



# Aerodrome Certification Program Handbook

First Edition  
February, 2010

**Department of Civil Aviation**  
**Ministry of Transport, Myanmar**

## FOREWORD

The purpose of Aerodrome Certification Program Handbook is to provide DCA and Aerodrome Standards and Safety Division's personnel with the policies, standards, and procedures by which to conduct the Aerodrome Certification Program. This handbook helps ensure standardization and uniformity in the application of the program and in enforcing state aviation regulation and Myanmar Civil Aviation Requirement, Part – 139, Aerodrome Certification.

This handbook is distributed to the division of aerodrome standards and safety for each of the primary functional areas such as Flight Standards, Air Traffic Services, and Aviation Security offices.



Tin Naing Tun  
Director General  
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**AMENDMENT RECORD**

The amendments listed have been incorporated into the following amendments.

<b>Edition</b>	<b>Subject</b>	<b>Contents of Amendments</b>	<b>Signature</b>	<b>Effective Date</b>
1 <sup>st</sup>	Draft			1.1.2010
1 <sup>st</sup>	Complete Handbook			22.2.2010
1 <sup>st</sup>	Amendment 1	Appendix 3- Aerodrome Operating Certificates Section 1 -Aerodrome Certificate Section 2 –TIME- LIMITED Aerodrome Certificate		1.4.2011
1 <sup>st</sup>	Amendment 2	Amendment to the Details of Appendix 8,12,16,17 are incorporated in Aerodrome Certification Inspection Checklists		15.8.2011



## Chapter 1. Administration

### SECTION 1. INTRODUCTION

#### 100. Responsibilities.

- a. The Aerodrome Standards and Safety Division (ASSD) is responsible for the publication, revision, and cancellation of material in this handbook.
- b. To execute the program properly, each Aerodrome Certification Safety Inspector (ACSI) must be thoroughly knowledgeable about the program and conversant with the provisions of the requirement and this handbook.

#### 101. Objectives.

This handbook has been developed—

- a. To meet the requirements of the Aerodrome Certification Program, in accordance with the Myanmar Aircraft Act of 1934 and MCAR Part 139;
- b. To assist ACSIs as they direct aerodrome to establish and maintain programs for enhancing and improving aerodrome safety for the benefit of the community;
- c. To provide accurate guidance to ACSIs administering the program; and
- d. To ensure standardized application of program procedures and practices among the regional offices.

#### 102. Procedures for Updating.

Proposed additions, revisions, or deletions are beneficial to the currency, accuracy, and adequacy of the program. ACSIs should forward suggested revisions, along with justifications or rationales for the changes, to the Director of Aerodrome Standards and Safety Division, Part 139 requirement through the appropriate amendment process.

#### 103. Definitions.

See Section 139.3 of Part - 139 for definitions.

### SECTION 2. SYSTEMS FOR COMMUNICATING INFORMATION ABOUT THE AERODROME CERTIFICATION PROGRAM

#### 104. Introduction.

From time to time, communication of significant changes, clarification of the requirement, or technological information about the program affects aerodrome safety. Aerodrome Standards and Safety Division uses three systems, three of which are internal to aerodrome service provider, to communicate this information to the aerodrome service provider community. These systems are—

- a. Policy Guidance.
- b. Certification Alert Notices.
- c. Aeronautical Information Services.

#### 105. Policy Guidance.

- a. **Aerodrome Standards and Safety** occasionally must interpret Part 139 or clarify guidance in this handbook to accommodate changes in technology, procedures, or equipment on aerodromes. Policy Guidance documents provide interim information that remains in effect until the next edition of the handbook is published. These are internal documents and are sequentially

numbered, dated, and effective as soon as issued. Each revision of this handbook incorporates the Policy Guidance that was issued since the last edition.

- b. Policy Guidance is distributed in hardcopy to related division and ACSIs and made available on the DCA internet website.
- c. Aerodrome Standards and Safety division is responsible for developing, updating, and canceling Policy Guidance. However, ASCIs can recommend new Policy Guidance. Aerodrome Standards and Safety Division Director will review a written request for Policy Guidance and issue a written response within 60 days after the request is received.

**106. Certification Alert Notices.**

- a. These publications contain timely information, updates, notices of changes in the requirements, and helpful news to aerodrome operators. Each calendar year begins a new series of Certification Alert Notices. Certification Alert Notices are regulatory.
- b. Certification Alert Notices are distributed to ACSIs and published in the DCA website to afford accessibility to the aerodrome community. When Aerodrome Standards and Safety issues a Certification Alert Notice, it updates the Certification Alert Notice log for that year and distributes the new log to ACSIs. This log lists the Certification Alert Notices issued to date within the calendar year; they are numbered consecutively and identify, if applicable, whether they supersede or cancel existing Certification Alert Notices.
- c. **Aerodrome Standards and Safety** is responsible for issuing and canceling Certification Alert Notices. ACSIs are encouraged to suggest topics for Director of Aerodrome Standards and Safety Division.

**107. Aeronautical Information Services (AIS).**

- a. This system permits airport users to report events or conditions that affect aviation safety. This program is intended to ensure the safest possible aviation system by identifying and correcting unsafe conditions.

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## Chapter 2. Certification Process

### 200. Purpose.

This Chapter establishes the policies and procedures for certifying aerodromes subject to Part 139. The Chapter follows the sequence of the regulation.

### 201. Applicability.

- a. The certification requirement is applicable to all aerodromes that engaged in regular international air transport operations.
- b. The certification requirement is not applicable to heliports and Domestic aerodromes operated by the Myanmar Government.

### 202. Aerodrome Certification Criteria.

Part 139 identifies only aerodrome that provide regular air transport involving international air transport operations as a certificated aerodrome.

### 203. Delegation of Authority.

The authority to issue, deny, and revoke Aerodrome Operating Certificates is delegated to the Director General of Department of Civil Aviation.

### 204. Section 139.5 Definitions.

See Section 139.5 of the MCAR Part - 139.

### 205. Methods and Procedures for Compliance.

Certificate holders are required to comply with the requirements of Part 139, Chapter B, C, D, and E, in a manner authorized by the DCA. DCA ACs contain acceptable methods and procedures for complying with Part 139.

### 206. General Requirements.

The aerodrome operator of an airport must—

- a. Obtain an Aerodrome Operating Certificate (AOC) appropriate to the level of service provided at the airport and
- b. Comply with the applicable requirements of Part 139, the AOC, and the Aerodrome Manual (AM).

### 207. Section 139.7, Application for the Aerodrome Operating Certificate.

- a. **Surrendering an AOC.** Under Part 139, an airport operator can surrender the AOC only after the Director General review and approval.

### 208. Section 139.8, Inspection Authority.

The applicant for an AOC or the holder of an AOC must allow DCA inspectors to make any inspection, including unannounced inspections and tests, to determine compliance with state regulations and the requirements of Part 139. This includes testing personnel for competency and qualification for conducting assigned duties. Chapter B of the requirement for detailed information about training requirements for aerodrome personnel.

If a certificate holder or his/her representative refuses to allow an ACSI to conduct an inspection, interferes with the conduct of an inspection, or otherwise refuses to allow the inspector to conduct his/her official duties, the inspector will discontinue the inspection and notify Director General immediately. Action on the part of an aerodrome certificate holder or his/her representative will normally result in a finding of Part 139 and legal enforcement action (see Chapter 5).

**209. Section 139.9, Issuance of the Aerodrome Operating Certificate.****a. The Applicant's Responsibilities.**

- (1). As specified in Part 139.5 the operator of an aerodrome that is required to be certificated or authorized under MCAR Part 139 must prepare and submit to the DCA office with application form prescribed in MOAS (ASSD Form 001), Application for Certificate (see Appendix 1), and two copies of the AM, in compliance with the applicable provisions of Chapter C, far enough in advance of an intended operation so as to permit approval of the AM, an inspection of the aerodrome,
- (2). In addition, an applicant applying for an AOC for the first time must—
  - (a). Be properly and adequately equipped and able to provide a safe aerodrome operating environment in accordance with any limitation the Director General finds necessary to ensure safety in air transportation and
  - (b). Include in the AM any additional provision that the Director General finds necessary to ensure the safety of air transportation.
- (3). The operator of an aerodrome with a current AOC is required to comply with the provisions of the existing AM until the revised AM is approved.

**b. Processing the Application for Certificate and Completion of the AOC.**

- (1). **Application for Certificate.** DCA processing of an application (see Appendix 1) begins with the completion of the form, followed by approval of the AM and an initial inspection that finds the aerodrome to be in full compliance with Part 139 or in compliance with a Letter of Correction (LOC). The “Remarks” section on the form should note any previous certification, including dates and type of certificate. The contents of the AM are discussed in *Aerodrome Manual (AM)*. The requirements of the initial inspection, including the provision for issuance of an AOC with an LOC, are contained in Chapter 4.
- (2). **Completion of the AOC.**
  - (a). The AOC (see Appendix 3) is completed by ensuring the “Name” and “Associated City and State” are consistent with the information on the Aerodrome Master Plan.

The “Effective Date” is the date the aerodrome operator was first granted certification. It indicates the date the aerodrome was in compliance with the current Part 139 requirements.

The location from which the AOC is issued is the city in which the DCA office is located. The Director General signs all initial AOCs except for renewals. The Director of Aerodrome Standards and Safety Division shall be responsible reviewing for renewals.
  - (b). A cover letter is prepared to transmit the AOC to the certificate holder (see Appendix 4).
  - (c). A copy of an official record, noting the appropriate aerodrome aircraft rescue and firefighting (ARFF) category, is then sent to DCA for transmission to the AIS for action.

- (3). **Environmental Concerns.** *National Environmental Policy of Myanmar (NEP)* identifies items that may impact the aerodrome environment. Therefore, if issuing an AOC that is likely to be controversial on environmental grounds or cause substantial division or disruption of an established community, environmental processes may be required.

**210. Section 139.11, Duration of Certificate.**

- a. An AOC is valid and effective for five years unless the certificate holder surrenders it or the Director General suspends or revokes the AOC.
- b. **Director General** has the authority to suspend or revoke an AOC if an airport does not meet the standards and/or requirements of Part 139.

