
SUBJECT: AERODROME CERTIFICATION APPLICATION

DATE: 01/08/2009

GENERAL

This Advisory Circular (CT) contains information about standards, practices and procedures that the Authority has found to be an Acceptable Means of Compliance (AMC) with the associated regulation.

An AMC is not intended to be the only means of compliance with a regulation, and consideration will be given to other methods of compliance that may be presented to the Authority. When new standards, practices or procedures are found to be acceptable, they will be added to the appropriate Advisory Circular.

PURPOSE

This Circular provides methods, acceptable to the Authority, for showing compliance with the Aerodrome Certification Application (ACA) requirements of Civil Aviation Regulations CV CAR Part 14.B.110 and explanatory material to assist in showing compliance.

RELATED CIVIL AVIATION REGULATIONS

This Circular relates specifically to Civil Aviation Regulation CV CAR Part 14.B.110

CHANGE NOTICE

There was no previous issue of this Circular, consequently no change is in effect.

1. Aerodrome Certification Application (ACA)

1.1 Contents for compliance

- A. As a general rule the application for an aerodrome certificate should contain operating procedures, equipment descriptions, responsibility assignments, and other information needed by aerodrome personnel to comply with regulation 14.B.110.
- B. The certification application primarily consists of the Aerodrome Manual and other manuals or plans that are identified by reference within the Aerodrome Manual.
- C. Such manuals and plans would include:
 - (1) Emergency Plan
 - (2) Safety Plan
 - (3) Rescue Fire Manual
 - (4) Security Manual
- D. Including the above manuals and plans with the ACA simplifies the Aerodrome Manual since it only needs to include an overview on how the areas covered in the included manuals and plans satisfy the requirements of CV CAR.
- E. The Aerodrome Manual however needs to also include reference to the detailed procedures within each manual and plan as covered by the Aerodrome Manual overview.
- F. Included with the ACA should be a matrix that clearly identifies each CV CAR Part 14 requirement and how the submitted ACA satisfies the requirements.

1.2 Special elements of compliance

- A. The material for procedures, equipment responsibilities and so on, will vary from aerodrome to aerodrome. CV CAR 14 also lists certain elements that shall be in all Aerodrome Manual for compliance. These mandatory elements can be regarded as the minimum detail required. Most of the provisions will need more explanation than these elements specify and can conveniently fit as they come up. A few may lend themselves better to a separate illustration (figure, table, chart, map or diagram) which can then be referenced in the discussion of the individual provisions. For example, it may be simpler to draw up an organisation chart and a table of the lines of succession and use them as references rather than repeat the information many times.

1.3 Guidelines for specificity

- A. The central theme and purpose of the Aerodrome Manual is embodied in the language of CV CAR Part 14. It is to be a useful working document to assist aerodrome personnel in maintaining compliance with the Regulation.

The ideal Aerodrome Manual provides enough direction to achieve compliance with the Regulation but stops short of smothering detail. Approach the subject as if you, the aerodrome operator, are leaving instructions for someone to carry on in your absence. When you are writing your instructions you may be concerned with **WHO** is going to perform the tasks, **WHAT** the tasks consist of, any particular advice on **HOW** it is to be performed, and the timetable for performance to ensure that things happen **WHEN** you want them to. These points are discussed below.

- B. **WHO.** There are two aspects of WHO that deserve discussion. There is the regular WHO to whom you allocate certain responsibilities and tasks with your authority to make routine decisions without constantly referring them to you. This person may also have to make immediate decisions to deal with an immediate and pressing situation. Then there is the other substitute WHO that undertakes the functions and activities of the regular WHO when that person is absent for the likes of leave, conference or illness. The Aerodrome Manual should provide sufficient guidance for performing the function and, of course, instructions for calling for assistance if problems arise.
- C. You, as aerodrome operator, want to feel confident that the applicable WHO knows what is required from a regulatory standpoint; and can apply this knowledge to new situations, as they arise, as well as the daily routine. This can be accomplished with firm, clear instructions in the Aerodrome Manual and referenced manuals.

