

The result of the assessment may be an opportunity to close the action if correction is completed or, agreeing a revision to the correction plan if the correction is not completed or, the application of conditions or limitations on the certificate pending satisfactory progress addressing the issue.

3.1.7 Certificate Conditions and Limitations

Paragraph 2.3 sets out the issues relating to Certificate Conditions and Limitations. However, prior to renewal the inspectors should carry out a review of any conditions or limitations on the certificate. The inspector should pay particular attention to any agreed programme for dealing with conditions and limitations. He should assess whether the aerodrome operator has reached an acceptable stage in dealing with the issue.



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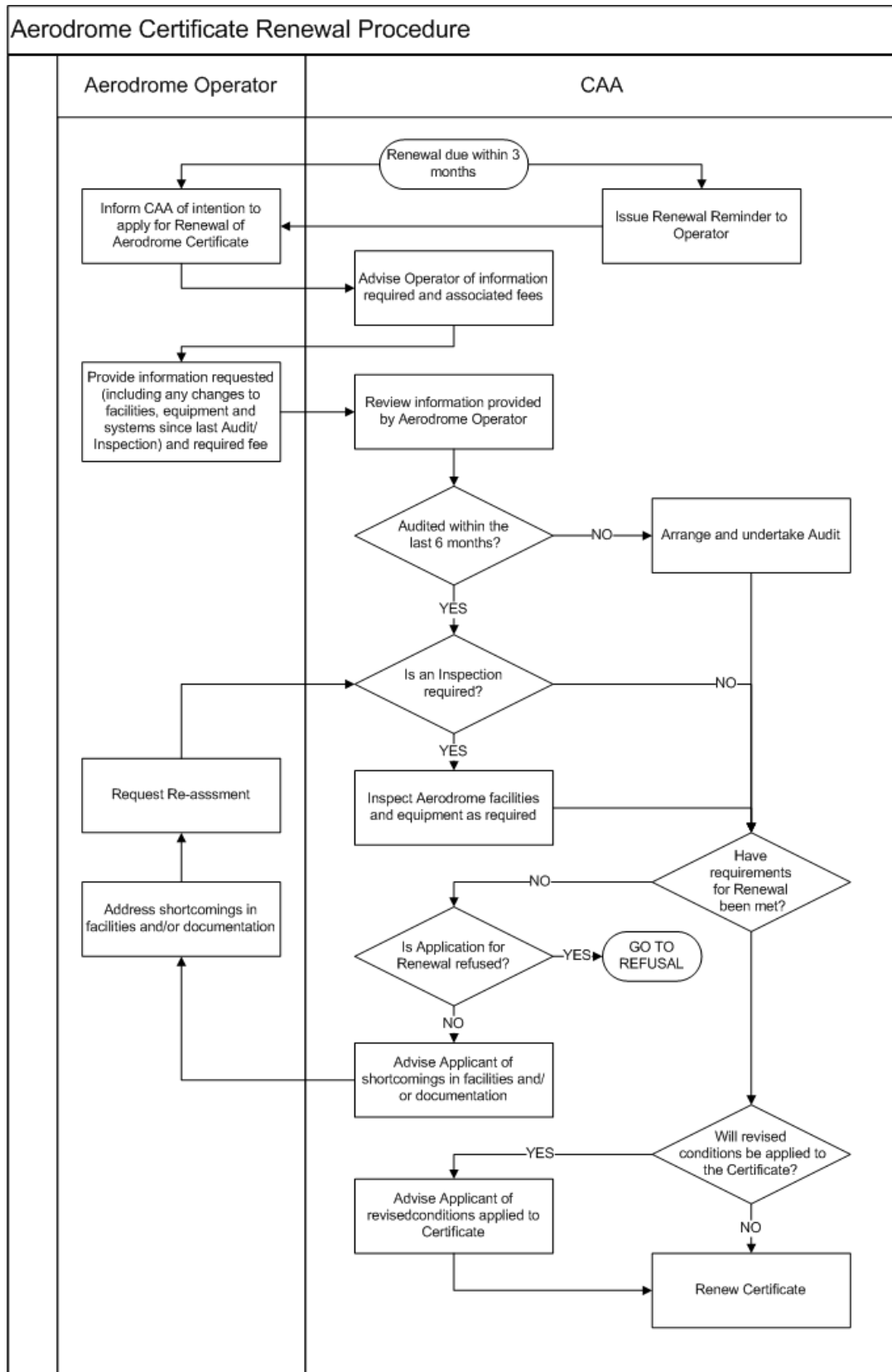


Figure 3-1 Aerodrome Certificate Renewal Procedure



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Even if the condition or limitation has no remedial plan associated with it, the inspector should nevertheless have a discussion with the aerodrome operator to assess whether it is possible to agree a practical and reasonable remedial plan.

Any conditions or limitation on the certificate previous certificate should, unless resolved, be transferred to the new certificate.

3.2 Refusal to Renew an Aerodrome Certificate

If the assessment process reveals deficiencies in facilities, equipment, systems or documentation that significantly compromise aviation safety, or the health and safety of people at the aerodrome, the Chief Inspector must first take enforcement action as described in Chapter 6. The possible need to suspend or withdraw the Aerodrome Certificate must also be considered in these circumstances.

The Head of Aerodrome Certification, Standards & Safety must give written notice to the Aerodrome Operator that the Aerodrome Certificate will not be renewed unless corrective action is taken and that further enforcement action may be expected. The 'notice of refusal' should state the reasons that the Certificate cannot be renewed and outline the nature of the corrective action required. Care must be taken to avoid being too prescriptive in proposing corrective action so as to avoid compromising the independence of future oversight.

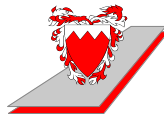
In such cases, the Authority shall notify the applicant, in writing, of the reasons for refusal no later than 7 days after making its decision

A generic "Notice of Refusal" letter is provided in Appendix B which may be used to assist in drafting an appropriate Notice.



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Chapter 4 Amendment of an Aerodrome Certificate

An Aerodrome Certificate may be amended in response to a request by the Aerodrome Operator or as a consequence of enforcement action by the Authority.

4.1 Amendment requested by an Aerodrome Operator

An aerodrome operator may request amendment to an aerodrome certificate for a number of reasons:

- a. A change of Aerodrome Name (Certificate Part I), and/or;
- b. A change of aerodrome reference point (Part I), and/or;
- c. A change of name of aerodrome operator (Part I), and/or;
- d. To remove or amend a deviation (Part II), and/or;
- e. To remove or amend a condition, limitation or special procedure (Part III).

The application should set out clearly the reason for the request. If the change is within categories d and e, it should be supported by evidence, risk assessment, or safety case as appropriate. The Chief Inspector will decide what level of evidence is required and will advise the operator accordingly.

If there is a change in ownership or management of the aerodrome, the new owner or manager shall apply for a transfer of the aerodrome certificate in accordance with CAR/001 paragraph 2.6.1.

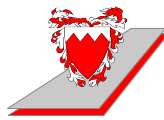
If the aerodrome operator requests an amendment to the aerodrome certificate or the endorsed conditions such request shall be accompanied by:

- a. a detailed account of the proposed amendment including the reasons for the amendment;
- b. an assessment of the safety risks associated with any change in use or operation of the aerodrome including, where appropriate, the findings of any aeronautical study undertaken on behalf of the aerodrome operator; and
- c. particulars of any consequential changes to the AIP, aerodrome manual and aerodrome emergency plan.

4.2 Amendment required by the Authority

Set out case and reason(s) for amendment

The Authority may amend an aerodrome certificate so as to restrict or prohibit specific operations at the aerodrome if the aerodrome operator breaches the conditions of the type of use endorsed by the aerodrome certificate. The Authority shall provide written notice of intention to amend an aerodrome certificate stating the reasons for the proposed amendment.