**211. Section 139.19, Exemptions.**

- a. **State Regulation,** National Law contains the procedures for processing exemptions. DCA publishes a document, entitled exemptions policy contained in DCA Myanmar exposition manual, which must be consulted in issuing an exemption. All exemptions submitted by Aerodrome personnel must be approved at the DCA level. Others require approval by ASSD.
- b. Exemptions are time-limited and must be reviewed periodically for extension and/or renewal. During the certification safety inspection, the exemption is reviewed for the criteria described below.
- c. Petition for exemptions must meet the following criteria:
  - (1). Current and necessary. The need for an exemption must be conclusive, and it must be a present need that is validated through SMS.
  - (2). Good faith efforts. If appropriate, the certificate holder will take steps to correct the deficiencies that make an exemption necessary or address a condition for which the exemption was issued by using SMS.
- d. The process for exemptions for Aircraft Rescue and Firefighting [Section 139.111] includes—
  - (1). Coordination with DCA - ASSD Office,
  - (2). Submission of important data, and
  - (3). Prearranged emergency response services, but
  - (4). Does not include a requirement for timed response, equipment, or personnel.
  - (5). The national law requires that, to be eligible to apply for this exemption, the aerodrome must provide evidence that it is economical and/or impractical to do so.
- e. The “Exemption Package” must contain the following items: (1) Justification concerning the specific purpose of the exemption as validated by SMS, (2) All support documents pertaining to the exemption such as aerodrome master plan, safety records, and others, (3) All timelines contain the proposed exemption must be in calendar days, (4) The package must be submitted to DCA 100 calendar days prior to the proposed effective of the exemption, and (5) A briefing paper, which is part of the package, must explain the rationale for approving or, if appropriate, recommending DCA approval of the exemption.

**Exemption package submitted without the SMS process shall be return to the airport operator without a review by DCA.**

**212. Section 139.17, Deviations.**

- a. Deviation from any requirement of Chapter B, C and D to the extent required to meet emergency conditions that threaten life or property, is permitted, provided that—
  - (1). The certificate holder notifies the Director General of the nature, extent, and duration of the deviation as soon as possible but at least within 14 days of the event.
  - (2). The certificate holder must provide the notification in writing.

**Example:** ARFF personnel respond to a vehicular accident on an aerodrome access road, with the result that the aerodrome is not able to maintain the ARFF category, and a NOTAM is not issued. This would be a deviation from the requirement and the aerodrome's AM and could require an explanation in writing, if, say, an air transport complained to DCA about the reduced ARFF coverage.

**213. Change of Ownership.**

When aerodrome ownership is transferred from one organization to another, the AOC does not transfer. The new owner must submit a new application and an updated AM. In most cases, the AM will only require a change in the section showing the new owner of the aerodrome. Once the AM has been approved, a new AOC will be issued. If the aerodrome has been physically inspected within the last 12 months, there is no need to conduct an additional inspection.

## Chapter 3. Aerodrome Manual

### 300. Purpose.

This Chapter provides guidance on approving and maintaining the Aerodrome Manual (AM). This Chapter also identifies the AM requirements that have been established for certificated aerodromes. The AM is an extension of Part 139, and its contents are legally enforceable under national law and regulation.

### 301. General Requirements.

Part 139 requires each certificated airport to be operated according to an AM. The manual must be—

- a. In a form that is easy to revise, with a revision log to track changes, and organized in a manner that is helpful;
- b. Submitted in print and in duplicate—with one approved, complete copy retained at the aerodrome and available for inspection and one approved, complete copy retained at the Myanmar Department of Civil Aviation;
- c. Approved by the Aerodrome Standards and Safety Division, with the date of approval displayed on each page;
- d. Signed by the certificate holder to indicate the certificate holder's recognition that the AM is a legal document and an extension of Part 139;
- e. Kept current at all times; and
- f. Distributed to those personnel who are responsible for its implementation.

### 302. Contents of the Aerodrome Manual.

- a. Table 3-1 lists the minimum elements that must be addressed in the AM for each certificate class.
  - (1). Certificate holders must not include items that do not directly address the requirements of Part 139.
  - (2). A contents page, a distribution list, charts, maps, and other pages that complement the required information must be included.
- b. The AM must—
  - (1). Contain a description of operating procedures, facilities and equipment, and responsibility assignments as well as any other information needed by the personnel who operate the aerodrome.
  - (2). Contain the required elements specified in Table 3-1 for a certificated aerodrome, addressing the provisions of Part 139, Chapter C.
  - (3). Reflect the actual conditions, operations, and procedures in effect at the aerodrome.
  - (4). Display the date of initial approval or the date of the latest revision on each page.
  - (5). Include a current revision log.
  - (6). Where nonstandard procedures and/or Modifications to Standards are in effect, include documentation that supports a level of safety equal to that described in DCA national law, regulations and requirements.



- c. AM Transmittal Letter (Appendix 6).** The initial AM and revisions / amendments submitted for approval by the certificate holder must be returned to the certificate holder by transmittal letter. The transmittal letter must refer to the approved AM revisions and amendments, or it must state why they were not approved and identify what further action is necessary to meet Part 139 requirements for approval.

**303. Application of Requirements.**

Table 3-1 contains the airport certification elements that must be addressed in the AM. As the table illustrates, Part 139 requires aerodromes to address all elements.

Table 3-1. Required Aerodrome Manual Elements

Manual elements	Airport certificate class	
	Class I	Class II
1. Lines of succession of aerodrome operational responsibility	X	X
2. Each current exemption issued to the aerodrome from the requirements of this part	X	X
3. Any limitations imposed by the DCA	X	X
4. A grid map or other means of identifying locations and terrain features on and around the airport that are significant to emergency operations	X	X
5. The location of each obstruction required to be lighted or marked within the airport's area of authority	X	X
6. A description of each movement area available for air transports and its safety areas that serves it	X	X
7. Procedures for avoidance of interruption or failure during construction work of utilities serving facilities or NAVAIDs that support air transport operations	X	
8. A description of personnel training, as required under § 139.55	X	X
9. Procedures for maintaining the safety areas § 139.102	X	X
10. Procedures for maintaining the paved areas, as required under § 139.103	X	X
11. A plan showing the runway and taxiway identification system, including the location and inscription of signs, runway markings, and holding position markings, as required under §139.105	X	X

Manual elements	Airport certificate class	
	Class I	Class II
12. A description of, and procedures for maintaining, the marking, signs, and lighting systems, as required under § 139.105	X	X
13. A description of the facilities, equipment, personnel, and procedures for meeting the aircraft rescue and fire fighting requirements, in accordance with § 139.61, 139.63, 139.65 and 139.67	X	X
14. A description of any approved exemption to aircraft rescue and fire fighting requirements, as authorized under § 139.111	X	
15. Procedures for protecting persons and property during the storing, dispensing, and handling of fuel and other hazardous substances and materials § 139.112	X	
16. A description of, and procedures for maintaining wind direction indicators, as required under § 139.127	X	X
17. An emergency plan, as required under § 139.57	X	X
18. Procedures for conducting the self-inspection program, as required under § 139.117	X	X
19. Procedures for controlling access to movement areas and safety areas, as required under § 139.119	X	
20. Procedures for obstruction removal, marking, or lighting, as required under § 139.120	X	X
21. Procedures for protection of NAVAIDS, as required under § 139.121	X	
22. A description of public protection, as required under § 139.69	X	
23. Procedures for wildlife hazard management, as required under § 139.71	X	
24. Procedures for aerodrome condition reporting, as required under § 139.123	X	X
25. Procedures for identifying, marking, and lighting construction and other unserviceable areas, as required under § 139.107	X	
26. Any other item that the DCA finds is necessary to ensure safety in air transportation	X	X

Manual elements	Airport certificate class	
	Class I	Class II
27. Procedures for apron management as required under § 139.115	X	
28. Policy and objective for safety management system (SMS) as required under § 139.104	X	

### 304. Section 139.79, Amendment of the Aerodrome Manual.

**a. Authority to Amend the AM.** According to the delegated powers from the Ministry of Transport as per Notification No 118/2009 dated 9 October, 2009, the Director General can do the authority to issue, deny, and revoke AOCs and may confer the authority to the Director of Aerodrome Standards and Safety Division. This authority permits the office to amend any AM upon application by the certificate holder or on their own initiative if safety in air transportation requires the amendment.

#### **b. Amendment Initiated by DCA.**

- (1). When the DCA initiates an amendment to the AM, the DCA informs the certificate holder in writing with a Notice to Amend. This notice specifies a reasonable period of not less than 7 business days within which the certificate holder may submit written information, arguments, and views on the proposed amendment by using SMS.
- (2). The Director of Aerodrome Standards and Safety will consider all relevant material when making a decision about the amendment and notify the certificate holder within 30 days of the decision to amend or to rescind the Notice to Amend.
- (3). If the Director General decides to implement the amendment, the amendment will go into effect not less than 30 days after the certificate holder is notified of the decision.
  - (a). If the Director General does not approve the proposed amendment, the operator can petition the DCA within 90 days of receipt of the refusal letter for a second review. However, the operator must address all responses in the refusal letter using the SMS process before the proposed amendment is resubmitted to Director General for review.
  - (b). If Director General decides there is an emergency requiring immediate action with respect to safety, the amendment may be issued with a statement of the reasons for the finding in the Notice to Amend.

#### **c. Amendment Initiated by the Certificate Holder.**

- (1). A certificate holder must submit a proposed AM amendment in writing to the Director General at least 30 days before the proposed effective date of the amendment, unless the Director General permits a shorter filing period.
- (2). If the Director General denies an application for amendment of the AM, a certificate holder may petition the Director General to reconsider the denial in accordance with paragraph 304. **b**, 3.

## Chapter 4. Inspection Process

### 400. Purpose.

This Chapter provides guidance on conducting inspections of airport operations.

### 401. Types of Inspections.

There are three types of inspections: initial, periodic, and surveillance. Initial inspections are conducted prior to the issuance of an Aerodrome Operating Certificate. The periodic inspection is conducted according to a schedule. Surveillance inspections can be conducted at any time. The following describes each type:

- a. An **initial inspection** is required for certification of all aerodromes not previously inspected or certificated under Part 139.
- b. The **periodic inspection** is intended to ensure the aerodrome is safe and the certificate holder is operating the aerodrome in compliance with Part 139 requirements and in accordance with procedures and practices described in the approved AM. The periodic inspection schedule is designed to meet management objectives and conserve resources.
- c. **Surveillance inspections** are announced or unannounced inspections that are conducted in addition to the periodic inspection. Reasons for conducting a surveillance inspection can range from following up on a periodic inspection finding to monitoring airfield safety during construction activity to testing continued compliance with the airport's AM or Part 139. The surveillance inspection can be directed toward a specific requirement and is not necessarily all-inclusive.

