DCA-AGA-GM-03

Manual of Aerodrome Certification Procedure

Third Edition
January, 2018

Department of Civil Aviation
MinistryofTransport and Communications
Myanmar

FOREWORD

The Aerodrome Standards and Safety Division isresponsible to implement aerodrome certification in accordance with MCAR Part-139, Section 1 and Section 2.This Manual is used for implementation of aerodrome certification.

The Aerodrome Certification Procedure is one mechanism that aerodrome operators apply aerodrome certificate to meet the MCAR Part – 139, Section 1 so as to ensure safety of aerodrome operations and maintenance. This Manual prescribes the detailed guidelines and procedures used by aerodrome regulatory personnel (Aerodrome Certification Safety Inspectors) to process for issuing, refusing, surrendering or amendment of aerodrome certificate. This third edition superseded second edition of aerodrome certification procedure.

For Director General

KyawSoe

Director

Aerodrome Standards &SafetyDivision

DepartmentofCivilAviation

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AMENDMENT RECORD

The amendments listed have been incorporated into the following amendments.

Edition	Subject	Contents of Amendments	Signature	Issued Date
1st	Aerodrome Certification Procedure			9.12.2009
2nd	Manual of Aerodrome Certification Procedure			1.4.2011
3rd	Manual of Aerodrome Certification Procedure			15-1-2018

1— Overview of Aerodrome Certification

1.1 Introduction

ThisManualdescribestheregulationsandproceduresusedbytheAerodrome Inspectorstoprocess applicationsfortheissue,surrenderoramendmentofaerodromecertificates.Itis designedtoensurethattherequiredstandardsareappliedwhenanaerodrome certificateisissued or surrendered.

This manual:

(a) Defines the regulations that govern aerodrome certification

(b) Clearly sets out the

(i) Responsibilities of Aerodrome Certification Safety Inspectors (ACSI)
(ii) Standards and procedures which ACSI must follow when processing applications for the issue, surrender or amendment of aerodrome certificates.

1.2 Legislative Controls

1.2.1 Certificate Issue

(a) Rules (To be inserted)
(b) MCAR Part-139,139.5 Requirement for certificate
MCAR Part-139,139.7 Application for certificate
MCAR Part-139,139.8 Inspection authority
MCAR Part-139,139.9 Issuance of certificate
MCAR Part-139,139.11 Duration of certificate
MCAR Part-139,139.13 Renewal of certificate
MCAR Part-139,139.14 Amendment of an aerodrome certificate

1.2.2 Compliance and Enforcement

(a) Rules (To be inserted)
(b) MCAR Part-139,139.15 Enforcement
MCAR Part-139,139.17 Deviations
MCAR Part-139,139.21Falsification, reproduction, or alteration of applications, Certificates, reports, or records

1.2.3 Exemptions

(a) Rules (To be inserted)
(b) MCAR Part-139,139.19 Exemptions

2—Certificate IssuingProcess

The following certificate issuing processesare as follow:

(a) Dealing with Expressions of Interest
(b) Assessing a Formal Application
(c) Assessing the Aerodrome Facilities
(d) Issuing or refusing an Aerodrome Certificate
(e) Advising AIP and Industry of a new Certified Aerodrome

2.1 Dealing with Expressions of Interest

2.1.1 Flying Operations Assessment

Flying Operations Assessment is required for new Aerodrome, if necessary. The DCA must be satisfied that the operation of an aerodrome at the place specified in the application will not endanger the safety of aircraft. If the results of this assessment are negative, formal advice needs to be provided.

The flying operations assessment would normally take into consideration matters such as:

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

2.1.2 Procedures for Dealing with Expressions of Interest

Director Aerodromes

1. Assign an Aerodrome Inspector who holds appropriate delegations to deal with the expression of interest.

Assigned Aerodrome Inspector (AAI)

1. Record the expression of interest details on the Aerodrome Certification - Expressions of Interest File or Aerodrome File if one already exists.
2. Arrange a flying operations assessment:
   a. Coordinate the flying operationexpertfor a flying operations assessment.
   b. Make sure that you receive a flying operations report from the flying operation expert.
3. If the application cannot proceed or if any operations restrictions result from the flying operations assessment, advise the applicant.

4. Estimate the cost of processing the application for the aerodrome certificate.
5. Place the worksheet showing the method of computation and the estimated cost on the Aerodrome Certification - Expressions of Interest File.
6. If the application can proceed, advise the person inquiring, as necessary
   a. To obtain or refer to the standards.
   b. Of the estimated cost of obtaining the aerodrome certificate.

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

   c. Who will be the applicant's contact during the certification process?
7. Send the applicant an Application for an Aerodrome Certificate form.

Flying Operations Expert

1. Arrange for a flying operations assessment.
2. Report the result of the assessment to the AAI.

2.1.3 Responsibilities and Timeframe of Expression of Interest

Staff	Responsibilities
Director of Aerodromes	Assigns the Aerodrome Inspector
Assigned Aerodrome Inspector	Responds to the expression of Interest
Flying Operation Expert	Ensures that the flying operations assessment is completed; and Produces a flying operations report for the AAI
Forms	Application for an Aerodrome Certificate
Timeframe	Expressions of interest should be responded to within **21 days** of their receipt.

2.2 Assessing a Formal Application

2.2.1 Guidelines for Assessing a Formal Application

Application for an aerodrome certificate

An applicant for an aerodrome certificate shall submit to the DCA for approval with an application form described in Appendix-1.