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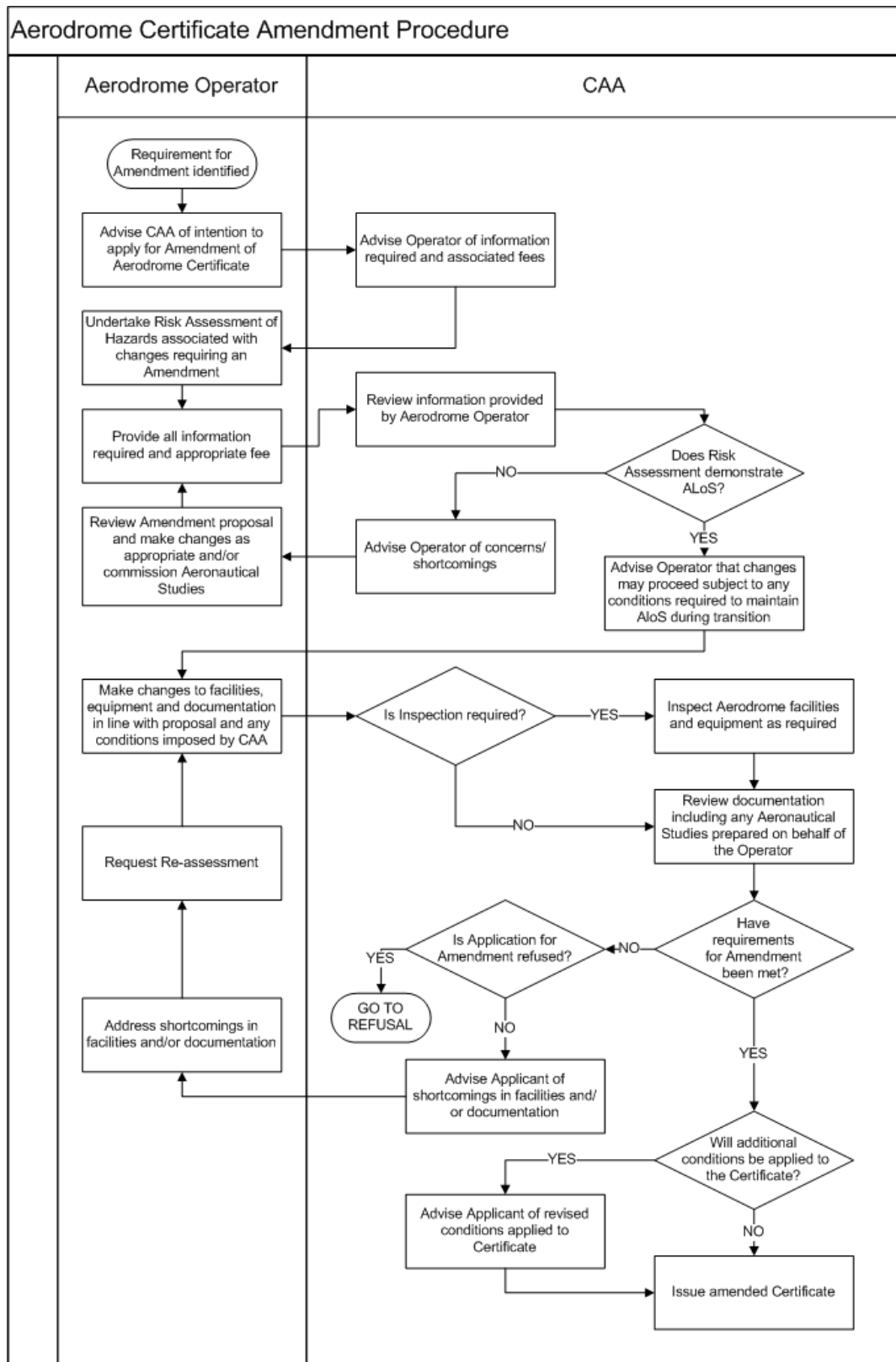
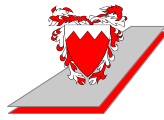


Figure 4-1 Aerodrome Certificate Amendment Procedure



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Chapter 5 Surrender or Transfer of an Aerodrome Certificate

The Transfer Procedure which must be followed before an Aerodrome Certificate may be transferred is illustrated in Figure 5-1.

5.1 Surrender of an Aerodrome Certificate

There may be circumstances where an aerodrome operator is no longer able or wishes to operate the aerodrome. This could be in the event of financial difficulties, change of ownership or a corporate wish to withdraw from the industry. In most cases it is expected that a replacement potential operator will have been identified and the task will be to transfer the certificate to a new operator after the appropriate process in Section 5.2 has been followed.

If no replacement operator is identified, then the aerodrome must close when the certificate is surrendered. This will need to be done in a managed way which will include issuing the appropriate information within the AIRAC system.

5.1.1 Responsibilities of the incumbent Operator

If an aerodrome operator decides they wish to surrender the aerodrome certificate, they must inform the CAA at the earliest opportunity. If it is intended that the aerodrome should continue operations, the aerodrome certificate holder must take all reasonable steps to identify a competent replacement entity to which the certificate may be transferred (see Section 5.2).

The CAA will co-operate to provide assistance and guidance to ensure the surrender takes place in a controlled way, especially if the aerodrome is to be closed down.

Therefore, if the aerodrome is intended to continue operation it is vital that a new operator is identified and the transfer process undertaken before any surrender takes place.

The incumbent holder of the aerodrome certificate must notify the Authority in writing at least 90 days before surrendering the certificate.

- a) the operator applies in writing to the Authority within 60 days before the current holder of the aerodrome certificate ceases to operate the aerodrome, for the aerodrome certificate to be transferred to the transferee; and
- b) the requirements of CAR/001 2.2.1 (2.2.4 of this Manual) and 2.3.2 are met.

The operator must maintain safe operations throughout the period until surrender of the Certificate.

5.1.2 CAA Responsibilities

The CAA should clearly establish the reason for the operator's wish to surrender the certificate. The CAA must:

- ensure safety and compliant operations are maintained until the certificate is surrendered;
- explore alternative (compliant) management arrangements;
- if this is an option, assist the aerodrome operator with identifying a replacement operator;
- if necessary, ensure plans are in place for a managed close-down of the aerodrome;



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- In extreme circumstances the CAA or other Government agencies may take over management of the aerodrome whilst the managed close-down takes place.

During the period running up to surrender the CAA may wish to take additional measures to

The implications of closing a major aerodrome may have political dimensions. There may need to be a Government decision on the status of the aerodrome or its continued operation in the event of no new operator being identified. However, this must comply with National Regulations and Laws.

5.2 Transfer of an Aerodrome Certificate

The process for the Transfer of an Aerodrome Certificate is illustrated in Figure 5-1.

The Authority may give its consent to, and issue an instrument of transfer of an aerodrome certificate to a transferee where the requirements of CAR/001 2.2.1 and 2.3.2 are met.

5.2.1 Responsibilities of the incumbent Operator

The holder of the aerodrome certificate must:

- a) notify the Authority in writing at least 90 days before ceasing to operate the aerodrome that the current holder will cease to operate the aerodrome as of the date specified in the notice;
- b) notify the Authority in writing, the name of the transferee.

5.2.2 Responsibilities of the Transferee

The transferee must apply in writing to the Authority within 60 days before the current holder of the aerodrome certificate cease to operate the aerodrome, for the aerodrome certificate to be transferred to the transferee.

5.2.3 CAA Responsibilities

The CAA must satisfy itself that the transferee is competent to manage the aerodrome in accordance with the Regulations.

The CAA should carry out a review of any outstanding issues arising from audit or inspection and carry out an inspection of the aerodrome to ascertain and record its current status before the transfer takes place. The results of these reviews must be discussed with the transferee to ensure they are aware of, and understand their responsibilities for managing any issues as appropriate.

If the Authority does not consent to the transfer of an aerodrome certificate, it shall notify the transferee of its reasons, in writing, within 7 days after making that decision.

5.2.4 Refusal of application

An application for Transfer may be refused on the following grounds:

1. Transferee is not considered a suitable body with the required resources and competence to be able to fulfil the duties of an aerodrome operator;
2. The transition plan is deemed inadequate to effectively manage safety during the transfer of responsibility;



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3. Documentation, including the proposed Aerodrome Manual, do not meet regulatory requirements;
4. Other reason, deemed by the CAA to be evidence of the potential inability of the transferee to operate a safe aerodrome

In the event an application for Transfer is refused the lead Inspector must inform the incumbent aerodrome operator and the transferee, in writing, of its reason no later than 7 days after making its decision.