The Rescue and Fire-fighting function provides an illustration. Events can occur at the fire station that requires the urgent initiation of actions that could have consequences somewhere else. For example if a piece of fire equipment becomes inoperative, some management action may have to be taken with respect to limiting air operations, or at least initiating notification to airline operators using the aerodrome. If an emergency call is received a decision is often required about initiating all or part of the aerodrome emergency plan. Do the rescue and fire-fighting personnel who are faced with these choices have clear, concise, and available information that will put action on the right track? Finally, it must be clear which **WHO** is the one to be responsible for carrying out the instructions.

- D. **WHAT and HOW.** The WHAT and HOW of the Aerodrome and associated manuals instructions refer to the tasks assigned to various individuals or sections who are charged with achieving compliance with the Regulation. Unless all the personnel assigned to the task are familiar with the regulatory requirement, the Aerodrome Manual and referenced documents should be structured to produce the desired result by providing guidance appropriate to the training and experience of the personnel.
- E. **WHEN.** The best instructions will not produce satisfactory results if they are not put into action. Is the instruction “The rescue and fire-fighting unit will inspect the fuelling areas each day” specific enough? Is there going to be a lapse in and the second shift thought that the first one surely had done it?

2. CONTENT OF AERODROME MANUAL

2.1 Purpose of this listing

- A. All of the provisions of CV CAR Part 14 apply to aerodromes requiring certification.
- B. Such aerodromes must prepare and maintain an aerodrome manual that reflects the manner in which the aerodrome complies with the requirements of CV CAR Part 14.
- C. The Regulations Part headings are listed below with amplifying remarks or examples.

2.2 About this listing

- A. Except for the requirements of a purely administrative nature, all of the items should be written to satisfy the questions WHO, WHAT, HOW, and WHEN as discussed in paragraph 2.3 of this GD.
- B. There are also the Elements of Compliance to be considered – refer to paragraph 2.2. The discussions and examples presented in this listing cannot cover all possible aerodrome situations. Omission of some aspect of CV CAR Part 14 does not mean it is not required or is of lesser importance. Any questions you may have concerning the application of these discussions or examples to your own aerodrome should be resolved with the Authority.

2.3 Regulations of CV CAR Part 14

A. CV CAR PART 14 Subsection 14.A.135 Exemptions

- (1) An exemption, if you have one, occupies its own niche in the compliance picture of your aerodrome. It is important to understand what an exemption is and what it does, and how you may fit it in your Aerodrome Manual. Any limitations that you establish for the safety of aircraft operations at your aerodrome must be copied in your Aerodrome Manual and given prominence so that each of your employees are aware of it along with any instruction they might need for compliance

B. CV CAR PART 14 NI:14.B.210 PART 1 GENERAL

- (1) The airport operator should recognise that the aerodrome manual is a legal source of reference, between the airport operator and the AAC relative to airport standards, conditions and levels or service to be respected in order to maintain the airport operating certificate valid; a reference document for airport inspections; a reference document for airport users; a legal registration document pertaining to any modification or deviation from approved airport

standards and the conditions and levels of service pertaining to airside activities.

- (2) Taking the above into account, he is required to provide a general introductory information outlining the purpose and scope of the aerodrome manual; the legal requirement for an aerodrome certificate and an aerodrome manual as prescribed in the national regulations; conditions for use of the aerodrome — a statement to indicate that the aerodrome shall at all times, when it is available for the take-off and landing of aircraft, be so available to all persons on equal terms and conditions; the available aeronautical information system and procedures for its promulgation; the system for recording aircraft movements; and obligations of the aerodrome operator.

C. CV CAR PART 14 NI.: 14.B.210 PART 2 PARTICULARS OF THE AERODROME SITE

- (1) Under this part, the aerodrome manual should incorporate : a plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator; a plan of the aerodrome showing the aerodrome boundaries; a plan showing the distance of the aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome; and particulars of the title of the aerodrome site. If the boundaries of the aerodrome are not defined in the title documents particulars of the title to, or interest in, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome.