Aerodrome Manuals

Applicants must submit two copies of the Aerodrome Manual with their application. In addition to the Aerodrome Manual, the applicant may be required to supply other supporting evidence to the AAI.

The Aerodrome Manual must comply with MCAR Part – 139Section 1, regarding its contents and completeness.

The Aerodrome Inspectors must be satisfied that the aerodrome operator can properly maintain the aerodrome, and the contents of the manual may be used as evidence of this.

2.2.2 Procedures for Assessing a Formal Application

Assigned Aerodrome Inspector

When you receive the completed Application for an Aerodrome Certificate form:

1. Make an initial assessment of the application:
   a. Check that you have received a copy of the applicant's Aerodrome Manual.
   b. Make sure that you receive a flying operations report.

2. For new Aerodrome, arrange a flying operations assessment, if one was not completed during the assessment of the expression of interest:
   a. Coordinate the flying operation expert for a flying operations assessment.
   b. Check that the Aerodrome Manual and other supporting documentation indicate that the operator has given due consideration to operational safety matters.

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

Assessing the Applicant's Aerodrome Manual

6. Using the Aerodrome Manual checklist, determine whether the applicant's Aerodrome Manual complies with the requirements of the regulations and standards.

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

2.2.3 Responsibilities and Timeframe of Formal Application

Staff	Responsibilities
Assigned Aerodrome Inspector	Makes the initial assessment of the application
Flying Operation Expert	Completes a flying operations assessment if required.
Forms	Certificate Issue Check Sheet Aerodrome Manual Check Sheet Management System Check Sheet
Timeframe	The initial assessment should be completed within **30 days** of the receipt of the formal application.

2.3 Assessing the Aerodrome Facilities

2.3.1 Guidelines for Assessing the Aerodrome Facilities

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

The AAI may request assistance from various needed specialists, e.g flying operations, air traffic services, fire service officer, electrical engineering and so on to assess particular aerodrome facilities, including lighting and visual aids observation from the air by day and night operation, and dangerous lights, communications and so on.
The facilities and equipment must comply with the MCAR Part 139, Section 2.

2.3.2 Procedures for Assessing the Aerodrome Facilities

Assigned Aerodrome Inspector

1. Obtain copies of the Inspection checklists. If pre-printed check lists are not available, specific check lists should be prepared relevant to the facilities to be assessed.
2. With the other specialists as required, visit the aerodrome, inspect the facilities to ensure that they comply with the relevant standards:
   a. Assess each item listed on the checklists.
   b. As you make the inspection, record the results of the inspection on the appropriate checklists. Note comments, if required.
3. Complete the assessment of the Aerodrome Manual.
4. At the end of the inspection, complete the relevant parts of the Certificate Issue Check sheet to record activity satisfactorily completed to date.

2.3.3 Responsibilities and Timeframe of Assessing the Aerodrome Facilities

Staff	Responsibilities
Assigned Aerodrome Inspector	Assesses the aerodrome facilities during a visit to the aerodrome
Subject Matter Expert	Provides specialist assistance as requested by the AAI
Forms	Certificate Issue CheckSheet Observation of Environmental Aspects PAPIFlight Check Record Aerodrome Inspection Checklist
Timeframe	The visit to the aerodrome should be made within **90 days** of the receipt of the application.

2.4 Issuing or refusing an Aerodrome Certificate

2.4.1 Guidelines for Issuing or Refusing an Aerodrome Certificate

Issue of the Certificate Number

The newly certificated aerodrome is allocated the next available number on the Aerodrome Certificate Register.Specifies the validity period of an aerodrome certificate.

Types of Notification

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

- Notification that the certificate application is successful.
- Advice that additional steps need to be taken by the applicant prior to further assessment of the application. (This advice is a variation of the notification that an application has been unsuccessful. The certificate may be granted if subsequent assessment shows that the applicant has corrected all deficiencies.)
- Notification that the application has been unsuccessful.
    - Notes: For a successful application, conditions may be placed on an aerodrome certificate in accordance with the regulations. If conditions are being considered, the AAI should consult with the Head of Aerodrome Safety Section.

Refusal to Issue an Aerodrome Certificate

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

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

Additional Costs

The applicant is responsible for meeting all the costs of processing the application. The applicant must be sent an additional invoice if the costs of processing the application exceed the estimate.

2.4.2 Procedures for Issuing or Refusing an Aerodrome Certificate

Director Aerodromes

1. When the AAI advises you that the application has been approved, update the Aerodrome Certificate Register.
2. Allocate the certificate number. This is the next sequential number on the Aerodrome Certificate Register.

Assigned Aerodrome Inspector

1. Advise the Director Aerodrome of the outcome of the assessment.
2. Collate all associated paperwork on the Aerodrome File on the completion of all previous steps.
3. Review the quote and, if necessary, arrange for payment of outstanding costs.
4. Notify the applicant of the outcome of the assessment: The advice may be that:
   a. The applicant needs to take steps to rectify specified deficiencies prior to approval
   b. The application for a certificate is approved
   c. The application is refused.
5. If the aerodrome operator needs to rectify specific deficiencies before the application can be considered further:

   a. Advise the applicant of the steps he or she needs to take — for example, amend the Aerodrome Manual or make changes to facilities in order to comply with standards.

b. Attach the revised estimate for any additional costs for the processing of the application for the aerodrome certificate.
c. Send the letter and, if relevant, the estimate for previously unforeseen costs to the applicant.
d. After payment of the additional costs, reassess the deficiencies.