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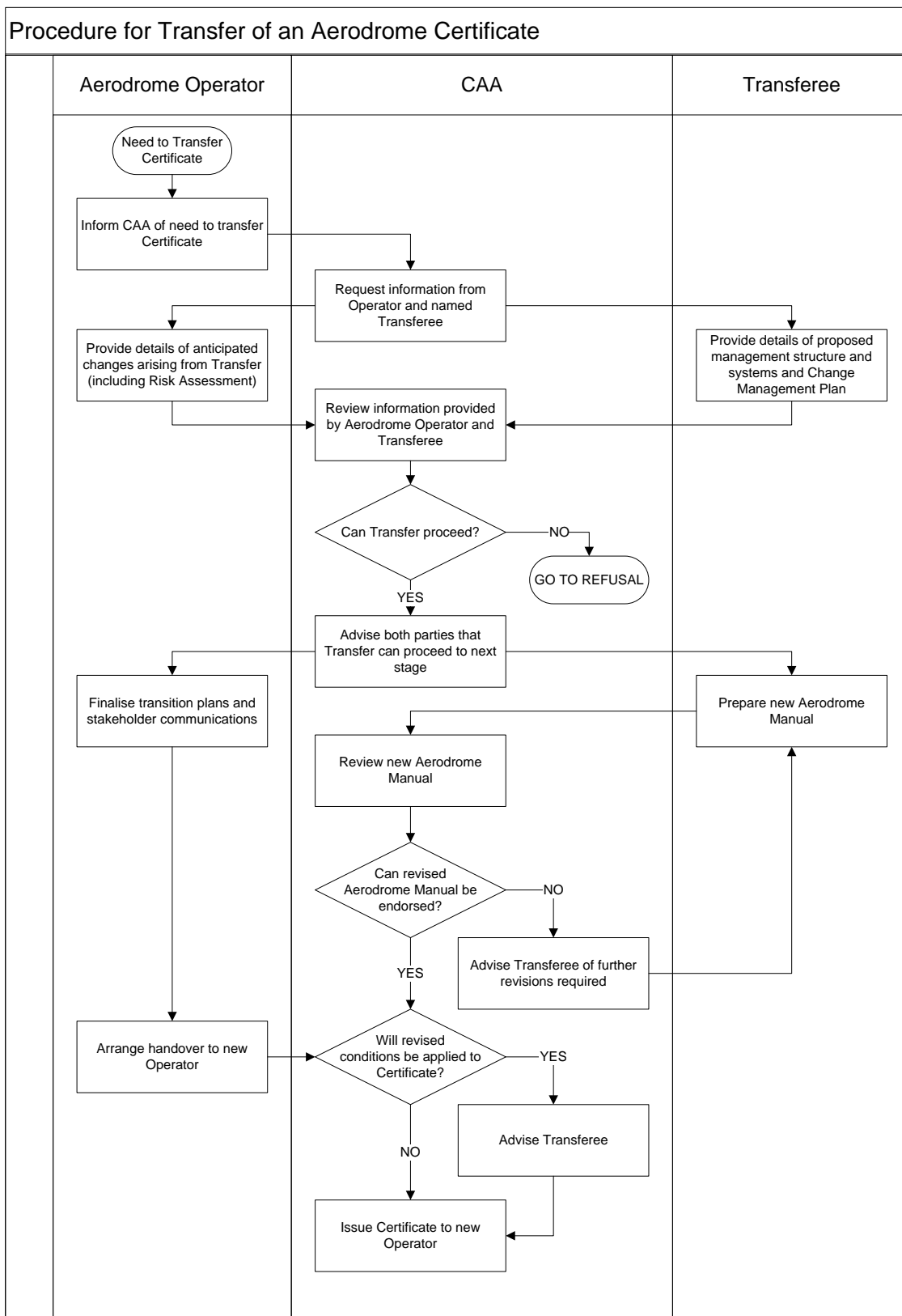


Figure 5-1 Aerodrome Certificate Transfer Procedure



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Chapter 6 Compliance and Enforcement

6.1 Ensuring Compliance

The CAA ensures compliance through the following activities:

- Inspection
- Surveillance
- Investigation

6.1.1 Inspection

Inspection is the process of ensuring:

- Infrastructure, equipment and/or organisation complies with Regulations;
- Changes to the aerodrome facilities, equipment and/or organisation comply with Regulations;
- Progress against outstanding action from previous inspections;

Inspection and audit procedures are discussed in more detail in Chapter 7.

6.1.2 Surveillance

The purpose of surveillance is to provide a regulatory presence in order to promote compliance with and reveal contraventions of the Regulations. The Aerodromes Surveillance Programme includes Aerodrome inspections, surveys and audits. In general surveillance activities will be 'open' and undertaken with the knowledge of the Aerodrome Operator; covert surveillance would only be undertaken in exceptional circumstances and requires specific authorization by the Undersecretary.

The surveillance programme for the calendar year is prepared by the Chief Inspector of Aerodromes, in consultation with the inspectors at the beginning of the year. It takes into account the nature and scope of activities taking place in the industry and, if applicable, the results of previous inspections/audits. The main objective of the surveillance plan is to ensure, through performance based surveillance, that the State's Acceptable Level of Safety will be maintained. Once the Surveillance Plan is developed it will be forwarded to the Head of Aerodrome Certification for endorsement.

The Chief Inspector will prepare an annual surveillance programme for each certificated aerodrome. The programme will address:

- Continuing compliance with Regulations, including outstanding action from previous inspections;
- If applicable, audit/inspection in support of certificate renewal;
- Changes to the aerodrome facilities, equipment and/or organisation which will require approval of the CAA or amendment of the certificate;
- Any known changes in Regulatory requirements (international or national) that may affect aerodromes;
- Any actions arising from the SSP implementation programme that may affect aerodromes.



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Under normal circumstances, the surveillance programme should plan to formally inspect each aerodrome at least once every twelve months. This periodicity is chosen to ensure, over a period of time, that the inspection takes into account seasonal changes in the aerodrome activity and operation.

The surveillance programme may be altered or revised in order to maintain oversight required safety in the system based on some or a combination of the following:

- Renewal or change to an aerodrome certificate
- evidence gathered during the preceding months;
- in the event of a serious incident;
- identified adverse trend in safety;
- during airfield development/works;
- completion of airfield development.

6.1.3 Investigation

The CAA may review the findings of investigations undertaken by an Aerodrome Operator and/or conduct its own investigation of reported events. Investigations are undertaken in order to determine:

- causes of incidents and accidents;
- whether action has been taken or needs to be taken to prevent a recurrence and to secure compliance with the Regulations;
- lessons to be learnt and to influence regulation and guidance;
- what response is appropriate to a contravention of the law.

Investigations will be led by an appropriate CAA officer supported by and conducted in accordance with the Chapter 5 of the CAA Enforcement Manual and any appropriate guidance contained within the Aerodrome Inspector's Handbook as appropriate.

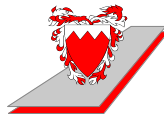
The CAA may appoint 'subject area' specialists to assist during investigations.

6.2 Enforcement Policy

Breaches of aviation regulations may occur for many different reasons, from a genuine misunderstanding of the regulations, to disregard for aviation safety. The CAA has a range of enforcement measures available to address safety obligations under the Law and the Regulations which will be adopted in light of different circumstances. These procedures may result in a variety of actions such as:

- a) counselling;
- b) remedial training;
- c) amendment, suspension or withdrawal of Certificates; and only as a last resort,
- d) Prosecution.

The guiding principle is that that justice must be done and be seen to be done; enforcement action must be timely, fair, and consistent and applied without favour or prejudice.



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Further details of Enforcement procedures are provided in the CAA Enforcement Manual.

6.3 Suspension or Withdrawal of an Aerodrome Certificate

The authority for suspension or withdrawal of an Aerodrome Certificate rests with the Undersecretary for Civil Aviation Affairs. Either sanction would require suspension of operations at the aerodrome unless alternative arrangements can be made for interim management of aerodrome operations.

The Authority may suspend or withdraw an aerodrome certificate if the aerodrome operator fails to meet the obligations set out in Chapter 4 of the Regulations CAR/001.

6.3.1 Grounds for Suspension or Withdrawal of an Aerodrome Certificate

In the event of a serious failure of the aerodrome operator's safety management system the Authority may require specific operations to be suspended with immediate effect.

6.3.2 Notice of Suspension or Withdrawal

The CAA will provide written notice of the intention to suspend or withdraw an Aerodrome Certificate and will endeavour to allow reasonable time for appeal. However, the CAA reserve the right to suspend or withdraw an Aerodrome Certificate with immediate effect if

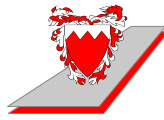
6.4 Prosecution

The basis for any prosecution and the approach taken are discussed in Chapter 8 of the CAA Enforcement Manual.

6.5 Appeals Procedure

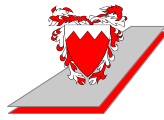
Any person or organization has the right of appeal on any administrative or enforcement action taken against a certificate held by that individual or organization. The appeal must be in writing and state the grounds upon which the appeal is based.