D. CV CAR PART 14 N.I.: 14.B.210 PART 3 Particulars of the Aerodrome Required To be Reported to The Aeronautical Information Service (AIS)

- (1) The users of your aerodrome use the data and information promulgated in the Cape Verde Aeronautical Information Publication (AIP) to assess the suitability of the aerodrome for the aeroplane types they operate. It is essential that you provide accurate and timely data and information to the aircraft operators through the medium of the Aeronautical Information Service (AIS) and that you maintain its currency.
- (2) You should discuss this requirement with the Aeronautical Information Service to establish procedures for providing the aerodrome data and information. In particular make arrangements for the rapid advice of any changes of aerodrome conditions which require the issue of a NOTAM. You should pay particular attention to the WHO, WHAT, HOW, and WHEN to ensure that your procedures for this vital safety function is effective and reliable.
- (3) CV CAR 14 Implementing standard N.I.:Part 3, Notification of Aerodrome Data and Information, provides you with details of the information and data that you are required to provide to AIS.

E. CV CAR PART 14 N.I.: 14.B.210 PART 4 PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES

(1) CV CAR PART 14 N.I.: 14.B.210 Part 4, 4.1 Aerodrome reporting

- (a) The Regulation requires you to advise aircraft operators, as soon as practical, of any condition on the aerodrome which may affect the safe operations of aircraft at your aerodrome. CT 42-001 Aerodrome Inspection Programme and Condition Reporting contains information for you to address this requirement in the Aerodrome Manual.

(2) CV CAR PART N.I.: 14.B.210 Part 4, 4.2 Access to the aerodrome movement area

- (a) The requirements of Part 14 pertaining to this subject are oriented toward inadvertent entry into an area containing hazards for the unwary trespasser who in turn could be hazardous to aircraft operations. The prevention of intentional infiltration of aerodrome security areas is within the scope of this Part and should not be confused with this requirement.
- (b) The coverage of your Aerodrome Manual should describe the measures taken to prevent inadvertent entry by persons, vehicles or animals. Fencing is an obvious method, and conspicuous signing is another. Neither one is much good if the gates are left invitingly open or the signs are faded or otherwise obscured.
- (c) Aerodrome Manual should provide for continuing surveillance of all of the safeguards on you aerodrome for compliance with this provision of Part 14.

(3) CV CAR PART N.I.: 14.B.210 Part 4, 4.3 Aerodrome emergency plan

- (a) You are referred to the ICAO Doc 9137-AN/898 Airport Services Manual Part 7 Airport Emergency Planning which provides detailed guidance on the many facets of the AEP which are acceptable for compliance with this Regulation. The AEP is a mandatory part of your Aerodrome Manual and the guidelines for specific statements in paragraph 2.3 regarding responsibility and function apply when you write about the AEP.
- (b) AEP may form part of Aerodrome Manual or be a separate stand alone document.

(4) CV CAR PART N.I.: 14.B.210 Part 4, 4.4 Rescue and fire-fighting

- (a) State what your aerodrome category is and explain what it means in terms of the aircraft operating at your aerodrome. It would be a good idea to name the largest type of aircraft that your category can serve because sooner or later the question is bound to arise.

- (b) State the minimum usable amount of extinguishing agents that you are required to have for your aerodrome category and do not forget to address the reserve supply and replenishment.
- (c) CT 42-002 Aerodrome Rescue and Fire-fighting provides further information on extinguishing agents which you might want to include in your Aerodrome Manual.
- (d) State the minimum number of vehicles that you require for your aerodrome category and this a good time to equate the vehicle or vehicles with the requirements for extinguishing agents and the equipment to be carried.
- (e) The personnel requirements are the vital element for an effective rescue and fire-fighting service. CT 42-002, Aerodrome Rescue and Fire-fighting, provides you with detailed guidance regarding personnel, the required protective clothing, and the rescue and fire-fighting equipment. Your Aerodrome Manual should contain a description of the alarm system for rescue and fire-fighting response and a requirement for a daily test. The air traffic service role in the alarm system, and the test, should also be included.
- (f) Response Capability. Having provided the necessary elements of rescue and fire-fighting for the category of your aerodrome, this is now the vital area where you need clear instructions about the disposition of the rescue and fire-fighting elements to achieve the response capability.
- (g) In particular, you should establish a daily check system of the serviceability of the vehicles, and confirmation of the availability of the rescue and fire-fighting personnel. You must also be aware that this capability is the first step of your aerodrome emergency plan.
- (h) One aspect of your response capability which must be covered in your Aerodrome Manual is the requirement for coverage during operations by aeroplanes having a certified seating capacity of more than 20 passengers that are engaged in regular air operations.
- (i) Your rescue and fire-fighting unit should be instructed to maintain a response capability at least 15 minutes before an arrival and 15 minutes after the departure of each aeroplane movement requiring coverage. It would be advantageous to impress on the air operators the importance of keeping you apprised of any changes to their flight schedules and to provide instructions in your Aerodrome Manual for contacting those operators for information on any flight delays or schedule changes.
- (j) As identified in previously it is not necessary to include details of all the above requirements in the Aerodrome Manual where such details are already included in a Rescue Fire Manual; however an overview and cross reference to the appropriate procedures contained within the Rescue Fire Manual must be included.