6. If the application is approved:
   a. Ensure all costs are paid before taking any further action.
   b. Prepare, sign and dispatch the certificate, the covering letter and the operator's copy of the Aerodrome Manual.
7. If grounds exist for refusing the application:
   a. Prepare a refusal to grant certificate letter stating reasons, and advising the applicant that he or she may appeal the decision.
   b. Make a final decision and advise the applicant accordingly and forward the final letter to the applicant.

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

2.4.3 Responsibilities and Timeframe of Issuing or Refusing an Aerodrome Certificate

Staff	Responsibilities
Director Aerodromes	Maintains the Aerodrome Certificate Register
Assigned Aerodrome Inspector	Advises the applicant of the results of the assessment. Issues the aerodrome certificate, if appropriate.
Forms	Aerodrome Certificate
Timeframe	The administrative action to issue the certificate should be completed within **30 days** of approving an application. The notification of the decision to refuse a certificate must be sent to the applicant within **14 days** of a decision being made.

AERODROME CERTIFICATE

Republic of The Union of Myanmar
Ministry of Transport and Communications
Department of Civil Aviation
Yangon

Aerodrome Certificate
No…….

Pursuant to the Myanmar Civil Aviation Requirement Part – 139 for the time being in force, the Department of Civil Aviation hereby grants, subject to the limitation contained in the Annexes hereto, an Aerodrome Certificate to

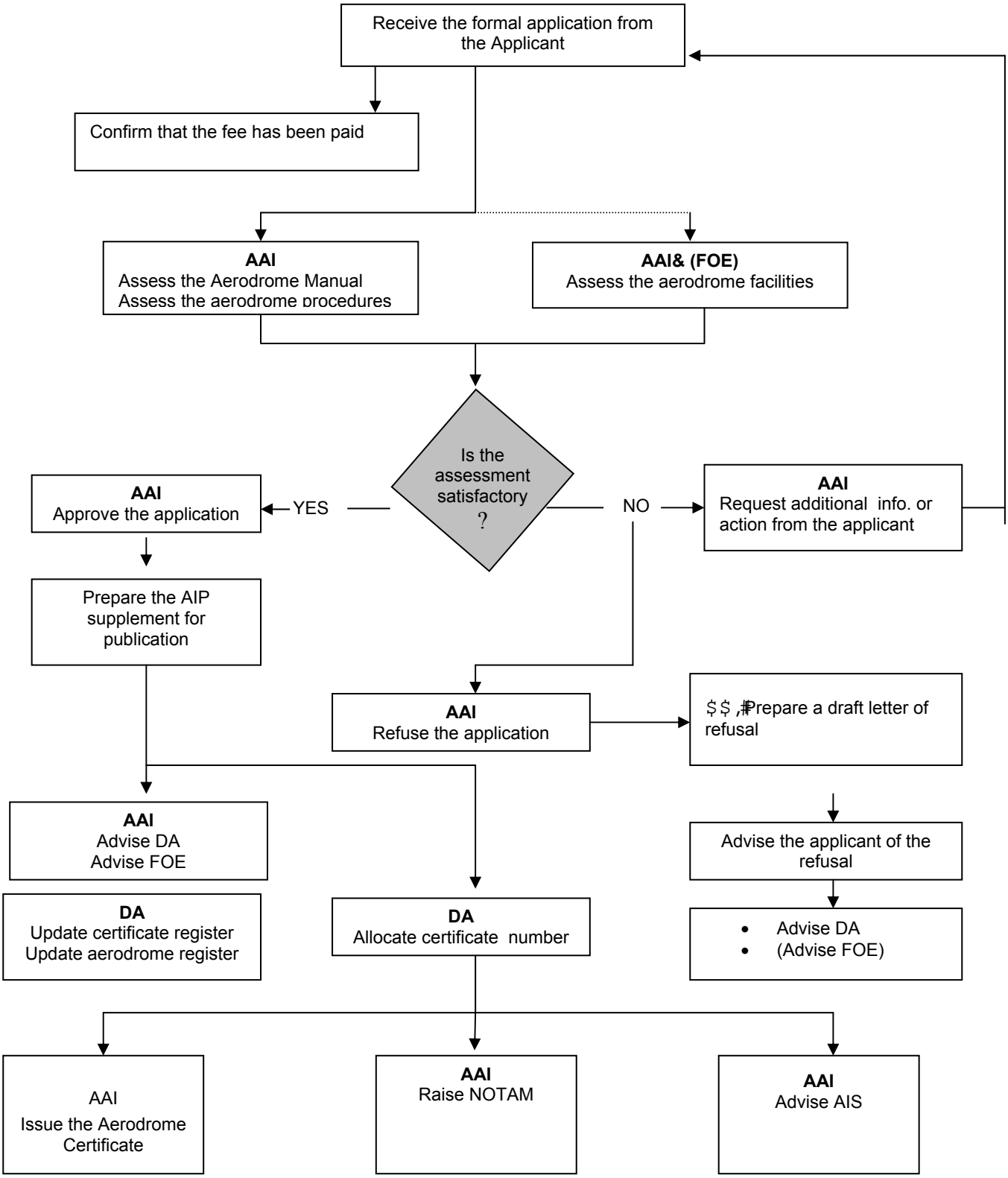
Name of Airport…….
Location……. (Latitude/Longitude)
Type of Aircraft…….
Type of Operation…….. (International/Domestic),
(Day/Night Operation)
Aerodrome Reference Code……..
Type of Use…… (Public/Private)

The Aerodrome Operator has satisfied the MCAR prescribed in the Myanmar Aircraft Rules and has the capabilities, ability and organization as contain in the approved Aerodrome Certification Manual on file with the Department of Civil Aviation.