On receipt of an appeal the Director of Corporate Planning, QA Safety and Security will acknowledge the appeal and then review the case with the investigating officer. The Director should brief the Assistant Undersecretary or Undersecretary of any developments and determine the merits of the appeal. Any decision must be notified to the appellant in writing; there is no need to justify the decision.



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Chapter 7 Aerodrome Inspection and Audit

7.1 General

The main tools available to the CAA to ensure aerodromes meet Regulations and maintain a safe operating environment and are operated and managed competently is to carry out inspections and audits periodically. As a general rule a regular cycle of audit/inspection is carried out as part of surveillance. If the need arises, 'ad-hoc' inspections/audit or investigations may be required in addition to the normal cycle (see 7.2.2).

The CAA may initiate inspections/audits at any time in response to adverse safety trends, accidents/incidents or during or after a significant change in aerodrome infrastructure, or organisation.

7.2 Inspection

Inspection is the systematic examination and/or testing of facilities, equipment and systems in order to verify conformance to applicable standards.

7.2.1 Initial Inspection

The following outlines the general process for inspections. Users should refer to the Inspector's Handbook Regulations checklists. For an initial or certification inspection, the following stages (Refer to Figure 7-1 and Figure 7-2). The steps below follow the flowcharts but provide supplementary guidance:

- For certification, carry out the preliminary review including:
 - Review of the Safety Self-Audit Report;
 - Review previous inspection findings;
 - Review of the Aerodrome Manual (including Emergency Response Plan);
 - Review of the Safety Management System;
 - Review aerodrome entry in Aeronautical Information Publication;
 - Review incident/accident reports, bird strike reports or any other relevant activity reports;
 - Review any other relevant information;
 - If necessary, request additional information prior to the audit.

Note: if the inspection reveals issues requiring urgent attention but not included in the plan, these should be attended to in preference to following the plan and the plan adapted. Planned items not covered as a consequence should, subject to their priority, be re-scheduled for audit at the earliest appropriate date.

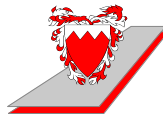
- Agree inspection date with aerodrome operator;
- Appoint inspection team;



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- Prepare planning form(s) to act as a control for the inspection and ensure the key issues are covered;
- Prepare and develop inspection plan;
- Adapt checklists (see Inspector's Handbook) if necessary;
- Inspection;
 - Conduct entry meeting;
 - Verify issues arising from preliminary review;
 - Confirm and agree inspection programme and availability of aerodrome staff;
 - Adapt plan if necessary;
 - Carry out inspection according to plan.
- Compile inspection findings;
- Conduct exit meeting;
 - Issue draft inspection findings;
 - Highlight key issues;
 - Agree action plan and timescales;
 - Sign-off inspection findings and action plan.
- Prepare and finalise report and agreed action plan;
- Send letter of recommendation and report/action plan to operator.

Further guidance in these procedures is provided in the Inspector's Handbook.



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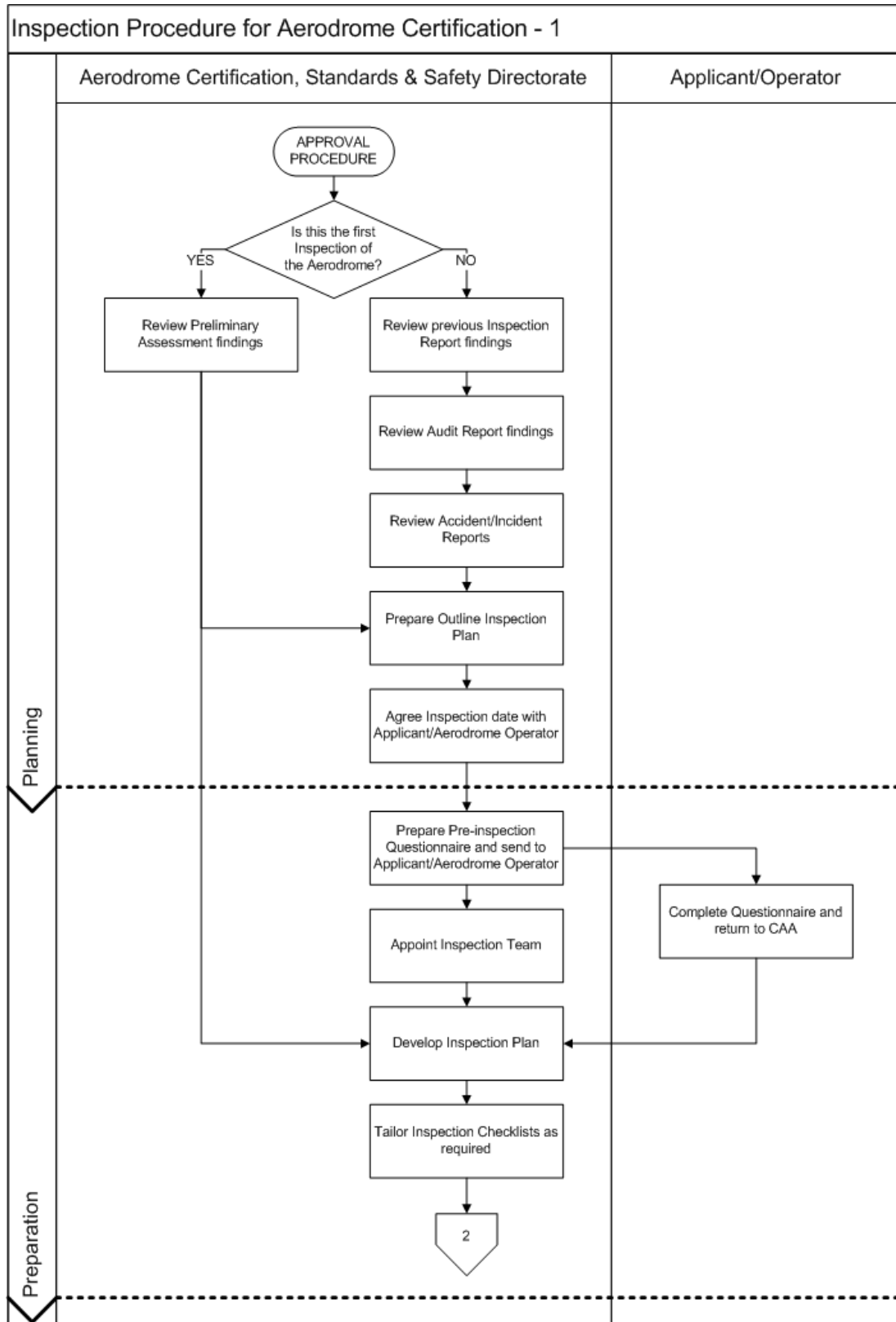
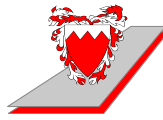