### 402. Schedule of Inspections.

- a. **The Director of Aerodrome Standards and Safety** will schedule periodic inspections based on the following criteria:
  - (1). Inspect International certificated airports on a 9- to 15-month cycle to ***maintain an average of 12 calendar months between inspections.*** Consideration may be given to any applicable factors when establishing the inspection frequency for a certificated aerodrome.
- b. Deviations may be made from the cycles specified in subparagraph (1) to shorten the time interval between inspections at a particular aerodrome to accommodate—
  - (1). Geographic proximity, i.e., it is permissible to inspect aerodromes in the same geographic area or travel routing during the same inspection interval, or
  - (2). An operational need that would make it prudent to conduct an inspection at an aerodrome prior to its scheduled inspection.
- c. Any deviation that would extend the inspection cycles beyond those outlined above must be coordinated with Director General prior to implementation.
- d. Factors triggering surveillance inspections include—
  - (1). Safety complaints concerning perceived hazards at aerodromes.
  - (2). Need to validate the airport class.
  - (3). Unsatisfactory enforcement history (administrative/legal).

- (4). AOC issuance or upgrade within the previous 24 months.
- (5). Surface incidents or vehicle pedestrian deviations (V/PDs).
- (6). Recent management and/or ownership change.
- (7). Construction activity.
- (8). Wildlife activity.
- (9). Other considerations that are identified by the ACSI.

#### **403. Preparation for Initial and Periodic Inspections.**

- a. Initial and periodic inspections require preparation. The Director of Standards and Safety may develop a tentative schedule for a periodic inspection that is convenient for both the ACSI and the aerodrome operator. The ACSI should prepare for an initial and all periodic inspections according to the following guidelines:
  - (1). Provide 2 weeks advance notice to the certificate holder (see Appendix 7).
  - (2). Confirm the dates as soon as practicable.
  - (3). Coordinate with other offices, as appropriate, including—
    - (a). Safety Management System Coordinator.
    - (b). Flight Standards.
    - (c). Communication and Navigation Aids.
    - (d). Aerodrome Security.
    - (e). Aerodrome Traffic Services [usually the Aerodrome Traffic Control Tower (ATCT) on the subject airport.]
  - (4). Review aerodrome information, including—
    - (a). AM.
    - (b). Current exemptions.
    - (c). Previous inspection records and legal enforcement reports.
    - (d). Violation history (for previous 3 years).
    - (e). Previous investigation reports (including V/PD reports).
    - (f). Aerodrome Master Plan and Facility Directory (A/FD) entry.
    - (g). Obstruction chart/aerodrome approach survey (if available).
    - (h). Accident/incident history.
    - (i). Aerodrome compliance and planning (verbal briefing sufficient).
    - (j). Safety Management System (SMS).
    - (k). Standard Instrument Approach Procedures (SIAPs) for each instrument runway.
    - (l). Information about construction projects for safety and compliance with national design standards.
  - (5). Ensure the availability of proper directives, charts, and appropriate information to conduct the inspection.
  - (6). Review the certificate holder's responsiveness to corrective actions required for previously cited deficiencies/discrepancies.

#### **404. Inspection Protocol—General.**

- a. The Aerodrome Certification Program operates on the premise that the aerodrome certificate holder acts responsibly to comply with Part 139 through the self-inspection program. The inspection itself is but a snapshot of how the

aerodrome's own self-inspection program ensures safety. Through best practices and procedures, diligent aerodrome condition reporting, and timely corrective actions for deficiencies and discrepancies to Part 139, the certificate holder shows how the aerodrome meets the regulatory requirements and those specific to the aerodrome's AM.

- b. Because of conditions on some aerodromes (high-density traffic), ACSIs should be flexible when conducting an inspection. The ACSI should consider inspecting the movement area during early morning, late evening, between hours of high numbers of aircraft operations, and other times when low numbers of aircraft operations occur.
- c. Initial and periodic certification inspections must include a night inspection of lighting and marking if the airport has night air transport operations or an instrument approach procedure. ACSIs must conduct night inspections during official darkness, i.e., after sunset and before sunrise.
- d. During the inspection, key airport personnel—including the operations director or supervisor, the maintenance supervisor, the ARFF chief, the wildlife hazard management supervisor or the airport wildlife biologist, and ATC controller (e.g., ATCT manager)—should be available. It might be advisable to interview these offices and personnel separately since there might be some reluctance to talk about problems in the presence of others.
- e. The Aerodrome Certification/Safety Inspection Checklist (ASSD Form 002) (see Appendix 8) is used to document findings during the inspection process.

#### 405. Phases of the Inspection.

The inspection protocol consists of eight phases:

- a. **In-briefing.** The in-briefing is a meeting with aerodrome management to discuss the inspection agenda, areas of mutual interest, problem areas, the aerodrome's current status, recent Part 139 issues, runway incursion issues, and any other topics of concern to the airport. In addition, the ACSI should coordinate with the ATCT, as appropriate, for inspection access to the movement area (see Appendix 9) and with the ARFF response at this time.
- b. **Administrative Inspection.** The ACSI should—
  - (1). Review the aerodrome's official copy of the AM, including the various plans (Emergency and Wildlife Hazard Management), as appropriate, to discuss any items about which there are questions from the pre-inspection preparation.
  - (2). Pay particular attention to those items that frequently change (e.g., personnel and telephone numbers, navigational aid (NAVAID) information, changes in pavement information after construction) in the AM.
  - (3). Discuss the status of exemptions, if any, to suggest possible steps to remove the deficiency that necessitates the exemption.
  - (4). Since the AM contains the processes and procedures the aerodrome uses to comply with Part 139, ensure the official copy of the AM is accurate, current, and implemented properly by those with responsibilities on the aerodrome.

- (5). Check the Notices to Airmen (NOTAMs) to verify the accuracy between the aerodrome's condition reporting and the information disseminated to users through the Aeronautical Information Service (AIS). Examine NOTAM and/or other aerodrome condition reporting logs.
  - (6). Review the Aerodrome Master Plan for changes and update the plan, as appropriate, with the aerodrome operator.
  - (7). Examine documentation records.
- c. Movement Area Inspection.** Movement areas are runways, taxiways, and other areas of an aerodrome that are used for taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and aircraft parking areas. The ACSI should—
- (1). Inspect runways and taxiways used by air transport aircraft to ascertain the condition of the pavement, marking, lights, signs, shoulders, and safety areas.
  - (2). Verify that marking and light configurations are consistent with the approach chart(s) and the Aerodrome Master Plan.
  - (3). Validate with the Flight Check Division the accuracy of obstruction data for a potential impact on aerodrome approaches.
  - (4). If construction activity is in progress,
    - (a). Check for adherence to the safety plan.
    - (b). Identify any potentially hazardous condition to runway/taxiway safety posed by excavations, trenches, or stockpiled material.
    - (c). Verify there is adequate marking and lighting of the construction area.
    - (d). Verify correct marking and lighting of temporary thresholds.
    - (e). Verify the placement of construction equipment away from the movement area.
    - (f). Observe ground vehicle operations for the following:
      - (i). Limited access to movement and safety areas to only those vehicles necessary for aerodrome operations.
      - (ii). Appropriate and correct procedures and communications, adherence to pilot/controller phraseology, and driver understanding of Air Traffic Control conventions.
      - (iii). Properly marked vehicles.
  - (5). Inspect for public protection (inadvertent entry and jet/propeller blast protection).
  - (6). Observe evidence for the presence of wildlife or attractants that present potential hazards. This includes disposal practices for dead or captured animals, how self-inspection procedures address the finding of dead birds or other wildlife on pavements, and how personnel are monitored during construction activity for disposal of wastes that might attract wildlife.
  - (7). Verify that traffic and wind indicators can be seen by pilots in aircraft on approach, for condition, and, if for use at night, for adequate lighting.

**d. ARFF Inspection.**

- (1). Check category for the critical aircraft and schedule of operations.
- (2). Check for appropriate firefighting equipment to meet category and agents.
- (3). Check for sufficient personnel.
- (4). Conduct a refractometer or conductivity test if the aerodrome operator has not conducted one in the past 6 months.
- (5). Check dry chemical testing records to verify testing has been conducted as required by the manufacturer.
- (6). Check for procedures to address reduction in capability.
- (7). Check vehicle and equipment readiness.
- (8). Check for communications capability, including method of alert.
- (9). Check emergency access roads.
- (10). Conduct 3-minute response drill, as appropriate
- (11). Check ARFF personnel proximity suits and self-contained breathing apparatus.
- (12). Check ARFF personnel contained in Section 139.65.
- (13). Check ARFF personnel training records.
- (14). Check emergency medical technician (EMT) or medical response capability.
- (15). Check records of live-fire drills.

**e. Fuel Inspection.**

- (1). Check agents who handle hazardous materials on the aerodrome.
- (2). Check areas designated for storage of hazardous materials.
- (3). Check certificate holder's standards for protecting against fire and explosions in storing, dispensing, and otherwise handling fuel on the aerodrome.
- (4). Check certificate holder's inspection records of fueling agents on the aerodrome.
- (5). Check supervisory and other personnel training per Section 139.112.

**f. Wildlife Hazard Management.**

- (1). Observe signs of wildlife during a physical inspection of the aerodrome.
- (2). Observe habitats and activities conducive to attracting wildlife.
- (3). Check self-inspection records for data about wildlife observation by airport personnel.
- (4). If a wildlife assessment has been conducted, determine if the aerodrome is required to develop a Wildlife Hazard Management Plan. An assessment does not always result in the need for a plan, but if a plan is required, then determine if the plan has been implemented.
- (5). Check for depredation and other wildlife control permits.
- (6). If a Wildlife Hazard Management Plan has been written and implemented, check for adequacy.
- (7). Check professional qualifications of wildlife management personnel.
- (8). Check procedures for alerting users of wildlife activities.



**g. Night Inspection.**

- (1). Check runway and taxiway lights on all runways for alignment, spacing, and optical information.
- (2). Check obstruction lighting.
- (3). Check shielding of lighting on ramps and aprons.
- (4). Check marking and sign visibility at night.
- (5). Check visibility of wind and traffic indicators for night operations.
- (6). Where appropriate, check lighting and marking of unusable portions of the aerodrome and/or construction lighting of hazards to aerodrome users.