(5) CV CAR PART 14 N.I.: 14.B.210 Part 4, 4.5 Inspection of the movement area and obstacle limitation surface by the aerodrome operator.

- (a) This activity is very important because it impacts so many other areas of compliance with the Regulations. The Aerodrome inspection programme function enables you to monitor aerodrome conditions to assist you with compliance with other requirements of the Regulations. CT 42-001, Aerodrome Inspection Programme and Condition Reporting, will help you structure a comprehensive programme for the aerodrome.
- (b) The guidelines of paragraph 2.3 of this Circular should be applied so that all of the elements of an effective inspection programme are accomplished. Note that daily inspections are not absolutely required as there may be periods of no aeroplane movements at your aerodrome, but be wary of a long interval between inspections.
- (c) In any event the schedule of inspections and the concomitant responsibilities should be included in your Aerodrome Manual.

(6) CV CAR PART N.I.: 14.B.210 Part 4, 4.6 Visual Aids and aerodrome electrical system

- (a) The maintenance task is to fix or replace the broken or missing item in kind. However there are a few additional points to be considered. If the light is burned out it should be a simple matter to replace the bulb. But if the light has been smashed out of recognisable existence or missing, you need to be sure that whoever replaces it knows what kind of fixture to use. Similar information is required regarding markings. Well written instructions supplemented by an aerodrome diagram are valuable insurance against incorrect replacement of an item.
- (b) You should also include clear instructions on just how many, and in what sequence, lights may be out before the system is considered inoperative as prescribed in CT 42-006, Aerodrome Design. This is an appropriate place to describe your runway and taxiway system of identification. Beyond the system description it is recommended that a runway and taxiway diagram be provided, especially if your identification system varies from the norm or is otherwise complicated. You should also know who is responsible for the aerodrome lighting and include the means of contacting them.
- (c) The location of marked or lighted (or both) obstructions that fall within your aerodrome's authority and responsibility should be included. The narrative description should be enhanced by locating the objects on a map or chart keying them to the description. An aerodrome can be a confusing array of obstruction lights with different parties responsible for their maintenance. Be specific in your Aerodrome Manual identifying which ones are your maintenance responsibilities and which ones are the responsibilities of others. You should also include explanation of who is to contact them in case of an outage and how they do it.

- (d) The Regulation also requires each visual aid for navigation to provide accurate guidance to the user. CT 42-001, Aerodrome Inspection Programme and Condition Reporting, provides guidance regarding the ground and flight checking of visual aids which you can translate into your Aerodrome Manual. Ensure that the procedures for inspection also include the procedures to instigate the correction of any defect found.