Figure 7-1 Inspection Procedure - Part 1



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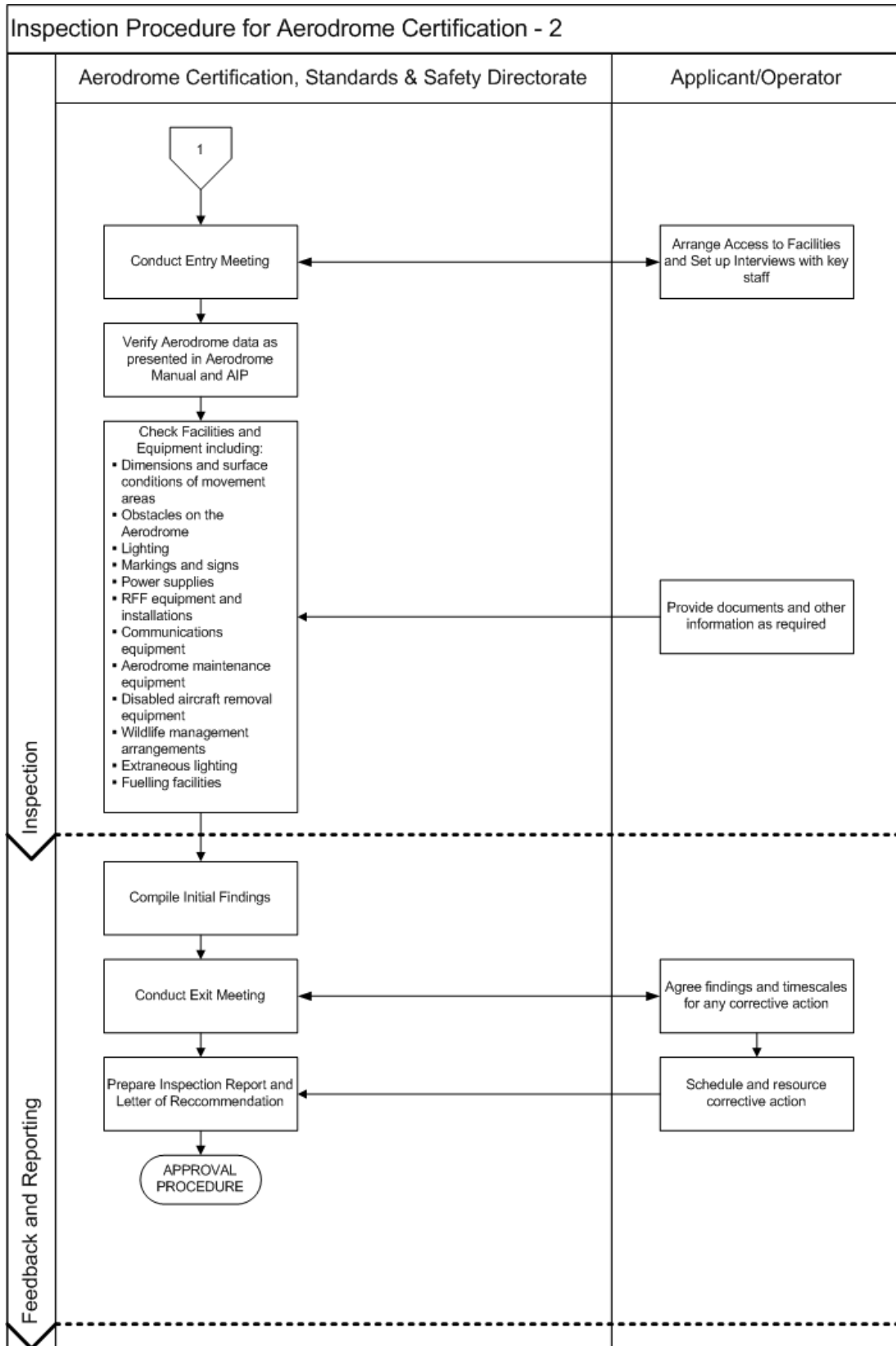


Figure 7-2 Inspection Procedure Part 2



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7.2.2 Surveillance Inspection

As a general rule a regular cycle of audit/inspection is carried out as part of surveillance. However, if the need arises, 'ad-hoc' inspections/audits or investigations may be required in addition to the normal cycle. These issues are covered in detail in Chapter 6.

The CAA may initiate a surveillance inspection at any time, in addition to the routine inspection/audit cycle, in response to adverse safety trends, accidents/incidents or during or after a significant change in aerodrome infrastructure, or organisation.

The process for surveillance inspections should follow the same general process as for routine inspections (See 7.2.1), but may focus on a specific area or set of areas.

7.3 Audit

Audit is the examination, through evidence, that systems and procedures are correctly established and are being consistently and accurately applied.

An ad-hoc audit is one conducted to respond to circumstances other than those requiring a post-approval or certification audit, or a surveillance audit. For example, an ad-hoc audit may be convened with little or no notice arising from safety concerns. In certain circumstances an audit may be undertaken with little or no-notice. Such an audit may preclude certain team-member activities and responsibilities that would be normally associated with other types of audits.

7.3.1 Audit Process

The following outlines the general process for audits. Users should refer to the Inspector's Handbook Regulations checklists. For an initial or certification audit, the following stages (Refer to Figure 7-3 and Figure 7-4). The steps below follow the flowcharts but provide supplementary guidance:

- For certification, carry out the preliminary review including:
 - Review of the Safety Self-Audit Report;
 - Review previous audit findings;
 - Review of the Aerodrome Manual (including Emergency Response Plan);
 - Review of the Safety Management System;
 - Review aerodrome entry in Aeronautical Information Publication;
 - Review incident/accident reports, bird strike reports or any other relevant activity reports;
 - Review any other relevant information;
 - If necessary, request additional information prior to the audit.

Note: if the audit reveals issues requiring urgent attention but not included in the plan, these should be attended to in preference to following the plan and the plan adapted.



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Planned items not covered as a consequence should, subject to their priority, be re-scheduled for audit at the earliest appropriate date.

- Agree audit date with aerodrome operator;
- Appoint audit team;
- Prepare planning form(s) to act as a control for the audit and ensure the key issues are covered;
- Prepare and develop audit plan;
- Adapt checklists (see Inspector's Handbook) if necessary;
- Audit;
 - Conduct entry meeting;
 - Verify issues arising from preliminary review;
 - Confirm and agree audit programme and availability of aerodrome staff;
 - Adapt plan if necessary;
 - Carry out audit according to plan.

Note: if the audit uncovers issues requiring urgent attention but not included in the plan, these should be attended to in preference to following the plan and the plan adapted. Planned items not covered as a consequence should, subject to their priority, be re-scheduled for audit at the earliest appropriate date.

- Compile audit findings;
- Conduct exit meeting;
 - Issue draft audit findings;
 - Highlight key issues;
 - Agree action plan and timescales;
 - Sign-off audit findings and action plan.
- Prepare and finalise report and agreed action plan;
- Send letter of recommendation and report/action plan to operator.

Further guidance in these procedures is provided in the Inspector's Handbook.



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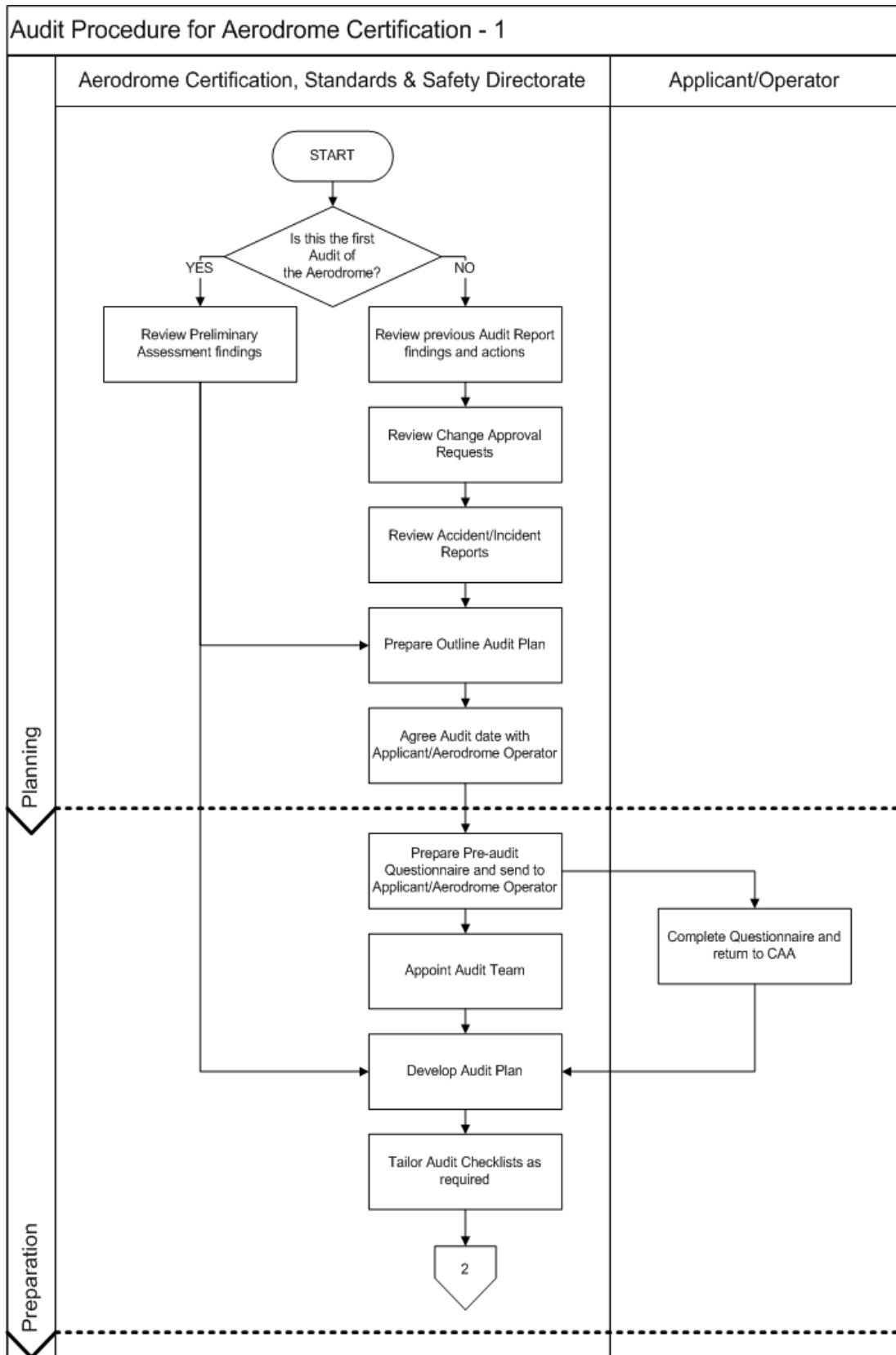
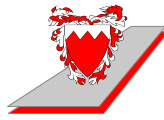