This Certificate is not transferable and, unless sooner surrendered, suspended or revoked, shall remain valid until dd/mm/yy.

Date of Issue: Director General

2.4.3 Certificate Issuing Process Flowchart



Key:

AAI	Assigned Aerodrome Inspector
FOE	Flying Operations Expert
DA	Director Aerodromes

2.5 Advising AIP and Industry of a new Certified Aerodrome

2.5.1 Guidelines for Advising AAI and the Industry of a Newly Certified Aerodrome

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

2.5.2 Procedures forAdvisingAAI and the Industry of a Newly Certified Aerodrome

Assigned Aerodrome Inspector

1. Notify the Aeronautical Information Service (AIS), providing information about the aerodrome for inclusion in AIP and NOTAM.
2. Notify NOTAM Office of nominated reporting officers.
3. Place a copy of the Aerodrome Certificate on the Aerodrome File.
4. Provide a copy of the Aerodrome Certificate to the Director Aerodrome for the Aerodrome Certificate Register.
5. Complete an aerodrome Profile Sheet and place a copy on the Aerodrome File.
6. Incorporate the aerodrome into the aviation safety surveillance plan.

Director Aerodromes

1. Place a copy of the Aerodrome Certificate on the Aerodromes Certificate Register and arrange for surveillance planning.

2.5.3 Responsibilities and Timeframe of Advising AIP and Industry of a new Certified Aerodrome

Staff	Responsibilities
Assigned Aerodrome Inspector	Notifies the AIS and relevant organizations of theaerodrome's certificated status.
Director Aerodrome	Places copies of the Aerodrome Certificate on the register
Forms	Aerodromes – Profile Sheet
Timeframe	DCA internally and the aviation industry externally must be notified of the newly certificated aerodrome within **30 days** after the certificate is issued.

3.0 Interim Certificate Issuing Process

3.1 Guidelines for Issuing Interim Aerodrome Certificate

The DCA may issue an interim aerodrome certificate to the applicant referred to the MCARPart139,139.7ofapplication for an aerodrome certificate if the DCA is satisfied that:

a) as soon as the application procedure for the grant of an aerodrome certificate has been completed ; and

b) the grant of the interim certificate is in the public interest and is not detrimental toaviation safety.

3.2 Reasons for Issuing Interim Certificate

Aerodrome operator may request DCA for an interim certificate when:

a) there is a transfer of an aerodrome operator and operational responsibilities.
b) the aerodrome physical characteristics and facilities are still maintaining / upgrading to meet with standards.
c) an aerodrome certification process is ongoing.

3.3 Criteria for Issuing an Interim Certificate

Interim Certificate may be given only if DCA is satisfied that-

a) an aerodrome operator is able to properly operate and maintain the aerodrome.

b) no significant variation will occurin the day-to-day operations of the aerodrome — that is, when:

- Aerodrome Manual procedures remain substantially unaltered (minor amendments — such as contact phone numbers etc — are acceptable)
- Aerodrome facilities remain substantially unaltered
- Key aerodrome operational personnel — such as Reporting Officers, Safety Officers and the like — remain in their positions or are replaced with staff of equivalent qualification, experience or skill levels.

3.4 Responsibilities and Timeframe of Issuing an Interim Certificate

Staff	Responsibilities
Director Aerodromes	Assigns an inspector who holds aerodrome certification process.
Assigned Aerodrome Inspector	Checks the aerodrome manual, management, facilities, operations and maintenance.
Forms	Aerodrome Certificate Interim Check Sheet Interim Certificate
Timeframe	N/A
Duration	Interim Certificate may not be issued more than one year.

INTERIM AERODROME CERTIFICATE

Republic of The Union of Myanmar
Ministry of Transport and Communications
Department of Civil Aviation
Yangon

Interim
Aerodrome Certificate
No…….

Pursuant to the Myanmar Civil Aviation Requirement Part – 139 for the time being in force, the Department of Civil Aviation hereby grants, subject to the limitation contained in the Annexes hereto, an Aerodrome Interim Certificate to

Name of Airport…….
Location……. (Latitude/Longitude)
Type of Aircraft…….
Type of Operation…….. (International/Domestic),
(Day/Night Operation)
Aerodrome Reference Code……..
Type of Use…… (Public/Private)

The interim certificate is issued as the Aerodrome physical characteristics and facilities are being implemented to meet Myanmar Civil Aviation Requirements Part –139, Section-1 and Section-2.

This Interim Aerodrome Certificate shall be expired within one year from the date of issue.

Date of Issue: Director General

4 — Amendment of an Aerodrome Certificate

4.1 Guidelines for Amendment of an Aerodrome Certificate

The DCA may amend an aerodrome certificate when the aerodrome operator meets with the requirements ofMCAR part 139,139.14.

4.2 Reasons for Amendment of an Aerodrome Certificate

Aerodrome operator may request DCA for an amendment of aerodrome certificate when:
(a) there is a change in the management of the aerodrome ;

(b) there is a change in the use or operation of the aerodrome;

(c) there is a change in the boundaries of the aerodrome; or

(d) the holder of the aerodrome certificate requests an amendment.

4.3 Criteria for Amendment of anAerodrome Certificate

Amendment of an aerodrome certificate may be given only if DCA is satisfied with the reasons submitted by the aerodrome operator.