**h. Post-inspection Out-briefing.**

- (1). Consolidate notes from the AM review, from elements a through above, and from the Aerodrome Certification/Safety Inspection Checklist.
- (2). Present specific discrepancies and deficiencies during the out-briefing.
- (3). Throughout the discussion, determine the level of compliance and compliance attitude.
- (4). If a deficiency or discrepancy is found—
  - (a). Determine the enforcement action appropriate to the deficiency or discrepancy and issue a Letter of Correction identifying actions to be taken by the certificate holder (see Chapter 5).
  - (b). If a Letter of Correction is issued, establish a date by which the correction must be completed.
  - (c). In the case of an unsafe condition, take immediate action.
  - (d). Determine if DCA can be of assistance.
- (5). If no discrepancies/deficiencies are observed—
  - (a). Issue an Inspection Closeout Letter (see Appendix 10), either onsite or upon return to the office.

**406. Inspection Protocol—Specific Guidance.**

The following sections provide more details about the conduct of an aerodrome certification safety inspection. The ACSI should compare conditions on the aerodrome to the contents of the AM, especially when deficiencies or discrepancies are found.

**407. Records.****a. Certificate Holder's Responsibilities.**

- (1). A certificate holder must maintain the records required under Part 139 in a manner acceptable to the DCA and in compliance with Part 139.
- (2). A certificate holder must, upon request, provide the DCA all records required under Part 139.

**b. ACSI's Responsibilities.** The ACSI must confirm the certificate holder is adequately maintaining all records required under Part 139, including—

- (1). Records for aerodrome personnel training, as required under Sections 139.55, and the records for emergency personnel training (ARFF and medical service), as required under Section 139.65. These records must be maintained for 24 consecutive calendar months.
- (2). Records for aerodrome fueling agent inspections and fueling personnel training, as required under Section 139.112. These records must be maintained for 12 consecutive calendar months.

- (3). Records for self-inspection, as required under Section 139.117. These records must be maintained for 12 consecutive calendar months.
  - (4). Records for training vehicle operators and personnel with access to the movement area and safety areas, as required under Section 139.119. These records must be maintained for 24 consecutive calendar months.
  - (5). Records for an accident or incident occurring on the movement and/or safety areas involving an air transport aircraft and/or a ground vehicle, as required under Section 139.119. These records must be maintained for 12 consecutive calendar months.
  - (6). Records of aerodrome conditions, as required under Section 139.123. These records must be maintained for 12 consecutive calendar months.
  - (7). Other records determined by the DCA to be in the interest of public safety.
- c. Increasing numbers of aerodrome operators are using computer databases to track employee training records. In most cases, the employees are not required to physically sign the training records as they were in the past. While the ACSI may encourage the aerodrome operator to use sign-in sheets, the lack of such sheets does not invalidate the training. If there is any doubt about the employee having taken the training, the ACSI may query the employee about whether he/she received the training and may also test the employee. These criteria apply to all record keeping requirements established under Part 139.

#### 408. Section 139.55, Personnel.

- a. **Certificate Holder's Responsibilities.** The certificate holder is responsible for providing sufficient and qualified personnel.
- b. **ACSI's Responsibilities.** The ACSI determines whether the aerodrome has sufficient number of and qualified personnel.
  - (1). The ACSI **cannot** specify the number of employees the certificate holder must have but can identify whether the number of employees is sufficient by observing how many are required to maintain and operate the aerodrome at the minimum safety standards in Part 139. Determination of sufficiency and qualifications must be based on conditions found during the inspection, such as—
    - (a). Repeated inspections with a high number of deficiencies.
    - (b). Unusually high number of deficiencies in a single inspection.
    - (c). Observation of personnel performing duties.
    - (d). Staffing rosters.
    - (e). Position descriptions.
  - (2). In addition, ACSIs can administer oral or written tests or request practical demonstrations of skills to help him/her determine whether there are sufficient and qualified personnel. Such methods, however, are only tools, not inclusive means of making a determination. Tests or demonstrations must be appropriate for the class, category, and conditions of the particular aerodrome.

- (a). It is necessary to distinguish between the personnel requirements because there might be a “sufficient” number of personnel but not enough “qualified” personnel because of deficiencies in training. If the work performed on the aerodrome is completed but done improperly, this might indicate a need for better training. The certificate holder should be advised to develop an aerodrome operations and maintenance program that provides training for all the areas that are subject to Part 139.

#### 409. Paved Areas.

- a. **Certificate Holder’s Responsibilities.** The certificate holder is responsible for ensuring that all pavement available for air transport use, including loading aprons and parking areas, is maintained properly and promptly repaired when deficiencies occur.
- b. **ACSI’s Responsibilities.** Where conditions are found involving possible pavement deterioration (evidence of cracking, ponding, spalling, settling, etc.), the ACSI should advise the certificate holder that corrective action must be taken and, in the case of severe deterioration, should advise the Aerodrome Standards and Safety Division of the pavement condition immediately.
- c. **Pavement Condition.**
  - (1). DCA uses Doc 9137, *Aerodrome Services Manual*, to determine pavement conditions.
    - (a). When evaluating pavement condition, the ACSI should keep in mind that cracks and/or surface variations that create a marginal condition that produces loose aggregate or other contaminants, **which could impair directional control of air transport aircraft**, are deficiencies.
    - (b). It is also important to note that holes and other surface aberrations in the pavement must be evaluated against the criteria in both Sections 139.103.
  - (2). **Section 139.103.** A hole larger than 5 inches in diameter and 3 inches deep and has a side slope of 45 degrees is a discrepancy as a hole. Longitudinal cracks are more likely to affect directional control of air transport aircraft than transverse cracks. The ACSI is responsible for evaluating each case.
  - (3). **Section 139.103 (b).** Loose aggregate, foreign objects, rubber deposits, and other contaminants must be removed from paved areas as promptly and completely as possible.
  - (4). **Section 139.103 (c).** The certificate holder shall maintain good friction characteristics and low rolling resistance.
  - (5). **Section 139.103 (d).** The certificate holder shall maintain surface of each gravel, turf, or other unpaved runway, taxiway or parking area.

**410. Section 139.102, Safety Areas.****a. Certificate Holder's Responsibilities.**

- (1). The certificate holder is responsible for properly maintaining the condition of the safety areas. The dimensions of the safety areas must be entered in the AM along with the design standards applicable to that runway. All surface variations, such as drainage ditches and culverts within safety areas, must be documented.
- (2). Even if the full length/width of the design standard for a safety area cannot be achieved, it might be "practicable" to extend the safety area by a small incremental land acquisition. The safety area might also require minor earthwork or the relocation of a ditch or culvert. Gaining as much safety area as possible is important for providing the maximum achievable level of safety.
- (3). Major pavement "reconstruction" projects that are part of an overall plan to extend the useful life of the runway/taxiway and similar major pavement rehabilitation efforts should be considered reconstruction and trigger the safety area requirements of Section 139.102. The addition of a porous friction course, grooving, and pavement overlay designed only to protect the structural integrity of the existing pavement as a means of achieving its originally anticipated useful life is not considered reconstruction under this provision. Significant "expansion" would include projects clearly designed to accept a different critical aircraft or to provide for increased payload or range for the existing critical aircraft using that pavement. As a guideline, extending a runway by 500 feet or more is considered "significant" for the purpose of this provision.

**b. ACSI's Responsibilities.**

- (1). The ACSI should carry or have available a GPS hand-held surveying tool to check safety area dimensions that do not appear to be correct. The ACSI should note any gross discrepancy in the measurements of the safety area and any deficiency in the maintenance of the safety area.
- (2). The ACSI may have the vehicle operator drive in portions of the safety areas to evaluate surface conditions, provided conditions allow it. Unusual aerodrome conditions caused by seasonal variations—such as mud, and water—are evaluated on a case-by-case basis. Safety areas should support a vehicle or ARFF equipment during dry conditions and the inadvertent excursion of an aircraft without causing major damage. Safety areas must be graded and free of humps, ruts, and surface variations. They must be drained by grading or by storm sewers.
- (3). **Protection of the RSA and the personnel who are in the RSA is the aerodrome operator's responsibility, not that of ATC personnel.** Any event that occurs in the RSA lies within the certificate holder's purview, and for that reason, the aerodrome operator must take the necessary steps to protect the RSA.

**c. Safety Area Conditions.**

- (1). Unless fixed by function, no object is permitted within the safety area. Objects fixed by function and located in the safety area must be on a frangible mount, no higher than 3 inches above grade.
- (2). If the ACSI determines that an NAVAID is not properly mounted, the ACSI should identify the discrepancy on the inspection report and note that the Communication and Navigation Aids will be advised of the condition. However, the certificate holder should also be asked to work with the Communication and Navigation Aids Division to correct the deficiency. The ACSI may facilitate this situation as deemed necessary.

**d. Personnel and Equipment in Safety Areas.**

- (1). Vehicles, mowing equipment, and other large equipment (not including hand tools or small equipment that will not cause damage to an aircraft in case of a collision) are not considered acceptable objects in the safety area during air transport aircraft operations except for the areas described below under “Authorized RSA Activity.”
- (2). The ATCT personnel control movement of aircraft and vehicles **only in movement areas**. Except for runway/taxiway movement areas, **the RSA is considered a non-movement area**. When authorized personnel receive clearance from the ATCT to enter the portion of a RSA that is a non-movement area, they are receiving authorization for **access to** the RSA, not a **clearance to be in and remain in** the RSA.
- (3). **Authorized RSA Activity—RSA Beyond the Runway Ends.**
  - (a). Access by vehicular, mowing, and other equipment is limited to areas **more than 200 feet from the runway end** unless the runway is closed or air transport aircraft operations are restricted .
  - (b). During air transport operations, only authorized airport personnel may enter this area. If it is necessary to drop off light or small equipment in the RSA, a vehicle may be brought into the area between air transport operations, provided it is then removed from the RSA immediately.
  - (c). Personnel, material, and equipment in the RSA must be protected from jet blast.
- (4). **Safety Area Procedures.** Information on the procedures the certificate holder will follow with respect to activity of personnel and equipment in the safety area is contained in the AM.
- (5). The ACSI should bring all objects located outside the aerodrome’s approved safety areas to the attention of the aerodrome operator for removal.

**411. 139.105 Marking, Signs, and Lighting.**

- a. Certificate Holder’s Responsibilities.** The certificate holder is responsible for the following:
  - (1). **Marking.** The certificate holder is responsible for providing and maintaining marking systems for air transport operations, as defined in

Section 139.105.