Figure 7-3 Audit Procedure - Part 1



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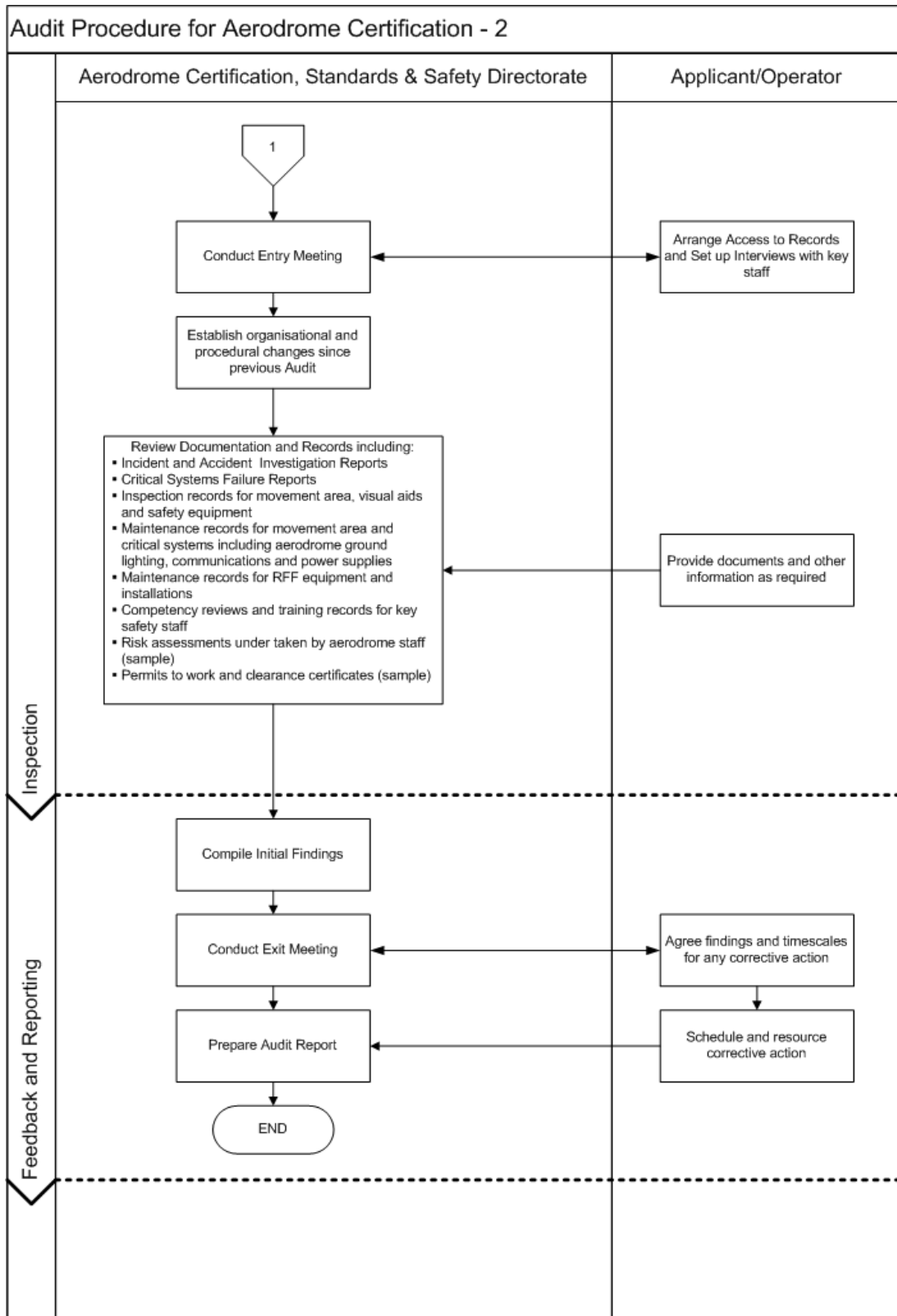
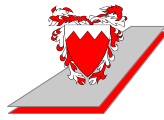


Figure 7-4 Audit Procedure - Part 2



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Chapter 8 Aeronautical Studies

8.1 Purpose of Aeronautical Studies

An aeronautical study is a formal study of an aeronautical problem with the purpose of identifying possible solutions and selecting a solution that achieves an acceptable level of safety and does not degrade safety.

8.1.1 Deviations from mandated standards

The primary role of aeronautical studies in the context of Aerodrome Certification is to evaluate the risk associated with any deviation from relevant standards set out in ICAO Annex 14 Volume 1 and the Regulations. In this context aeronautical studies may not be used to justify deviations from standards except where specifically recommended in ICAO Annex 14 Volume 1.

The technical analysis within an aeronautical study may provide justification for a deviation on the grounds that an equivalent level of safety can be attained by other proven means. Such a justification is generally applicable in circumstances where the cost of correcting a problem that violates a standard is grossly disproportionate and where the safety implications of the problem can be overcome by appropriate procedural means which offer practical and reasonable solutions.

8.1.2 Operational risk assessment

Aeronautical Studies may form part of an overall assessment of the risks associated with operating an Aerodrome in accordance with the approved Aerodrome Manual as required by the Regulations. In this latter context an aeronautical study is informative and may not be used to justify a deviation from standards mandated in the Regulations.

8.2 Studies undertaken on behalf of the CAA

The CAA may undertake or commission an aeronautical study in a range of circumstances which include:

- assessments of development proposals;
- assessment of proposed changes in legislation; and
- assessment of requested amendments to Aerodrome Certificates.

In conducting aeronautical studies the CAA must ensure that appropriate methods and data are used and that technical assessments are undertaken and reviewed by suitably qualified and experienced persons.

8.3 Studies undertaken on behalf of an Aerodrome Operator

An Aerodrome Operator may, subject to the limitations set out in section 8.1.1, undertake or commission an aeronautical study in support of a request for exemption from specific provisions of the Regulations and/or in support of an application for amendment of an Aerodrome Certificate (see Chapter 4).



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The arrangements for undertaking, commissioning, reviewing and approving aeronautical studies should form part of the Aerodrome Safety Management System.

8.3.1 CAA Review of an Aeronautical Study

Aeronautical studies submitted by an Aerodrome Operator in justification of a proposed deviation from a mandated standard must be reviewed by an Aerodrome Inspector or duly appointed technical specialist with appropriate knowledge and experience of the topic concerned and a thorough understanding of the acceptable level of safety.

In considering whether an aeronautical study provides adequate justification for a proposed deviation an Aerodrome Inspector should ensure that the technical analysis takes due account of:

- the effects of non-normal operations;
- the scope and validity of risk calculations including assumptions made, methodology adopted and the data used;
- the full range consequences of accidents related to the proposed deviation;
- the potential effects on 'navaids' and radar; and
- precedents which may be established through acceptance of a deviation.

The review should be documented with recommendations and the reasons for acceptance or rejection of the proposed deviation. The Aerodrome Operator must be informed in writing of the outcome of the review.



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Appendix A Checklists

Checklists are provided for:

- Aerodrome Certificate Issue
- Aerodrome Certificate Renewal
- Aerodrome Certificate Amendment
- Aerodrome Certificate Transfer



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Aerodrome Certificate Issue Checklist

The Lead Inspector must complete this checklist as each step of the process is completed.

Tick each box to indicate satisfactory completion of the task; note the date of completion in the space provided. Use the reverse side of the checklist to record outstanding issues, concerns or items to be addressed as part of the Surveillance Programme. Note any not applicable with reasons.