An amendment is appropriate when no significant variation will occur in the day-to-day operations of the aerodrome — that is, when:

(a) Aerodrome Manual procedures remain substantially unaltered (minor amendments — such as contact phone numbers etc — are acceptable)

(b)Aerodrome facilities remain substantially unaltered

(c) Senior Management Positions and Key aerodrome operational personnel such as Reporting Officers, Safety Officers and the like — remain in their positions or are replaced with staff of equivalent qualification, experience or skill levels.

(d)Risk assessment is acceptable for the change of operations of the aerodrome.

4.4 Responsibilities and Timeframe of Amendment of anAerodrome Certificate

Staff	Responsibilities
Director Aerodromes	Assigns an inspector who holds aerodrome certification process.
Assigned Aerodrome Inspector	Checks the amendment of aerodrome manual, senior management, risk assessment .
Forms	Amendment of Aerodrome Certificate
Timeframe	N/A

5_ Renewal of an Aerodrome Certificate

5.1 Guidelines for Renewal of an Aerodrome Certificate

The DCA may issue a renewal of aerodrome certificate when the aerodrome operator meets with the requirements of MCAR part 139,139.13.

5.2 Reasons for Renewal of an Aerodrome Certificate

Aerodrome operator may request DCA for a renewal of aerodrome certificate when:
(a) the current aerodrome certificate is expired ; or

(b) the holder of the aerodrome certificate requests renewal of aerodrome certificate;

5.3 Criteria for Renewal of an Aerodrome Certificate

Renewal of an Aerodrome Certificate may be issued only if DCA is satisfied that-

(a) Aerodrome Operator's Applicationmeetsrequirements for renewal of Aerodrome Certification.

(b) Updated information included in the Aerodrome Manual.

(c) Aerodrome operator is capable in the operation and maintenance of the aerodrome.

(d) There is no significant variation will occur in the day-to-day operations of the aerodrome.

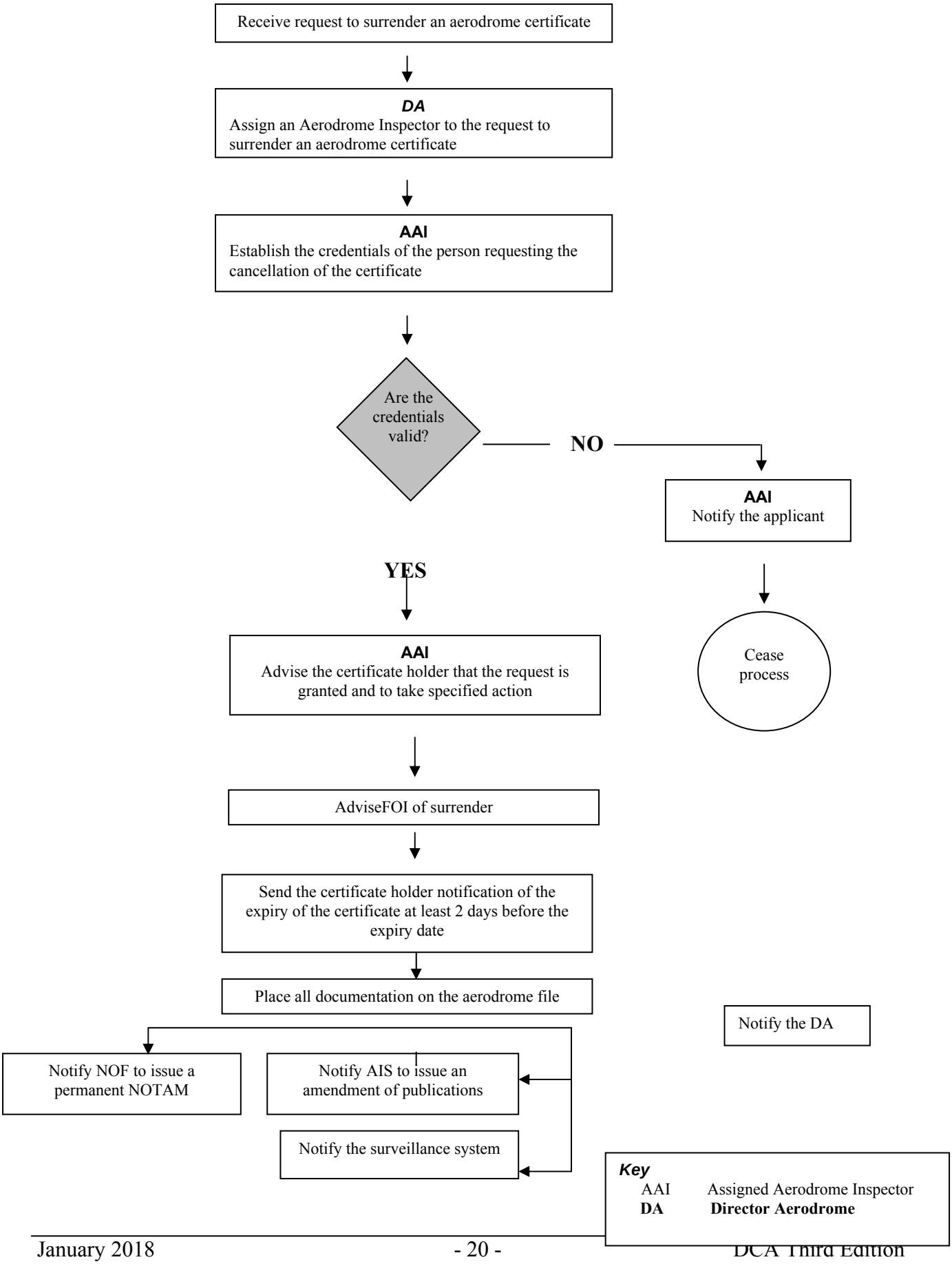
(e) Aerodrome facilities are properly maintained .
(f) Establishment of Safety management system is effective.