(7) CV CAR PART N.I.: 14.B.210 Part 4, 4.7 Maintenance of the movement area

- (a) This and other extensive maintenance type requirements will have similar patterns in your Aerodrome Manual.
- (b) Refer to paragraph 2.3 of this GD and cover those areas of WHO, WHAT, HOW, and WHEN. The aerodrome inspection programme will normally identify deficiencies and thus initiate a requirement for maintenance work. This portion of your Aerodrome Manual should prescribe the procedures needed by your maintenance personnel for the conduct of corrective maintenance.
- (c) The Regulations also requires a preventative maintenance programme designed to alleviate the deterioration of any element of the aerodrome to a state where it might be a hazard to aircraft operations. It is important that aerodrome maintenance should be carried out at a time and manner that minimises disruptions to aircraft operations as they are the reason for the existence of, and are the business of, the aerodrome.
- (d) Aerodrome maintenance can be broken down to several categories as follows:

(i) Regular major maintenance

These are items that need to be budgeted for several years in advance and are the likes of—

- re-sealing of movement areas:
- friction enhancing treatment such as runway grooving and de-rubberising.

These items should be programmed in advance to make use of optimum weather conditions and to, if possible, avoid busy traffic periods.

(ii) Routine preventative maintenance

These are activities the likes of—

- painting of markings:
- servicing of electrical installations and navigation aid:
- cleanliness of movement areas and drainage systems.

These activities should be addressed in a maintenance scheme with schedules and procedures established for your maintenance personnel and again with minimum disruption to aircraft operations.

(iii) *Unscheduled minor maintenance*

These can be items the likes of—

- urgent repairs to the surface of a movement area:
- removal of fuel and oil spills on the surface of a movement area
- any other maintenance required for the ongoing safety of aircraft operations.

This type of activity usually requires a degree of urgency and may require that aircraft operations be suspended or restricted during the required work.

(8) CV CAR PART 14 N.I.: 14.B.210 Part 4, 14.8 Aerodrome Works Safety

- (a) The important aspect is your control of works on aerodromes and the procedures established to ensure that any works conducted will not endanger aircraft operations and minimise any disruptions to aircraft operations. Further guidance is given to you in CT 42-003 Aerodromes Works Safety, which you can translate into procedures and instructions in your Aerodrome Manual.

(9) CV CAR PART 14 N.I.: 4.9 Apron management

- (a) You should appreciate that the apron is not part of the aerodrome manoeuvring area with established safety related regulations and procedures for the movement of aeroplanes and any essential ground vehicles. As suggested by the regulation you should first assess the volume of traffic, aeroplanes and ground vehicles, which use the apron to determine if you need to regulate their use of the apron.
- (b) The objective of this service would be to prevent collisions between aeroplanes, between aeroplanes and obstacles or ground vehicles. If you do determine that a service is required you must then determine who is going to be the service then issue appropriate procedures and instructions to personnel and to the apron users.

(10) CV CAR PART 14 N.I.: 14.B.210 Part 4, 4.10 Apron Safety Management

- (a) The intensity and variety of movements on the apron make the apron as the most likely area of incidence of accidents. This is partly due to the presence among the people using the apron differences in awareness of risk e.g. between an aircraft engineer and that of an ordinary passenger; differences in professionalism e.g. between a jet pilot and vehicle driver; and differences in culture e.g. between the ground stewardess and a fireman. To ensure that the actual incidence of accidents are minimized, and perhaps eliminated, every apron user must take conscious steps and precautions to avoid accidents. The users of the apron actually form a matrix of possible sources and victims of accidents and incidents. This matrix may be stated to consist of:

- (i) Aircraft
- (ii) Vehicles and equipment
- (iii) Employees
- (iv) Passengers
- (v) Apron pavement and structures.

(b) In cognizance of the above airport operator may describe the procedures for Safety management considering that safety of the apron is the responsibility of every user of that facility and that all major users of the apron. Ground handling companies, Re-fuelling companies etc must have safety procedures of the service it renders on the apron.

(11) CV CAR PART 14 N.I.: 14.B.210 Part 4, 4.11 Airside Vehicle Control

(a) Tight control of ground vehicles can forestall many problems on your aerodrome movement areas, and clear precise procedures in your Aerodrome Manual can help ensure that control. If your aerodrome has an air traffic service, your Aerodrome Manual should also contain any procedures or Rules that you have jointly agreed to including radio or other communication requirements. You are reminded that the operation of any radio equipment in the aeronautical mobile frequency band must be in accordance with the applicable requirements of current aeronautical telecommunications regulations.