	Step	Task		Date
Initiation & Preliminary Assessment	1.	Acknowledge applicant's letter of intent	<input type="checkbox"/>
	2.	Aerodrome file opened.(File ref: _____)	<input type="checkbox"/>
	3.	Provide applicant with Information Pack	<input type="checkbox"/>
	4.	Confirm receipt of required information and fee	<input type="checkbox"/>
	5.	Certification Lead nominated	<input type="checkbox"/>
	6.	Carry out preliminary assessment of application (Figure 2-2)	<input type="checkbox"/>
	7.	Is additional information required? If NO → 9. If YES, request additional information	Y/N
	8.	Assess additional information	<input type="checkbox"/>
	9.	Provide preliminary feedback to applicant	<input type="checkbox"/>
Inspection	10.	Review Aerodrome Manual	<input type="checkbox"/>
	11.	Inspect Aerodrome	<input type="checkbox"/>
	12.	Accept Aerodrome Manual? If NO → 20. If Yes → 13	Y/N
	13.	Inspection report complete	<input type="checkbox"/>
	14.	Have requirements for certification been met? If NO → 15. If Yes → 21	Y/N
	15.	Application refused? If NO → 20. If Yes → 16	Y/N
Review	16.	Applicant advised of refusal with reasons for refusal	<input type="checkbox"/>
	17.	Does applicant wish to continue with application? If YES → 19. If NO → 18	Y/N
	18.	Close file	<input type="checkbox"/>
	19.	Discuss and agree action plan, go to 6	<input type="checkbox"/>
	20.	Advise applicant of any shortcomings and agree resubmission, go to 10	<input type="checkbox"/>

Steps 21 to 25 overleaf

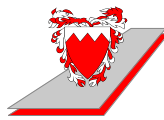


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Step	Task	Y/N	Date
Admin	21. Will conditions apply to certificate? If NO → 23. If Yes → 22	Y/N
	22. Advise applicant of certificate conditions	<input type="checkbox"/>
	23. Issue Certificate	<input type="checkbox"/>
	24. CAA internal processes complete	<input type="checkbox"/>
	25. AIS notified	<input type="checkbox"/>

Step	Note	Cleared

Continue on separate sheet if required



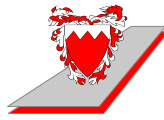
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Aerodrome Certificate Renewal Checklist

The Lead Inspector must complete this checklist as each step of the process is completed.

Tick each box to indicate satisfactory completion of the task; note the date of completion in the space provided. Use the reverse side of the checklist to record outstanding issues, concerns or items to be addressed as part of the Surveillance Programme.

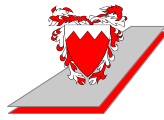
	Step	Task		Date
Initiation & Preliminary Assessment	1.	Renewal due within 3 months	<input type="checkbox"/>
	2.	Has aerodrome operator requested renewal? If YES → 4. If NO → 3	Y/N
	3.	Issue renewal reminder	<input type="checkbox"/>
	4.	Review Aerodrome file	<input type="checkbox"/>
	5.	Issue information request	<input type="checkbox"/>
	6.	Renewal Lead appointed	<input type="checkbox"/>
	7.	Acknowledge receipt of information	<input type="checkbox"/>
	8.	Review information provided	<input type="checkbox"/>
	9.	Has aerodrome been audited within last 6 months? If NO → 10. If YES → 12	Y/N
	10.	List outstanding action items from last audit	<input type="checkbox"/>
	11.	Audit aerodrome	<input type="checkbox"/>
Inspection	12.	Is an inspection required? If YES → 13. If NO → 14	Y/N
	13.	Inspect Aerodrome	<input type="checkbox"/>
	14.	Have requirements for certification been met? If NO → 15. If Yes → 21	Y/N
	15.	Renewal refused? If NO → 21. If Yes → 16	Y/N
	16.	Applicant advised of refusal with reasons for refusal	<input type="checkbox"/>
	17.	Does applicant wish to continue with renewal? If YES → 19. If NO → 18	<input type="checkbox"/>
	18.	Refer to Director for decision on future action	<input type="checkbox"/>
Admin	19.	Discuss and agree action plan, go to 21	Y/N
	20.	Advise applicant of any shortcomings and agree resubmission, go to 4	<input type="checkbox"/>
	21.	Will conditions apply to certificate? If NO → 23. If Yes → 22		
	22.	Advise applicant of certificate conditions		
	23.	Renew certificate	<input type="checkbox"/>
	24.	CAA internal processes complete	<input type="checkbox"/>



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Step	Note	Cleared

Continue on separate sheet if required



AERODROME CERTIFICATION MANUAL

Aerodrome Certificate Amendment Checklist

The Lead Inspector must complete this checklist as each step of the process is completed.

Tick each box to indicate satisfactory completion of the task; note the date of completion in the space provided. Use the reverse side of the checklist to record outstanding issues, concerns or items to be addressed as part of the Surveillance Programme.

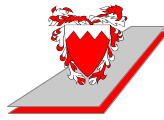
	Step	Task		Date
Initiation	1.	Receive requirement for amendment	<input type="checkbox"/>
	2.	Acknowledge receipt of amendment request and fees required	<input type="checkbox"/>
	3.	Review risk assessment(s) and information	<input type="checkbox"/>
	4.	Is/are risk assessment(s) satisfactory? If NO → 0. If YES → 6	Y/N
	5.	Advise aerodrome operator of concerns/shortcomings. Go to 3	<input type="checkbox"/>
	6.	Advise aerodrome operator change(s) may proceed subject to conditions as required	<input type="checkbox"/>
Inspection	7.	During/after change(s) is inspection required? If NO → 10. If YES → 8	Y/N
	8.	Carry out inspection	<input type="checkbox"/>
	9.	Inspect change	<input type="checkbox"/>
	10.	Have amendment requirements been met? If NO → 11. If Yes → 19	Y/N
Admin	11.	Amendment refused? If NO → 14. If Yes → 12	Y/N
	12.	Applicant advised of refusal with reasons for refusal	<input type="checkbox"/>
	13.	Does applicant wish to continue with renewal? If YES → 14. If NO, close file	Y/N
	14.	Advise applicant of any shortcomings and agree resubmission, go to 4	<input type="checkbox"/>
	15.	Will conditions apply to certificate? If NO → 17. If Yes → 16	Y/N
	16.	Advise applicant of certificate conditions	<input type="checkbox"/>
	17.	Issue amended certificate	<input type="checkbox"/>
	18.	CAA internal processes complete	<input type="checkbox"/>
	19.	AIS notified	<input type="checkbox"/>



AERODROME CERTIFICATION MANUAL

Step	Note	Cleared

Continue on separate sheet if required



AERODROME CERTIFICATION MANUAL

Aerodrome Certificate Transfer Checklist

The Lead Inspector must complete this checklist as each step of the process is completed.

Tick each box to indicate satisfactory completion of the task; note the date of completion in the space provided. Use the reverse side of the checklist to record outstanding issues, concerns or items to be addressed as part of the Surveillance Programme.

	Step	Task		Date
Initial Review	1.	Request information from aerodrome operator and transferee	<input type="checkbox"/>
	2.	Acknowledge receipt information from aerodrome operator	<input type="checkbox"/>
	3.	Acknowledge receipt information from transferee	<input type="checkbox"/>
	4.	Review information from aerodrome operator and transferee	<input type="checkbox"/>
	5.	Can transfer proceed? If NO, go to 6. If YES → 7	Y/N
Aerodrome Manual	6.	Notify parties that transfer is refused	<input type="checkbox"/>
	7.	Advise both parties that transfer may proceed subject to update of Aerodrome Manual	<input type="checkbox"/>
	8.	Review new Aerodrome Manual	<input type="checkbox"/>
	9.	Accept new Aerodrome Manual? If NO → 10. If Yes → 11	Y/N
	10.	Advise transferee of revisions required	<input type="checkbox"/>
Certificate	11.	Are there conditions applied to the Certificate? If NO → 13. If YES, go to 12	Y/N
	12.	Advise aerodrome operator of conditions	<input type="checkbox"/>
	13.	Issue revised Certificate to new operator	<input type="checkbox"/>
Admin	14.	Plan post-transfer inspection	<input type="checkbox"/>
	15.	CAA internal processes complete	<input type="checkbox"/>
	16.	AIS notified	<input type="checkbox"/>



AERODROME CERTIFICATION MANUAL

Step	Note	Cleared

Continue on separate sheet if required



AERODROME CERTIFICATION MANUAL

Appendix B Forms and Standard Letters

Checklists are provided for:

- Standard Letter Format
- Letter – Grant of a Certificate
- Letter – Certificate Refusal
- Letter – Surrender of Certificate
- Letter – Transfer of Certificate
- Letter- Amendment to Certificate
- Letter – Warning of Suspension of Certificate



AERODROME CERTIFICATION MANUAL

Standard CAA letter format is set out below. Sample texts are included in subsequent examples. Clearly, letters may be adapted depending on the nature and detail of the communication required.