5.4 Responsibilities and Timeframe of Renewal of anAerodrome Certificate

Staff	Responsibilities
Director Aerodromes	Assigns an inspector who holds aerodrome certification process.
Assigned Aerodrome Inspector	Checks the aerodrome manual, organization competency, maintenance of facilities,Safety Management System and surveillance inspection.
Forms	Renewal Application Form
Timeframe	Application for renewal must be received not less than 30 days before the certificate expires

6— Surrender of an Aerodrome Certificate

6.1 Surrender Process Flowchart



6.2 Receiving Notification from the Aerodrome Operator

6.2.1 Guidelines for Receiving Notification from the Aerodrome Operator

An aerodrome operator may voluntarily choose to surrender an aerodrome certificate.

An aerodrome operator must give DCA at least 60 days written notice of the cancellation date.

DCA must cancel the certificate, provided the request is made by the aerodrome operator.

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

6.2.2 Procedures for Receiving Notification from the Aerodrome Operator

Director Aerodromes

1. Assign an AI with appropriate delegation to deal with the request to surrender the aerodrome certificate.

Assigned Aerodrome Inspector

1. Establish the credentials of the person requesting the cancellation as the certificate holder.
2. On the notification of the intention to surrender the aerodrome certificate, check that the aerodrome operator has:
   a. Clearly stated he or she is making a request for the cancellation of certificate.
   b. Specified when cancellation should become effective.
      If no date is specified, the certificate cancellation date is the date 60 days from the date of posting the notification.
3. If the aerodrome operator has not supplied the required information for a proper notification of intention to surrender the certificate, contact the operator and advise them to supply the necessary details in writing.
4. Determine whether the aerodrome is to continue to operate as an un-certificated aerodrome.

6.2.3 Responsibilities and Timeframe of the Process of Receiving Notification from the Aerodrome Operator

Staff	Responsibilities
Director, Aerodromes	Assigns the request for a cancellation to an Aerodrome Inspector.
Assigned Aerodrome Inspector	Confirms the request letter to cancel. Confirms the surrender date of effect.
Forms	Check sheet for Cancellation by Surrender
Timeframe	Certificate surrender action is to be completed by **60 days** from the date notified to the DCA.

6.3 Assessing a Surrender Request

6.3.1 Guidelines for Assessing the Request to Surrender a Certificate

DCA must cancel an aerodrome certificate when it is properly requested.

6.3.2 Procedures for Assessing the Request to Surrender a Certificate

Assigned Aerodrome Inspector

1. Using the Check sheet for Cancellation by Surrender:
   a. Check that the aerodrome operator has given at least 30 days notice.
   b. Check that the operator has provided sufficient information:
      (i) Are there any changes to reporting officer details?
      (ii) If the aerodrome is to be closed to all aircraft, have sufficient safety measures been taken? For example, will the windsock and boundary markers be removed?
      (iii) Will unserviceability markers be displayed for a period?

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

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

4. Send the letter of notification to the aerodrome operator before the nominated surrender date (if specified).
5. When you have the original certificate document:
   a. Mark it as cancelled by completing the following actions using ink:
      (i) Draw a line through the document.
      (ii) Write Cancelled and the date of the cancellation on the document.
      (iii) Sign the document as approving delegate.
   b. Place the original certificate document on the appropriate aerodrome file.
6. Advise the Director Aerodrome of the surrender of the certificate.

Director Aerodromes

1. Update the Aerodrome Certificate Register.

6.3.3 Responsibilities and Timeframe of Assessing a Surrender Request

Staff	Responsibilities
Assigned Aerodrome Inspector	Determines that the request is from the aerodrome certificate holder.
Forms	Check sheet for Cancellation by Surrender
Timeframe	The applicant must receive the notification of cancellation prior to the date nominated by the aerodrome operator

6.4 Advising about Surrendered Aerodrome Certificates

6.4.1 Procedures for Notifying System

Assigned Aerodrome Inspector

1. Notify NOTAM Office (NOF):
2. Notify the Aeronautical Information Service (AIS) to issue an amendment of publications.
3. Notify the Director Aerodrome to amend the Aerodrome Certificate Register.
4. Amend aerodrome file and surveillance records.

6.4.2 Responsibilities and Timeframe ofAdvising about Surrendered Aerodrome Certificates

Staff	Responsibilities
Assigned Aerodrome Inspector	Notifies relevant DCA divisions and the aviation industry that an aerodrome is no longer licensed.
Forms	None
Timeframe	DCA internal services and the aviation industry must be notified of the surrender of the aerodrome certificate **two days** before the certificate expires.

7— Canceling or Suspending an Aerodrome Certificate

7.1 MCAR 139.15

MCAR 139.15 empowers the DCA to suspend or cancel an aerodrome certificate if DCA is satisfied that certain grounds exist.

7.2 Causefor Action

In regard to aerodrome certificates, action may be instituted if DCA is satisfied that the certificate holder:

(a) Has contravened a condition imposed on the Aerodrome Certificate; or

(b) Fails to satisfy the standards required for the aerodrome facilities, operations or maintenance;

(c) Has failed in his or her duty in respect to any matter affecting the safe navigation or operation of an aircraft.