- (2). **Signs.** The certificate holder is responsible for providing and maintaining sign systems for air transport operations, as defined in Section 139.105. Aerodrome certificate holders should be reminded that amendments to sign plans are required when signs are added or removed from the airfield. Any amendments or changes need DCA approval since the Aerodrome Sign and Marking Plan is part of the AM.
  - (3). **Lighting.** The certificate holder is responsible for providing and maintaining lighting systems for air transport operations, as defined in Section 139.105.
- b. ACSI's Responsibilities.** The ACSI is responsible for determining that—
- (1). Runways are marked and lighted to meet the requirements in national law and Part 139.
  - (2). Proper alignment is established for the runway lights in both directions from each end and on the centerline. The ACSI should request that lights be cycled through all intensity levels. Lights should appear to be of uniform brightness and alignment and be of appropriate colors.
  - (3). Instrument runways have the appropriate color lights. Airports having air transport operations at night or during conditions below visual flight rules (VFR) minimums—instrument meteorological conditions (IMC) are required to provide yellow edge lights on the runway end opposite the landing threshold for instrument runways. Aerodrome Design Manual specifies the runway lighting: “The runway edge lights emit white light, except in the caution zone, which is the last 2,000 feet (610 m) of runway or one-half the runway length, whichever is less. In the caution zone, yellow lights are substituted for white lights. In the caution zone, the runway edge lights emit yellow light in the direction facing the instrument approach threshold and white light in the opposite direction. Instrument approach runways are runway end specific, meaning one runway may have an instrument approach on one end and a non-instrument approach on the opposite end. However, when there is an instrument approach at each runway end, yellow/white lights are installed at each runway end in the directions described above. The yellow lights indicate caution on rollout after landing.”
  - (4). Semiflush edge light fixtures have been installed properly. The 200-foot spacing between high-intensity runway edge lights (HIRLs) was chosen to allow three lights to be seen in the 600-foot runway visual range (RVR). This RVR actually ranges from 700 to 501 feet.
  - (5). Taxiways are equipped with required marking and lights/reflectors. Taxiway edge markings are required where the full-strength pavement of the taxiway is not readily discernible or where a taxiway is outlined on a large paved area such as an apron. There are two types of taxiway edge markings:

- (a). Continuous, to indicate that the aircraft must not cross, and
  - (b). Dashed, where there is a need for aircraft to cross a contiguous area. Additionally, if the aerodrome is open at night or during IMC, the taxiways must have centerline lights, centerline reflector, edge lights, or edge reflectors.
- (6). Guidance signs are installed in accordance with the approved Aerodrome Sign and Marking Plan. Specifications for sign systems are contained in Aerodrome Design Manual.
- (a). During the first inspection after the installation of the new signs, the ACSI must verify that each sign (location, message, color) has been installed in accordance with the Sign and Marking Plan, which is incorporated in the AM.
  - (b). In preparation for subsequent periodic inspections, the ACSI should review the Aerodrome Sign and Marking Plan as a part of inspection preparations. During the periodic inspection, the ACSI should look at the signs during the movement area drive-around, noting color, lighting, message, accurate directions, and any missing signs. Whenever necessary, noted discrepancies (e.g., missing signs, wrong color, illogical instruction/directions) should be compared to the Sign and Marking Plan.
  - (c). When a development project requires the addition of new signs or deletion of existing ones, the ACSI should verify these additions or deletions are in accordance with the Sign and Marking Plan.
  - (d). Signs must be lighted if the runway or taxiway on which they are installed is lighted. Section 139.105 apply to all certificated airports.
- (7). The Aerodrome is equipped with an operable aerodrome rotating beacon if it is open during hours of darkness or during IMC.
- (8). Aerodrome approach lighting systems (ALSs) are properly maintained. Approach lighting owned by the airport operator [e.g., visual approach slope indicators (VASIs), runway threshold identifier lights (RTILs), ALSs] is covered by this section. If the aerodrome operator owns RTILs/VASI systems, there are also required procedures for checking calibration. These procedures should be addressed in the AM. For approach lighting systems not owned by the aerodrome, the certificate holder is responsible for inspecting them to ensure they provide accurate reference to the users and for reporting any outages or deficiencies to the owner.
- (9). Obstruction lights are operable. The AM should contain a list of lighted obstructions.
- (10). Marking and lighting systems on the aerodrome are properly maintained. "Properly maintained" includes cleaning, replacing, or repairing any faded, missing, or nonfunctional item of the marking or lighting system; keeping each item unobscured and clearly visible; and ensuring that each item provides an accurate reference and is in alignment when viewed by the user.

- (a). If the aerodrome operator owns a standby generator for movement area lighting, the AM should include a method for the periodic testing of the equipment. The ACSI should consider a test operation of the generator if periodic testing procedures do not appear to be adequate.
  - (b). The ACSI should recommend the use of a standby generator to airport certificate holders.
- (11). Other lighting on the aerodrome for aprons, roadways, buildings, etc. are adequately adjusted or shielded to prevent interference with ATCT and aircraft operations.
- (12). The certificate holder has implemented the requirement for glass beads.

#### **412. Section 139.59, Aircraft Rescue and Firefighting: Category Determination.**

- a. Category Determination.** The category is dependent on the most critical aircraft providing regular air transport into an aerodrome.
- b.** Paragraph 139.59 contains the aircraft category determined by length.
- c. Certificate Holder's Responsibilities.**
  - (1). The aerodrome operator is responsible for providing ARFF capability for the aircraft that operate at the airport.
  - (2). The aerodrome operator has an obligation to complete the following items for alternate compliance when ARFF service can not be directly supported by the aerodrome. This alternate compliance must be described in the AM and include—
    - (a). Prearranged firefighting and emergency medical response procedures, including agreements with the responding services;
    - (b). Means for alerting firefighting and emergency medical response personnel;
    - (c). Description of the type of rescue and firefighting equipment used; and
    - (d). Training for the above-named personnel on airport familiarization and aerodrome communications.

#### **413. Section 139.61, ARFF: Equipment and Extinguishing Agents.**

- a. Certificate Holder's Responsibilities.**
  - (1). The certificate holder is responsible for providing at least the minimum firefighting equipment and agents for the category identified in Section 139.61.
- b. ACSI's Responsibilities.**
  - (1). The ACSI is responsible for ascertaining that the firefighting equipment and agents are appropriate for the category, as specified in Section 139.61. The ACSI should also check the discharge capacities and agent capacities to ensure they meet requirements. This includes checking the amount of reserve AFFF available.
  - (2). The ACSI should check the performance of AFFF.



**414. Section 139.111, ARFF: Operational Requirements.****a. Certificate Holder's Responsibilities.**

- (1). The certificate holder is responsible for providing the ARFF capability specified in Section 139.111(a) and (b), as determined by the airport's category.
- (2). The certificate holder must report permanent changes category. If an aerodrome experiences a reduction in ARFF capability, procedures in Section 139.111 (d) must be implemented.
- (3). Vehicle communications must comply with requirements of Section 139.63.
- (4). Vehicles must be marked and lighted per Section 139.63, and vehicle readiness must be maintained per Section 139.61 and 139.67. Each required vehicle must be operationally capable of performing the required functions and must be provided shelter adequate to protect it from freezing temperatures and the harmful effects of sun exposure.
- (5). All ARFF personnel must be equipped in a manner sufficient to perform their duties.

**b. ACSI's Responsibilities.**

- (1). The ACSI is responsible for determining if the aerodrome is equipped with ARFF vehicles meeting the aerodrome category during air transport operations. ARFF equipment required to meet the category must be listed in the AM. The year of the vehicles must be included if discharge capacities are grandfathered. Backup equipment must be listed separately and shown to be "equal" to the required equipment in terms of response time, discharge rate, communications capability, and agent quantities.
- (2). The ACSI must determine if changes to the ARFF category are substantiated by increases or decreases in daily departures of the critical aircraft.
  - (a). Modify existing structural fire equipment to satisfy the new ARFF category temporarily, until appropriate ARFF equipment is available.
  - (b). If equipment cannot be supplied before the proposed operation occurs, delay the new service until the appropriate equipment is in place or seek a temporary exemption from Section 139.61, with Flight Standards concurrence.
- (3). The ACSI must determine whether all ARFF personnel are equipped in a manner sufficient for their duties. Such equipment must include a protective coat, protective trousers, a protective helmet, gloves, and positive pressure self-contained breathing apparatus (SCBA) that meets current National Fire Protection standards. This equipment may also include emergency medical equipment, such as spine boards, air splints, oxygen equipment, etc. if basic emergency medical care is provided by ARFF personnel.

- (4). The ACSI should confirm that all ARFF personnel who engage in any rescue or firefighting operations are wearing the complete protective clothing ensemble, including SCBA, during responses, unless directed by the officer-in-charge to remove it. This requirement does not apply to ARFF vehicle driver/operators unless they are expected to operate handlines or effect rescue operations. However, the ARFF vehicle driver/operator must have protective equipment readily accessible. Initial responders to a crash site who will operate handlines to extinguish flammable liquid fuel fires or be involved in passenger rescue operations should wear proximity suits.
- (5). The ACSI must confirm that the ARFF training curriculum meets the requirements of Section 139.65 and that ARFF personnel can demonstrate their knowledge in required areas. The DCA Aircraft Rescue and Fire Fighting Computer-Based Training may be used in conjunction with an instructor and aerodrome-specific information for training.
- (6). The ACSI must review training records for ARFF personnel (see Appendix 12 for the ARFF Training Checklist). Training records must indicate that all ARFF personnel have participated in at least one live-fire drill in the previous 12 months. A live-fire drill must include a pit fire or fire with an aircraft mockup, using enough fuel to provide realistic training, i.e., the intensity of the drill should be comparable to the air transport aircraft operating at the aerodrome. In the context of this section, “live-fire drill” has the same meaning as “simulated aircraft fire.”
  - (a) This policy is not intended to limit the personnel to whom the regulation applies or to limit the annual fire training categories in which personnel perform. Rather, it clarifies what is acceptable for meeting the standards of the regulation. The objectives of this training are to enhance firefighter confidence in his/her ability and equipment, to provide firefighting experience commensurate with the level of public protection indicated by the ARFF index of the airport, and to develop effective firefighter tactics, strategies, and procedures.
  - (b) Part 139.65 states the certificate holder must ensure that sufficient rescue and firefighting personnel are available during all air transport operations to operate the vehicles, meet the response times, and meet the minimum agent discharge rates required.
    - (i) **For ARFF personnel who perform in a “required” capacity** to meet the requirements of Section 139.65, the following guidance applies: An acceptable live-fire drill consists of fighting a fire from the position in which the firefighter would be expected to perform. For example, for the firefighter who normally performs on the hand line, hand line training would be part of the annual requirement. For the driver/operator who normally operates the turrets of the ARFF vehicle, it would be preferable that the firefighter who operates the turrets meet the annual requirement. However, many

training programs have all participants working the hand lines, and it would be acceptable for the driver/operator to meet the annual requirement by training on the hand line. It would not be acceptable for a hand line firefighter to use training on the turrets to meet the annual requirement.