(b) If your aerodrome has no air traffic service, or for those periods when the air traffic service is not in attendance, your Aerodrome Manual should contain the procedures to control ground vehicles on the movement areas through prearranged signs or signals.

(c) If you have special written agreements with your tenants concerning vehicle discipline in compliance with CV CAR 14, there should be an appendix in your Aerodrome Manual for guidance of aerodrome personnel tasked with their enforcement.

(12) CV CAR PART 14 N.I.: 14.B.210 Part 4, 4.12 Wildlife Management

(a) In addressing wildlife hazards at your aerodrome, one of three types of entries are needed in your Aerodrome Manual: a statement of negative activity; a brief statement of activity not considered hazardous; or an environmental management programme to minimise or eliminate hazardous activities.

(b) If there is no wildlife activity at your aerodrome, or at least no activity that you considered needed a programme, a statement in your Aerodrome Manual to that effect is needed.

(c) If wildlife activity at your aerodrome triggered an environmental programme study, and it was subsequently determined that a programme is not required, your Aerodrome Manual should contain a brief statement that identifies the type and extent of the activity that triggered the study.

- (d) This will serve as an approximate gauge for comparison with subsequent wildlife observations for reevaluation of the situation. In this case you can probably draw on the study to include some specifics on the type of wildlife activity likely to be observed, and some helpful guidance on when the activity may be approaching the limit of acceptability.
 - (e) If it has been determined that your aerodrome must have an environmental management programme, it becomes a permanent part of your Aerodrome Manual unless a subsequent determination removes that requirement.
 - (f) You should follow the guidance in paragraph 2.3 of this CT to assure the appropriate level of specific instruction and guidance for aerodrome personnel.
- (13) PART 14 N.I.:4.13 Obstacle Control
- (a) The viability, and safety, of aerodrome use, by aircraft operators, can be assured by establishing effective obstacle control to maintain the obstacle limitation surfaces. Further guidance is provided in CT 42-004 Obstacle Control should be followed to enable the development of adequate procedures for control of obstacles on and around airport vicinity.
- (14) PART 14 N.I.: 14.B.210 Part 4, 4.14 Removal of Disable aircraft
- (a) Although the ultimate responsibility for the removal of disable aircraft rests with the airlines, a situation may arise whereby an airline may not have the capability to remove a disable aircraft or is dilatory in doing so. The airport operator should determine the arrangement that all airlines have made jointly or separately for the removal of disable aircraft. To guard against such a situation the airport operator is expected to designate a disable aircraft removal coordinator who will establish and be ready to coordinate the implementation of a disable aircraft removal plan. The details of the operator's plan should be set out in the aerodrome manual. Guidance on the establishment of a disable aircraft removal plan is contained in ICAO Doc 9137 Part 5- Disable aircraft removal plan.
- (15) CV CAR PART 14 N.I.: 14.B.210 Part 4, 4.15 Handling of hazard materials
- (a) Hazardous material includes hazardous waste, petro-chemicals, and explosives. The airport operator is expected to establish specific procedures to deal with hazardous material in order to: ensure the safety of aviation activities on or near the airport; protect persons on the airport from possible adverse effects of hazardous substances; avoid or minimise possible disruptions to the operation of the airport as a result of improper handling of such materials. The procedures should detail the role of fuelling companies, ground handling agents and other relevant organisations in the handling of hazardous substances and related training requirements.
- (16) CAR PART 14 N.I.: 14.B.210 Part 4, 4.16 Low-visibility operations

- (a) The establishment of low visibility procedures by airport operator will be required for operators conducting operation below conditions designated by the state as low visibility minima. In this case the airport operator is expected to install all necessary visual and non visual aids required for operations under this condition.
 - (b) The procedure should include the measurement and reporting of runway visual range as and where required, and the personnel, their telephone numbers, responsible for measuring the Runway Visual Range. Further guidance on the establishment of low visibility procedures is contained in CT-42-020 and ICAO Doc 9137 Part 8- Airport Operational Practices
- (17) CV CAR PART 14 N.I.: 4.17 Protection of Sites for Radar and Navigation Aids
- (a) This is another area where the Aerodrome Manual should reflect the assignment of a person or position to be alert to activity that may derogate the guidance from a navigation aid.
 - (b) Depending on the placement of the navigation aids, there may also be a need to write procedures and assignments in the Aerodrome Manual for security patrols, fence maintenance, and so on.