8— Check Sheets

8.1 Aerodrome Certificate Issue Check sheet

The Aerodrome Inspector must complete this check sheet to ensure that each step of the aerodrome licensing procedure is completed during issue of the aerodrome certificate. Tick each box to indicate the satisfactory completion of the task. Note the date against each box. Sign and date this form and file it on the aerodrome file when the process is complete.

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

Signed: .....Date: ...../ .... /.....

Name: .....(Aerodrome Inspector)

8.2 SMS assessment checklist — Routine SMS assessment

SMS element		*Assessment question*
Management commitment and responsibilities	1	Is the safety policy relevant to the scope and complexity of the organization's operations? Yes ☐ No ☐
	2	Is there evidence that the safety policy is communicated to all employees with the intent that they are made aware of their individual safety obligations? Yes☐ No☐
	3	Is there a periodic review of the safety policy by senior management or the safety committee?Yes ☐ No ☐
	4	Do the accountable manager's terms of reference indicate his overall responsibility for all safety issues?Yes ☐ No ☐
Safety accountabilities	1	Is there a safety committee (or equivalent mechanism) that reviews theSMS and its safety performance?Yes ☐ No ☐
	2	Did the accountable manager's final authority over all operations conduct under his organization's certificate(s) is indicated in his terms of reference? Yes ☐ No ☐
Appointment of key safety personnel	1	Did the manager performing the SMS role has relevant SMS functions include in his terms of reference?Yes ☐ No ☐
	2	Does not the manager responsible for administering the SMS hold other responsibilities that may conflict or impair his role as SMS manager? Yes☐ No☐
	3	Does the SMS manager have direct access or reporting to the accountable manager concerning the implementation and operation of the SMS? Yes ☐ No ☐
	4	Is the SMS manager a senior management position not lower than or subservient to other operational or production positions?Yes ☐ No ☐
Emergency response planning	1	Do the ERP addresses possible or likely emergency/crisis scenarios relating to the organization's aviation service deliveries?Yes ☐ No☐
	2	Does the ERP include procedures for the continuing safe production, delivery or support of its aviation products or services during emergencies or contingencies? Yes☐ No☐
	3	Are ERP drills or exercises carried out according to plan and the result of drills carried out are documented. Yes ☐ No ☐
	4	Does the ERP address relevant integration with external customer or subcontractor organizations where applicable?Yes ☐ No☐
	5	Is there evidence of periodic review of the ERP to ensure its continuing relevance and effectiveness?Yes ☐ No ☐
SMS documentation	1	Are the organization's SMS components and elements adequately manifested in the SMS document?Yes ☐ No ☐
SMS element		*Assessment question*
	2	Are the organization's documentedSMS components and elements in line with the aviation authority's SMS requirements?Yes ☐ No ☐
	3	Is there evidence of relevant SMS coordination or integration with external customer or subcontractor organizations where applicable? Yes☐ No☐
	4	Is there evidence of procedures for periodic review of the SMS document and supporting documentation to ensure their continuing relevance? Yes☐ No☐
	5	Are records pertaining to periodic review of existing safety/risk assessments available?Yes ☐ No ☐
Hazard identification	1	Is the number or rate of the organization's registered/collected hazard reports commensurate with the size and scope of the organization's operations? Yes☐ No☐
	2	Is the hazard reporting system confidential and has provisions to protect the reporter's identity?Yes ☐ No ☐

SMS element		*Assessment question*
	3	Is there is evidence that hazards/threats uncovered during the incident/accident investigation process are registered with the HIRM system? Yes ☐ No ☐
	4	Is there is evidence that registered hazards are systematically processed for risk mitigation where applicable?Yes ☐ No ☐
Safety risk assessment and mitigation	1	Is there is evidence that operations, processes, facilities and equipment with aviation safety implications are progressively subjected to the organization's HIRM process?Yes ☐ No ☐
	2	Are Completed risk assessment reports approved by an appropriate level of management?Yes ☐ No ☐
	3	Is there is a procedure for periodic review of completed risk mitigation records? Yes ☐ No ☐
Safety performance monitoring and measurement	1	Have the organization's SMS safety performance indicators been agreed with the relevant national aviation authority?Yes ☐ No ☐
	2	Are there are high-consequence data-based safety performance indicators (e.g. accident and serious incident rates)?Yes ☐ No ☐
	3	Are there lower-consequence safety performance indicators (e.g. non-compliance, deviation events)? Yes ☐ No ☐
	4	Are there alert and/or target level settings within the safety performance indicators where appropriate?Yes ☐ No ☐
	5	Does the organization's management of change procedure include the requirement for a safety risk assessment to be conducted whenever applicable? Yes ☐ No ☐
	6	Is there evidence of corrective or follow-up action taken when targets are not achieved and/or alert levels are breached?Yes ☐ No ☐
The management of change	1	Is there evidence that relevant aviation safety-related processes and operations have been subjected to the organization's HIRM process as applicable? Yes ☐ No ☐
	2	Does the organization's management of change procedure include the requirement for a safety risk assessment to be conducted whenever applicable? Yes ☐ No ☐
Continuous improvement of the SMS	1	Is there evidence that an internal SMS audit/assessment has been planned and carried out?Yes ☐ No ☐
Training, education and communication	1	Is there evidence that all personnel involved in SMS operations have undergone appropriate SMS training or familiarization? Yes ☐ No ☐
	2	Did Personnel involve in conducting risk evaluation are provided with appropriate risk management training or familiarization?Yes ☐ No ☐
	3	Is there is evidence of a safety (SMS) publication, circular or channel for communicating safety and SMS matters to employees?Yes ☐ No ☐

8.3 Aerodrome Certificate Surrender Check sheet

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

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

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

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

3. Advise the following of the details of the cancellation

- Aerodrome Operator by letter including confirmation of date of cancellation.
- NOF for issuing permanent NOTAM or of any changes to the reporting officer details.
- AIS for amendment to publications.
- Director Aerodromes to amend certificate Register
- FOI

4. Surveillance Update

- Profile Sheet update
- Surveillance Plan amendement

.... /...../ .....