- (7). The ACSI must determine that, if the aerodrome has an approved SMGCS Plan, the ARFF crews know their procedures and responsibilities under the plan.
- (8). The ACSI must confirm that at least one of the personnel on duty is trained and current in basic emergency medical care. It is not necessary for the emergency medical person to be one of the regular ARFF personnel, nor is it required that this person meet the timed response requirements established in Section 139.67. However, “on duty” during air transport operations does mean there must be some assured means of having the individual available. For example, an ambulance service located near the airport with personnel trained in the requirements of Section 139.65, which is willing to provide a person during air transport operations, might be used to satisfy this requirement. Of course, a reasonable response time would have to be assured. While the standard 3- to 4-minute response time of the ARFF unit is not required, the response should be rapid enough to be useful in providing the initial basic medical care envisioned by this provision. Similarly, if local police have this training and can assure an adequate response, they may be used to meet this requirement.
  - (a). This first responder training is the basic level of training of four levels that constitute the International standard for emergency medical standards.
    - (i). Any legitimate training program obtained from the Red Cross, hospitals, doctors, nurses, or qualified EMTs, etc. is acceptable if it covers the nine areas identified in the requirement and consists of a minimum of 40 hours.
    - (ii). Additionally, for the requirement that the person be current in training for basic emergency medical care, annual refresher courses are not required per se. However, if the organization that provided the initial training has added different or new material to the required subject areas that could significantly change the performance of an individual during an emergency situation, it would be reasonable to expect currency training in the revised area(s).
- (9). The ACSI must ascertain that sufficient ARFF personnel are available to operate the required ARFF vehicles in accordance with Section 139.65.
- (10). The ACSI must conduct a response drill, and a successful response time must be recorded prior to the completion of the inspection. Failure of the aerodrome ARFF to return a successful response time might indicate the need for substantive changes in some aspect of ARFF. A successful

response time entails (1) at least one required ARFF vehicle responding to the required location and discharging agent within 3 minutes of alarm, and (2) all remaining required ARFF vehicles responding to the required location and beginning discharge of agent within 4 minutes of alarm. The testing of the response begins the moment the alarm is sounded, or the telephone is picked up, or whatever means is used to alert ARFF of an event begins.

- (a). It is important to time the response accurately. The timing begins with the activation of the first alarm signal to the fire agency responsible for ARFF at the airport. Usually this will be when ATC picks up the phone or sounds the alarm, siren, or klaxon. A visual cue (e.g., strobe light activation or dormitory light illumination) may also be given. The fire agency is usually the firehouse where the vehicles and crews are stationed, but it could also be a fire service dispatch office that controls the movement of crews and vehicles at a different location. It is important that the timing include any message that must be given, crew assembly, coordination, or other process that occurs as part of the response. Problems meeting the response time might indicate the notification process needs to be modified to eliminate time-consuming communications or coordination.
- (b). The ACSI must ensure the certificate holder demonstrates compliance with the provisions of this section. Additional time should not be added or subtracted to the timed response to accommodate or address conditions that exist **at a specific facility**. For example, if the doors of the fire station are open at the time of the alarm, the ACSI cannot add to the time it takes for the vehicles to respond.
- (c). The ACSI should consider a retest if the certificate holder initially fails to demonstrate the ability to comply with the performance requirement of this section unless he/she is of the opinion that a retest would not be successful. The ACSI **must not conclude the physical inspection of the airport until the certificate holder exhibits the ability to conduct a successful ARFF response or an operational procedure is in place that demonstrates the ability to meet the performance requirement** of this section.
  - (i). These procedures might include, but are not limited to, the closure of a runway to air transport operations or the repositioning of an ARFF vehicle during air transport operations.
  - (ii). In some situations (e.g., an existing runway was lengthened or a new runway built), the construction of a supplemental ARFF station might be the long-term solution.
  - (iii). A test must be performed to ensure the newly implemented procedure is effective. Subsequent surveillance inspections might be required to ensure continued compliance.
  - (iii). The ACSI must document the inability of the certificate holder

to comply with the operational requirement of this section in a Letter of Correction issued to the certificate holder. The Letter of Correction must indicate that a demonstrated procedure was implemented during the inspection that satisfies the operational performance requirement mandated by this section.

- (11). At the option of the ACSI, a discharge of water may be used in lieu of other agents during the timed response drill. However, a demonstration of the discharge of the agents not used in the response drill (except for Halon 1211) must be conducted for at least one required response vehicle before the conclusion of the inspection to ensure the adequate capability. The ACSI may forgo testing dry chemical if the airport can document maintenance and testing of the system within the last 6 months
- (a). During the certification inspection, the ACSI should request ARFF personnel on at least one required response vehicle with a foam-proportioning system to conduct a refractometer or conductivity test. By observing the preparation for, and performance of, this test, the ACSI will be able to gauge the ARFF personnel's knowledge of the vehicle and its systems. In some cases, ARFF personnel might have a refractometer or conductivity tester but not know how to use it. In those cases, the ACSI should be prepared to conduct a refractometer test or a conductivity test and provide some basic training in the use of the tester. If the certificate holder has records that indicate that these tests have been conducted within the last 6 months, the ACSI may accept these as proof of the integrity of the system. If the ARFF department does not conduct periodic refractometer or conductivity tests, the ACSI should advise them to do so.

Based on *Evaluation of Conductivity Meters for Firefighting Foam*, DCA finds both the use of refractometers and conductivity meters as acceptable methods of testing ARFF vehicle foam-proportioning systems. Because they are more precise and easier to use, however, DCA recommends using conductivity meters. Refractometer test methods can be found in Appendix 14.

- (12). The ACSI may conduct ARFF response drills at night or during inclement weather. However discretion must be used to ensure that safety is not compromised. If there is a question as to whether a drill can be conducted safely, it should be postponed. When conducting the timed response, the ACSI should keep in mind that the times given in the regulation are based on a direct path on dry pavement under good weather conditions. If the drill is conducted at night or in other than dry conditions, the response times may be adjusted at the discretion of the ACSI to allow **for the adverse condition**. It is the ACSI's prerogative to select the location from which to conduct the response drill on the airport.
- (13). The ACSI must confirm that all designated emergency access roads are maintained for all weather conditions. Emergency access roads are those

required to meet ARFF requirements. Roads constructed specifically for use by emergency vehicles must be considered as emergency access roads and must be designated in the AM. Additionally, service roads that are located in the safety area must be designated by the aerodrome operator as an emergency access road and maintained during all weather conditions.

- (14). The ACSI is responsible for confirming that the AM includes procedures for repositioning ARFF vehicles to maintain required category response capabilities and/or conditions and procedures for reducing ARFF category when the required vehicles/personnel/agents are unavailable to respond to an emergency. This includes those situations in which equipment and personnel are on or off the aerodrome responding to an emergency and are unavailable to provide the published category capabilities. Procedures must include notifying the aircrafts of a reduced category through normal air transport notification procedures and use of NOTAMs. While aerodrome operators should not be encouraged to respond to off-airport non-aircraft emergencies, they might have mutual aid agreements in place that call for this support in certain circumstances. Since the concept of mutual aid relies heavily on this sharing of support, it is recommended that mutual aid use of ARFF equipment be very limited. When used, however, such agreements should provide for immediate return to the aerodrome as soon as structural or other relief equipment arrives.
- (a). If there is a reduction in ARFF capability and the certificate holder immediately issues the required airline notices and NOTAMs of reduced category capability, there is no deficiency or discrepancy with respect to the requirement.
- (b). If ARFF vehicles respond to an emergency, on or off the aerodrome, involving an aircraft accident/incident and the air transport were not notified of a change to the category (including issuance of NOTAM), the certificate holder could file for a deviation in accordance with Section 139.17.

#### **415. Section 139.112, Handling and Storage of Hazardous Substances and Materials.**

- a. Certificate Holder's Responsibilities.** The certificate holder is responsible for—
- (1). Establishing and maintaining procedures for the protection of persons and property on the airport during the handling and storing of any material. These are included in Section 139.112.
  - (2). Establishing acceptable fire safety standards and including them in the AM. If the local fire code does not address fire safety for aviation fuels, the certificate holder should consult National guidance, *Standard for Aircraft Fuel Servicing*, for guidance in creating a minimum fire safety level.

- (3). Conducting adequate inspections of the fueling facilities of fueling agents at least once every 3 months and maintaining records of these inspections for 12 consecutive months.
  - (4). Establishing and maintaining standards for protecting against fire and explosions in storing, dispensing, and otherwise handling fuel on the aerodrome. These must include facilities, procedures, and personnel training.
  - (5). Complying with the above, requiring all other fueling agents operating on the aerodrome to comply with these standards, and performing reasonable surveillance to ensure compliance.
  - (6). The tenant fueling agents must maintain records documenting this training. The certificate holder must obtain written confirmation of this training once every 12 months and maintain these records for 12 consecutive calendar months.
- b. ACSI's Responsibilities.** The ACSI is responsible for—
- (1). Ensuring the certificate holder is maintaining adequate oversight of fueling agent activities on the aerodrome.
    - (a). A fueling agent is defined, for the purposes of this regulation, as “a person or company that provides fuel services on the aerodrome.” This is intended to exclude the self-fueling activities of an airline or Section 139.112 (b) address the responsibilities of, and requirements imposed on, “fueling agents” on the aerodrome and therefore exclude those persons and companies that self-fuel. This includes the fuel farms operated by these persons or companies. However, the ACSI should remind certificate holders to include these facilities in their surveillance inspections in the interest of maintaining overall airport safety.
    - (b). Paragraph 139.112 (b) requires the certificate holder to exercise “reasonable surveillance on all fueling activities on the aerodrome.” These self-fuelers might be corporate or large aircraft operators who provide their own fueling service and private small aircraft owners who perform refueling operations on their own planes.
  - (2). Inspecting a sample of fuel facilities, including fuel trucks, on the aerodrome to ensure compliance. The size of the sample is at the ACSI's discretion.
  - (3). Ensuring that at least one supervisor with each fueling agent has completed an acceptable fire safety course. This course may be one that is conducted by the aerodrome in conjunction with the local fire facility, or it may be one of the nationally acceptable training courses reviewed by Aerodrome Standards and Safety Division and listed in the Certification Alert Notices (CAN). A locally developed course must be reviewed by the ACSI to determine its acceptability. Guidelines for reviewing a local course are available in the CATI of the DCA.
  - (4). Ensuring compliance with the HMR if a certificate holder is an agent for hazardous air cargo shipments. (ACSIs will have limited involvement in

this area since there are only a few such certificate holders.)