Date [*date of despatch*]

Ref: [*file reference*]

Addressee [*use name and title*]

Full Postal Address [*add fax number if letter faxed and/or add email address if letter emailed*]

Dear Sir/Madam

SUBJECT:

Text as required

a) [*sub-paragraphing, if required*]

1.

i.

A)

Yours sincerely

Signature [*together with official stamp*]

Title [*official CAA appointment or add "for" if authorised to sign for higher appointment*]

Att: [*only when other document(s) attached*]

Cc: [*only when the letter is copied to another addressee*]



AERODROME CERTIFICATION MANUAL

Grant of a Certificate

Date [*date of despatch*]

Ref: [*file reference*]

Addressee [*use name and title*]

Full Postal Address [*add fax number if letter faxed and/or add email address if letter emailed*]

Dear Sir/Madam

SUBJECT: ISSUE OF CERTIFICATE TO OPERATE (Name of aerodrome)

This has reference to your letter [ref.] dated [dd/mm/yy] and your application for a certificate to operate [name of aerodrome]. Your application has been approved and the Aerodrome Certificate is ready for collection.

Your aerodrome will [now/continue to] be subject to regular routine surveillance/inspection by this Authority under Regulation 2.3 of CAR/001.

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

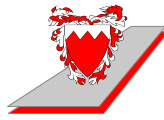
Yours sincerely

Signature [*together with official stamp*]

Title [*official CAA appointment or add "for" if authorised to sign for higher appointment*]

Att: [*only when other document(s) attached*]

cc: [*only when the letter is copied to another addressee*]



AERODROME CERTIFICATION MANUAL

Certificate Refusal

Date [*date of despatch*]

Ref: [*file reference*]

Addressee [*use name and title*]

Full Postal Address [*add fax number if letter faxed and/or add email address if letter emailed*]

Dear Sir/Madam

SUBJECT: REFUSAL OF APPLICATION FOR AERODROME CERTIFICATE

This has reference to your letter [ref.] dated [dd/mm/yy] and your application for a certificate to operate [name of aerodrome]. Your application has been assessed and refused in accordance with the Regulation 2.3 of Civil Aviation Regulations CAR/001 due to the following reason(s):

[*Delete whichever is not applicable*]

- a) Following an inspection of the aerodrome facilities and equipment, this office has found that they do not meet the required standards specified for a certified aerodrome.
- b) Following an assessment of the aerodrome's operating procedures this office has found that they do not make satisfactory provision for the safety of aircraft.
- c) Following an assessment of the Aerodrome Manual we have found that it does not contain the particulars set out in Regulation 3.3 of CAR/001.
- d) Due to above fact(s) and the other factors listed below, I wish to regrettably inform you that this office is not satisfied with your ability to operate and maintain the aerodrome as required by Regulation 2.3.2 of CAR/001.

[*Give details of each deficiency*]

You were advised of the above deficiencies on [dd/mm/yy] and your response has led us to the conclusion that you are unable to comply with the Regulation 2.3.2 of CAR/001 for the issuance of an Aerodrome Certificate. Therefore, your application has been refused.

If you have any queries relating to this matter please contact the undersigned.

Yours sincerely

Signature [*together with official stamp*]

Title [*official CAA appointment or add "for" if authorised to sign for higher appointment*]

Att: [*only when other document(s) attached*]

cc: [*only when the letter is copied to another addressee*]



AERODROME CERTIFICATION MANUAL

Surrender of Certificate

Date [*date of despatch*]

Ref: [*file reference*]

Addressee [*use name and title*]

Full Postal Address [*add fax number if letter faxed and/or add email address if letter emailed*]

Dear Sir/Madam

SUBJECT: SURRENDER OF THE CERTIFICATE TO OPERATE [*Name of aerodrome*]

This has reference to your letter [ref.] dated [dd/mm/yy] requesting cancellation of your Aerodrome Certificate for [*name of aerodrome*]. Your Aerodrome Certificate bearing the number [xxxx] [has been/will be] cancelled on [dd/mm/yy]. We have arranged for a NOTAM to be issued advising cancellation of the certificate.

[*Insert the relevant paragraph below.*]

As there [are/are no] 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.

As the aerodrome [is to be/has been] closed to all aircraft operations, you are advised to take the following steps.

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

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

Yours sincerely

Signature [*together with official stamp*]

Title [*official CAA appointment or add "for" if authorised to sign for higher appointment*]

Att: [*only when other document(s) attached*]

cc: [*only when the letter is copied to another addressee*]



AERODROME CERTIFICATION MANUAL

Transfer of Certificate

{ Date [*date of despatch*]

Ref: [*file reference*]

Addressee [*use name and title*]

Full Postal Address [*add fax number if letter faxed and/or add email address if letter emailed*]

Dear Sir/Madam

SUBJECT: TRANSFER OF AN CERTIFICATE TO OPERATE {Name of aerodrome}

This has reference to your letter [ref.] dated [dd/mm/yy] requesting transfer of your Aerodrome Certificate for [name of aerodrome] from [transferor] to [transferee].

Civil Aviation Authority. consents to this transfer, provided the transfer is executed on or prior to [date/time] or before the expiry of the Aerodrome Certificate.

Three transfer notification forms are enclosed with this letter. Please complete all three with original signatures and then ensure:

- a) One copy of the signed transfer notification is retained for your records;
- b) Another copy of the signed transfer notification is retained by the transferee; and
- c) The remaining signed transfer notification is returned to this office.

Additionally, would you please ensure the original Aerodrome Certificate document is passed to the transferee.

Your cooperation in formalizing the transfer of this Aerodrome Certificate in the above manner is appreciated, as, at a future time, it may be important for the CAA to be able to provide evidence of the change of title.

Yours sincerely

Signature [*together with official stamp*]

Title [*official CAA appointment or add "for" if authorised to sign for higher appointment*]

Att: [*only when other document(s) attached*]

cc: [*only when the letter is copied to another addressee*]



AERODROME CERTIFICATION MANUAL

Amendment to Certificate

Date [*date of despatch*]

Ref: [*file reference*]

Addressee [*use name and title*]

Full Postal Address [*add fax number if letter faxed and/or add email address if letter emailed*]

Dear Sir/Madam

**SUBJECT: AMENDMENT OF AN AERODROME CERTIFICATE TO OPERATE
{Name of aerodrome}**

This has reference to your request for the Civil Aviation Authority. to amend the Aerodrome Certificate number [xxxx] for [aerodrome name] aerodrome.

The CAA has decided to consent to amend the Aerodrome Certificate.

Please find enclosed an amended Aerodrome Certificate. The previous Aerodrome Certificate document, establishes the legal basis on which you are certified as the operator of [aerodrome name] aerodrome and, additionally, provides evidence of the chain of title for this Aerodrome Certificate.

Please ensure any requirements relating to published information or aerodrome manual data variations associated with the amended certificate are actioned by NOTAM and/or amendment issue, as appropriate.

Yours sincerely

Signature [*together with official stamp*]

Title [*official CAA appointment or add "for" if authorised to sign for higher appointment*]

Att: [*only when other document(s) attached*]

cc: [*only when the letter is copied to another addressee*]



AERODROME CERTIFICATION MANUAL

Warning of Suspension of Certificate

Date [*date of despatch*]

Ref: [*file reference*]

Addressee [*use name and title*]

Full Postal Address [*add fax number if letter faxed and/or add email address if letter emailed*]

Dear Sir/Madam

SUBJECT: WARNING NOTICE FOR THE SUSPENSION OF AN AERODROME CERTIFICATE {name of aerodrome}

This has reference to our letter [ref.] dated [dd/mm/yy].

As you have failed to rectify the findings mentioned in the above letter within the period stated, this Authority will suspend your Aerodrome Certificate effective from [dd/mm/yy].
(Note: The date should be 35 days from the date of issue of this letter)

If you have any queries regarding above, please contact this Authority.

Yours sincerely

Signature [*together with official stamp*]

Title [*official CAA appointment or add "for" if authorised to sign for higher appointment*]

Att: [*only when other document(s) attached*]

cc: [*only when the letter is copied to another addressee*]