Aerodrome Inspector Date

Appendix 1— Aerodrome Certification Application Form

Department of Civil Aviation
Application for an Aerodrome Certificate

1. Particulars of the Applicant

Full Name: .....

Address: .....
.....

Postcode:.....

Position: ..... Signature ..... Date:.....

Phone: ..... Mobile: ..... Fax: .....

Email: .....

2. Particulars of the Aerodrome Site

Aerodrome Name: .....

Geographical Coordinates of the ARP: Lat: ..... Long: .....

Bearing and Distances from Nearest Town or Populous Area:
.....

3. Is the Applicant the Owner of the Aerodrome Site?

Yes • No •

If No, provide:

a) Details of Rights Held in Relation to the Site; and

b) Name and address of the owner of the site and written evidence to show that permission has been obtained for the site to be used by the applicant as an aerodrome.

- ***Right to use the aerodrome site according to Concession Agreement and Land lease agreement***

4. Indicate the Largest Type of Aircraft Expected to Use the Aerodrome

.....

5. Is the Aerodrome to be Used for Regular Public Transport Operations?

Yes • No •

6. Aerodrome data

If not applicable, insert N/A *(aerodrome data must be derived in accordance with Chapter 5 standards)*

(a) Aerodrome diagram – Provide a diagram to depict the following:

(i) runway layout, their magnetic bearing and length in metres;

(ii) taxiways and aprons;

(iii) aerodrome reference point;

(iv) wind direction indicators, both lit and unlit;

(v) elevation of the aerodrome (the highest point on the landing surface);

(vi) for instrument runway, the elevation of the mid-point of each threshold;

(vii) magnetic bearing and distance to the nearest city, town or population centre.

To be attached Aerodrome diagram

(b) Aerodrome administration

Name of aerodrome operator:

Address:.....

Tel: ..... (O/H) .....

Is this aerodrome open to public? Y/N Landing Charges: Y/N If Yes, please specify: .....
Aerodrome Reporting Officer(s); name and telephone contact details

.....

.....

(c) Runway details. For each runway, provide the following:

Runway designation: ..... Runway reference code .....TORA.....
TODA .....ASDA .....LDA……..……..…… Runway width.....
Runway slope ..... Runway strip width ..... (graded) ..... Pavement Type
..... Strength (ACN/PCN) ……...…….....……. or
..... (max aircraft weight and tyre pressure)

(d) Aerodrome lighting. For each runway equipped with lighting, provide the following:

Runway designation: ..... Runway edge lights: .....Standby power: Y/N

PAPI: Y/N..... Simple Approach Lighting System: Y/N.....

Precision Approach Lighting System: Y/N if yes PALS CAT: ..... For RWY..... CAT: ..... For RWY..... Any other lighting, specify……

(e) Ground services: information on services available to visiting pilots:

Fuel type:..... Supplier: ..... Tel: .....

If more than one fuel supplier, detail:

.....

.....

(f) Special procedures:

.....……..……

Information:

1. Two copies of the aerodrome manual, prepared in accordance with the MCAR part-139.
2. The application should be submitted to Director General of DCA.
3. Documentary evidence in support of all matters in this application shall be attached.

Appendix 2— Aerodrome Certification Renewal Application Form

Department of Civil Aviation
Application for renewal of an Aerodrome Certificate

1. Particulars of the Aerodrome

Aerodrome Name: .....

Geographical Coordinates of the ARP: Lat: ..... Long: .....

Bearing and Distances from Nearest Town or Populous Area:
.....

Address:.....

.....
Postcode:.....

Phone: ..... Mobile: ..... Fax: .....

Email: .....

2. Current Validity of Aerodrome Certificate

Issued date .....

Expired date .....

3. Is the Aerodrome Manual updated (with all completed information)?

Yes • No •

4. Are there any physical characteristic, facilities or equipment changed?

If yes, describe the change of these and provide the layout plan.

5. Are there any Operation procedures changed?

If yes, describe for these procedures.

6. Aerodrome Limitation

Brief summary of any limitations on the use of the aerodrome that arise from the aerodrome design, or the facilities or services intended at the aerodrome.

7. Indicate the Largest Type of Aircraft Expected to Use the Aerodrome

.....

8. Is the Aerodrome to be used for Regular Public Transport Operations?

Yes • No •

9. Aerodrome administration

Name of aerodrome operator: .....

Address:.....

Tel: .....

Aerodrome Reporting Officer(s); name and telephone contact details

.....

.....

10. Declaration

This application is made for and on behalf of the applicant or organization identified above. I certify that I am empowered by the applicant or organization to ensure that all activities undertaken by the applicant or organization can be financed and carried out in accordance with the standard required by the DCA. I declare that to the best of my knowledge and belief the statements made and the information supplied in this application and the attachments are complete and correct.

Full name of Accountable Executive: .....

Signature of Accountable Executive: .....

Date of application: .....

Note:

1. Two copies of updated the aerodrome manual, prepared in accordance with the MCAR part-139.
2. The application should be submitted to Director General of DCA.
3. Documentary evidence in support of all matters in this application shall be attached.