- (5). Ensuring compliance with fire safety training. Prior to assuming a supervisory position, an individual must have completed initial training or be enrolled in an authorized aviation fuel-training course that will be completed within 90 days. Also, recurrent training is now required at least every 24 months.
- (6). Ensuring that all other employees who fuel aircraft, accept fuel shipments, or otherwise handle fuel have received at least initial on-the-job training in safe handling and, thereafter, have received recurrent training every 24 consecutive months from the supervisor named in the preceding section.
- (7). Ensuring that if there is an electrical requirement for grounding during certain types of maintenance work on aircraft, this protection against electrical discharge has been addressed.
- (8). Appendices 16 and 17 contain checklists for fueling activities.

#### **416. Section 139.127. Wind Indicators.**

##### **a. Certificate Holder's Responsibilities.**

- (1). The certificate holder is responsible for installing a wind cone that provides surface wind direction information to all runways.

##### **b. ACSI's Responsibilities.**

The ACSI is responsible for evaluating whether there are an adequate number of wind direction indicators.

#### **417. Section 139.57. Aerodrome Emergency Plan.**

- a. Certificate Holder's Responsibilities.** The certificate holder is responsible for providing a written document entitled the Aerodrome Emergency Plan (AEP). The plan is intended to minimize the possibility and extent of personal injury and property damage on the aerodrome in an emergency. The plan must—
- (1). Describe procedures for prompt response to the emergencies listed in Section 139.57. This includes procedures for responding to utility failures, electrical failures, fuel spills, hazardous materials, natural gas, water, and sewage spills.
  - (2). Provide, in sufficient detail, guidance to all who must respond to an emergency on the airport.
  - (3). Be capable of responding to an emergency involving the largest air transport aircraft in the index group required by Section 139.59, to the extent practicable.
  - (4). Contain procedures for notifying facilities, agencies, and personnel of the location of an emergency on the aerodrome.
  - (5). For water rescue, if applicable, by identifying any significant bodies of water or marsh lands adjacent to the aerodrome that are under the approach/departure flight paths out to the "final approach fix" on runways with published approaches and out to 2 miles on runways with visual approaches. A river is a significant body of water if it is one-quarter-mile



wide during wet seasons. A certificate holder who cannot obtain cooperation from other jurisdictions for water rescue operations “to the extent practicable” must provide documentation demonstrating that a reasonable attempt was made to obtain the cooperation. This statement must be included in the AEP.

- (6). Ensure that all personnel having duties and responsibilities under the AEP are familiar with their assignments and properly trained.
- (7). Provide for an annual review of the AEP. This might be a tabletop exercise or a review meeting with each of the agencies with which the plan is coordinated. Correspondence about planning and outcomes should be retained.
- (8). For certificated airports, provide for the conduct of a full-scale exercise of the AEP at least once every 2 years. The reasons for conducting a triennial exercise are—
  - (a). To test the effectiveness of the AEP through a response of the aerodrome and its mutual aid to a disaster on the aerodrome.
  - (b). To reinforce familiarization of the emergency mutual aid personnel with the location of staging areas and aerodrome facilities.

**Note:** The two-year exercise may be conducted on property adjacent to the airport, such as for a water rescue, if the AEP can still be properly exercised.

- (9). Provide for a two-year exercise to be conducted within the calendar month when it is due. For example, if a two-year exercise was held on August 4, 2010, the next two-year exercise is due by August 31, 2012. Special circumstances might necessitate adjustments to this schedule. The certificate holder is responsible for notifying the Aerodrome Standards and Safety Division of any need to vary the schedule. To be approved, this need must be supported by an acceptable justification. For example, the triennial is due in August, but the county is planning a much larger exercise in October in which the aerodrome will play an important part and gain the same benefit of the triennial exercise. Aerodrome managers are also encouraged to participate in off-aerodrome disaster exercises, provide expert advice, and gain experience in emergency preparedness.
- (10). Provide for post-accident, interagency emergency response critiques. The aerodrome must conduct individual critiques with each of all the agencies that responded to and/or was involved in an emergency. The aerodrome certificate holder must complete a written critique within 60 days of their emergency response to an air transport accident

#### **b. ACSI’s Responsibilities.**

- (1). The ACSI is responsible for determining whether the AEP addresses those emergencies and associated actions outlined in Section 139.57. ACSIs should attend and observe a two-year exercise whenever possible. ACSIs are responsible for ensuring the aerodrome certificate holder complies with the above requirements.

- (2). If a post-accident critique is submitted to DCA and if, as a result of this critique, changes must be made to the AM, the ACSI coordinates with the aerodrome certificate holder to ensure the proposed changes are submitted to DCA for approval and incorporation into the AM.

#### **418. Section 139.117, Self-inspection Program.**

**a. Certificate Holder's Responsibilities.** The certificate holder is responsible for establishing, implementing, and maintaining an appropriate self-inspection system and schedule and including it in the AM. The self-inspection program must include—

- (1). A daily inspection or as otherwise authorized by the ACSI.
- (2). A night inspection if there are air transport operations at night.
- (3). A provision for inspections during unusual conditions (such as construction, rapidly changing weather conditions, and after an accident or incident).
- (4). Adequate procedures and qualified personnel to ensure the self-inspection program is effective. Records for all training given to aerodrome personnel in compliance with this section must contain a description of the training received and the date it was received. The records must be retained for 24 consecutive calendar months after completion of training.
- (5). Procedures, facilities, and equipment adequate for the rapid dissemination of information between aerodrome personnel and the air transports. The self-inspection program must be tied into the condition reporting system to notify air transports of discrepancies that might affect the safety of air transport operations and require the issuance of a NOTAM.
- (6). A reporting system by which repairs and corrections to unsafe conditions are made promptly.
- (7). A system for maintaining records, showing conditions found on the aerodrome during the inspection and the corrective actions taken. The records must be retained for 12 months; corrective actions may be recorded on work order records.

**b. ACSI's Responsibilities.** The ACSI is responsible for ascertaining whether the self-inspection program is effective in maintaining aerodrome safety. Indications of problems with the self-inspection program might include—

- (1). Reports/records with no discrepancies (“pencil-whipping”).
- (2). Falsification of reports/records or incomplete inspection records.
- (3). Numerous problems found during the self-inspection. This might indicate maintenance problems or more serious equipment problems on the aerodrome. The ACSI might have to conduct a more detailed review of aerodrome staff qualifications to determine the underlying and more critical causes of the deficiencies cited on the records.

#### **419. Section 139.119, Pedestrians and Ground Vehicles.**

**a. Certificate Holder's Responsibilities.** The certificate holder is responsible for—

- (1). Limiting access to movement areas and safety areas to only those pedestrians and ground vehicles necessary for aerodrome operations. Unless required to support a specific operational requirement on the aerodrome, vehicles and equipment should use perimeter roads whenever possible. This includes fuel trucks, commissary equipment, and other equipment that support aeronautical activity but are not directly involved in the operation of the aerodrome.
- (2). Establishing and implementing procedures for the safe and orderly access to, and operation in, the movement and safety areas by pedestrians and ground vehicles.
- (3). Establishing provisions for noncompliance with the procedures by an employee, tenant, or contractor.
- (4). Ensuring that when a pedestrian or ground vehicle is in a movement or safety area, control is provided by—
  - (a). Two-way radio communication between each pedestrian and/or ground vehicle and ATCT, or
  - (b). An escort with two-way radio communications for a pedestrian or ground vehicle without a radio, or
  - (c). Measures authorized by the Administrator for controlling pedestrians and vehicles, such as signs, signals, or guards, when it is not operationally practical to have two-way radio communications between the pedestrian or vehicle and ATCT.
- (5). Providing, when the ATCT is not operational or there is no ATCT, adequate measures to control pedestrians and ground vehicles in movement areas and safety areas through two-way radio communication or prearranged signs or signals.
- (6). Controlling through an LOA with the ATCT, as applicable, the activities of uncontrolled vehicles on certain movement areas. (This is generally applicable to aerodromes with part-time ATCT only.) The LOA will cite specifically who is allowed on these movement areas, how the individuals are qualified, the procedures that will be used, and the type of training required. The LOA must be included in the AM.
- (7). Ensuring each employee, tenant, or contractor is trained on procedures required under Section 139.119 (4) and the consequences of noncompliance prior to walking or operating a ground vehicle in a movement or safety area.
- (8). Maintaining records for this training, which include a description of the training and the date completed, for 24 consecutive calendar months after the termination of an individual's access to movement and/or safety areas.
- (9). Maintaining a record of any accident or incident that occurred in a movement area or safety area involving air transport aircraft and a ground vehicle or pedestrian for 12 consecutive calendar months from the date of the accident or incident.

**b. ACSI's Responsibilities.**

- (1). The ACSI is responsible for—
  - (a). Ascertaining the certificate holder has properly limited those persons and vehicles having access to the movement areas. During the course of the inspection, the ACSI should be mindful of pedestrians and vehicles walking or operating near movement areas and in safety areas.
  - (b). Observing ground vehicles necessary for aerodrome operations include—
    - (i). Those directly in support of aerodrome operations, such as rescue, maintenance, and inspection activities.
    - (ii). ARFF equipment, snow removal equipment, and mowers. These should be observed for being properly operated in or near movement and safety areas.
    - (iii). Fuel trucks, which might be necessary for aerodrome operations because there is no other way to transport fuel from one side of the aerodrome property to the other. However, the ACSI should work with the aerodrome certificate holder to correct this situation, keeping in mind that AIP funding might be available and warranted for the construction of a service or perimeter road. The ACSI should verify that procedures have been established for fuel vehicles to cross movement areas, including two-way communications with the ATCT or with an escort, if no alternative routes are available. These procedures should be clearly addressed in the AM, including training for these procedures.
    - (iv). Ambulances, police vehicles, DCA Communication and Navigation Aids vehicles, and construction vehicles, as necessary for specific activities on the aerodrome. The ACSI should observe the operation of these vehicles for compliance with the procedures in the AM.
  - (c). Observing procedures at aerodromes either without an ATCT or during the period when an ATCT is not operational.
  - (d). Examining and evaluating a driver training program for comprehensiveness and effectiveness. This might include a permit system and testing and should include a schedule for violations of the rules and regulations for pedestrians or ground vehicle operators (tenants, employees, and contractors) established by the certificate holder.
  - (e). Examining records of accidents or incidents involving air transport aircraft and/or ground vehicles or pedestrians.
- (2). The ACSI is also responsible for certain aspects of the Runway Safety Program. Unauthorized entry by pedestrians or ground vehicles onto the movement area constitutes a runway incursion. However, the Runway Safety Program office has adopted the Air Traffic Management's definition

of the parameters of unauthorized entry, which is “runway environment.” Therefore, personnel and equipment in the RSA, when not authorized by the ATCT, are reported as incursions or surface incidents, depending on the circumstances.