F. CV CAR PART 14: NI PART 5 AERODROME ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM

- (1) The organisation is required to nominate a person to be identified as the Accountable Manager. This person must have the overall authority within the organisation, including financial authority, to ensure that all the necessary resources are available to operate and maintain the aerodrome and its facilities in compliance with CV CAR Part 14 and to ensure compliance with the procedures in its Aerodrome and referenced manuals.
- (2) The person or persons nominated in the manuals must represent the management structure of the aerodrome operator and are required to meet the criteria in the regulations in respect of being fit and proper persons. You may choose to appoint managers for all or any combination of these areas of responsibility however it must be clear to whom the responsibilities devolve. It is necessary in any case that these manager(s) report to and are ultimately responsible to the accountable manager. The person(s) so nominated are to be identified on Form F42-004 and credentials supplied with the application. To be accepted such nominated persons should have adequate knowledge and satisfactory experience in the civil aviation system associated with the operation of aerodromes.
- (3) The titles, responsibilities, and numbers of the nominated persons will vary dependent on the size and scope of the aerodrome organisation.

- (4) Irrespective of the titles that may be used or the number of persons nominated the following areas of responsibility you are expected to address those that are applicable to your aerodrome activities.
- (5) **Aerodrome inspection** - Responsibility for ensuring that all regularly scheduled and periodic inspections are conducted and reported on in accordance with the standards and procedures specified in the organisation exposition.
- (6) **Aerodrome maintenance** - Responsibility for ensuring the conduct of preventive maintenance and the timely correction of any reported defects.
- (7) **Aircraft rescue and fire-fighting** - Responsibility for ensuring that the aircraft rescue and fire-fighting equipment and agents are available and at the correct level for the aerodrome category. That there are sufficient detailed and available trained personnel to ride the vehicles and operate the equipment to its maximum capacity.
- (8) **Internal Safety Audits** - Responsibility for internal safety audit procedures to assure compliance with the Aerodrome Manual and with CV CAR Part 14. Responsibilities include ensuring the adequacy of the Aerodrome Manual and associated procedures in meeting the requirements of CV CAR Part 14 and in reflecting the scope of services and facilities provided and ensuring that corrective actions in respect of any deficiencies are fully implemented.
- (9) Your internal safety audits and reporting system is an independent internal control system aimed at ensuring that any deviation from a performance standard will be detected and appropriate corrective action taken before the deviation becomes a hazard to the operations of aeroplanes at the aerodrome. Your internal safety system should conduct ongoing reviews of the aerodrome operator's documentation, procedures and performance of the aerodrome elements on a regular basis. These reviews will ensure that all relevant requirements, standards, and procedures are adequately defined, documented, continue to be appropriate for the operation of the aerodrome, and are being complied with.
- (10) CT 42-005 Aerodrome Safety Management System contains information about standards and practices that are applicable to organisations required to establish internal quality assurance systems that you should refer to for compliance with this rule.
- (11) This AAC is considering a phase approach to the implementation of safety management system by aerodrome operator. In this direction it would soon enact appropriate regulation to give effect to this plan. The phased plan will require operators to implement SMS in 4 phases with stipulated timelines for each of the phases. Operators will be required to develop a safety management manual that would outline criteria governing the implementation of established SMS.

- (12) Your safety system should have procedures for investigating the cause of any non-compliance with standards and for analysing the performance of any element of aerodrome operation. It will also show when reviews are due, when they are completed, and provide a system of reports that can be seen by the Authority on request.
- (13) It is normal practice to document the safety management system in a separate safety plan, which should be included with your Aerodrome Manual.
- (14) As discussed previously, reference to the applicable sections of the Safety Plan that satisfy the Aerodrome Manual requirements should however be included.



Carlos Monteiro

President of the Board

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