It is important for the ACSI to recognize that not every incursion by a ground vehicle or pedestrian warrants a civil penalty action and that the Targeted Enforcement Program, as discussed in Chapter 5, must be followed. When an alleged incursion occurs, a Letter of Investigation (LOI) must be issued, and an investigation to gather facts must ensue. The investigation may be concluded with the certificate holder's statement, or the information presented to the ACSI may warrant action on the part of the ACSI, such as interviewing the person involved in the alleged incursion, taking statements from witnesses, and visually examining the location where the incursion occurred.

- (3). The ACSI must also determine if—
  - (a). The certificate holder failed in some demonstrable way either to adopt measures or procedures to protect the movement area or enforce them,
  - (b). The certificate holder has an effective training program, or
  - (c). Some circumstance normally beyond the certificate holder's control now needs to be addressed prior to concluding whether the incursion is a violation of Part 139 and warrants enforcement action.
- (4). The ACSI must observe DCA employees operating vehicles on an aerodrome and report any incident when they enter an aerodrome movement area without obtaining a proper clearance from the ATCT. The ACSI must notify the appropriate DCA office of the employee involved. The office should be asked to discuss the incursion with the employee to determine the reason for the incursion and to ascertain whether additional aerodrome driver training is required.

If the ACSI determines there are deficiencies in the aerodrome's procedures or the aerodrome was involved in the event, the ACSI should issue the LOI and state in concept the following:

DCA is aware that one of its employees might have caused an incursion into the aerodrome movement area on (date, time, pertinent details). DCA is pursuing this directly with the appropriate office. However, please provide us with any information you have about this event to aid in the investigation by (date). DCA employees are considered tenants on the aerodrome and are required to observe the aerodrome's regulations for ground vehicle and pedestrian operations.

If the ACSI determines the aerodrome's ground vehicle procedures are clearly inadequate, he/she should ask the certificate holder to correct the situation. In this case, administrative enforcement action is appropriate. The ACSI should consult with Aerodrome Standards and Safety Division for any unusual situations.

**420. Section 139.120, Obstacle.**

- a. Certificate Holder's Responsibilities.** The certificate holder is responsible for ensuring that, whenever possible, objects that DCA has determined to be obstructions are removed. If this is not possible, then each object within each area within the airport's authority must be marked and/or lighted unless an DCA aeronautical study finds this to be unnecessary. Aerodrome Design Manual contains guidance on proper marking and lighting of obstructions. If obstructions have not been subjected to an airspace study, the certificate holder should request one. The results of the study will determine whether the obstructions must be marked and/or lighted, removed, or some other action taken that is acceptable to the Director General.
- b. ACSI's Responsibilities.**
- (1). The ACSI should advise the certificate holder to obtain an airspace study for any obstruction that has not been subjected to a study of this type. If the study determines an obstruction is not a hazard to air navigation and if marking and/or lighting is not required, there is no discrepancy to Part 139.
  - (2). The ACSI is also responsible for confirming that all obstructions, as defined by Aerodrome Design Manual, Objects Affecting Navigable Airspace, within the certificate holder's authority are marked and/or lighted if they have not or cannot be removed, unless a DCA aeronautical study has determined that this is unnecessary.
    - (a). If the certificate holder does not have procedures for identifying obstructions to the airspace surfaces, the ACSI should recommend that they be established and implemented as soon as possible and included in the AM.
  - (3). The ACSI should ensure the AM describes maintenance procedures and responsibilities for lighted obstructions and specifies whom to contact in the case of an outage and how they are to be repaired. Additionally, the certificate holder should have procedures for inspecting for outages of any obstruction light that can be seen from any portion of the aerodrome and for reporting such outages to the owners of the lights.

**421. Section 139.121, Protections of NAVAIDs.**

- a. Certificate Holder's Responsibilities.** The certificate holder is responsible for—
- (1). Establishing procedures to prevent the construction of facilities on the airport that would derogate the operation of both electronic and visual NAVAIDs or the air traffic control facilities on the aerodrome.
  - (2). Establishing and implementing effective procedures to prevent interruption of visual and electronic NAVAIDs within the airport's authority. Such procedures are intended to prevent activities associated with construction

and/or maintenance from shutting down, interrupting, or altering NAVAID signals. These procedures should also make personnel involved in maintenance or construction activities mindful of where they park vehicles and equipment, store material, or otherwise conduct activities near NAVAIDs.

- (3). Protecting NAVAIDs on other land owned by the aerodrome or by the same governmental body that owns the airport. Even though not considered airport property, land owned by the same authority or entity (a county, city, state, or similar governmental body) that also owns the aerodrome must protect the NAVAIDs on the aerodrome.
- (4). Implementing effective measures to prevent vandalism and theft.

**b. ACSI's Responsibilities.** The ACSI is responsible for—

- (1). Ensuring the certificate holder has established procedures to prevent any construction that would interfere or derogate NAVAID signals and to guard against vandalism and theft.
- (2). Ensuring the certificate holder has established procedures for construction and maintenance personnel to prevent interruption of or interference with NAVAIDs.
- (3). Ascertaining that adjacent properties, if owned by the same entity that owns the aerodrome, comply with requirements to prevent interruption of or interference with NAVAIDs.

**422. Section 139.69, Public Protection.**

**a. Certificate Holder's Responsibilities.**

- (1). The certificate holder is responsible for providing effective safeguards against inadvertent entry to the movement area by unauthorized persons or vehicles. The safeguards may consist of a combination of natural barriers, fencing, and warning signs that will suffice to deter persons and vehicles from inadvertently entering the movement area.
- (2). The certificate holder is also required to provide reasonable protection of the public against aircraft blast. This requirement applies to persons who use air stairs and the public areas adjacent to air transport ramps and movement areas.

**b. ACSI's Responsibilities.** The ACSI is responsible for determining whether the certificate holder has established effective and proper safeguards to prevent inadvertent entry onto the movement area and has provided reasonable protection against aircraft blast to both the public and to airport personnel who conduct activities in the movement area.

**423. Section 139.71, Wildlife Hazard Management.**

**a. Certificate Holder's Responsibilities.** The certificate holder is responsible for—

- (1). Taking immediate measures to alleviate wildlife hazards whenever they

are detected.

- (2). Notifying the Aerodrome Standards and Safety Division when a wildlife hazard exists on the aerodrome.
- (3). Undertaking an “assessment” if an event occurs.
- (4). Developing, updating, and implementing a Wildlife Hazard Management Plan as part of the AM, when so indicated by the ACSI.

**b. ACSI’s Responsibilities.**

- (1). The ACSI is responsible for confirming that a wildlife hazard exists on an aerodrome based on evidence of the presence of wildlife, even though a multiple bird strike, engine ingestion, or damaging collision might have not occurred.
- (2). When the ACSI determines that a wildlife hazard assessment is needed for a particular aerodrome, the ACSI should—
  - (a). Contact the appropriate aerodrome official to inform him/her of the need for the assessment (see Appendix 15 for sample correspondence).
  - (b). Allow the certificate holder sufficient time (normally no more than 30 days) to make the initial contact and set a date when the assessment will begin.
  - (c). Review the aerodrome’s AM to determine if any procedures are already in place to meet Section 139.77 requirements and the current degree of compliance. Failure of the certificate holder to comply fully with all Part 139 requirements might be a deficiency subject to enforcement action.
  - (d). Follow up to ensure the certificate holder has completed the required actions on the assessment and submitted the results and recommendations.
  - (e). Review the assessment and recommendations to determine if an aerodrome Wildlife Hazard Management Plan is needed. Upon completion of the review process, convey the determination to the certificate holder.
- (3). When an aerodrome is required to have a Wildlife Hazard Management Plan, the ACSI must consider the following when evaluating the plan and its implementation:
  - (a). Its effectiveness in dealing with the wildlife hazard.
  - (b). Indications the existence of the wildlife hazard, described in the assessment, should be reevaluated.
  - (c). Personnel with responsibilities in the Wildlife Hazard Management Plan are adequately trained.
  - (d). Procedures outlined in the plan, such as inspections prior to air transport operations, are carried out.
  - (e). Status of habitat modification projects or changes in land use is identified in the plan.
  - (f). Existence of current depredation permits, if applicable.



The certificate holder's completion of the Wildlife Hazard Management Plan satisfies the Section 139.71 requirements. That compliance is in effect until the certificate holder takes action to implement provisions in the plan and the appropriate National agency or agencies complete their actions. The certificate holder must then carry out the approved measures to remain in compliance with the Part 139 certification requirements.

#### **424. Aerodrome Condition Reporting.**

##### **a. Certificate Holder's Responsibilities.**

- (1). The certificate holder is responsible for providing, in a manner authorized by the DCA and as stated in the AM, information about aerodrome conditions and specifically for collecting and disseminating this information to air transports. To comply with this requirement, the certificate holder must use the NOTAM system, as appropriate, and other systems and authorized procedures. The conditions that might affect the safe operations of air transports shall be reported to Director General.
- (2). The certificate holder must prepare and keep for at least 12 consecutive calendar months, a record of every disseminated airport condition report prescribed by this section.

##### **b. ACSI's Responsibilities.**

- (1). The ACSI is responsible for determining that airport condition reporting is timely and accurate. While a check of current NOTAMs in the system is part of the inspection preparation, the ACSI should also check NOTAM logs and forms at the airport.
- (2). The ACSI should also be aware of conditions that are unreported but affect safety of operations.

#### **425. Identifying, Marking, and Reporting Construction and Other Unserviceable Areas.**

##### **a. Certificate Holder's Responsibilities.**

- (1). The certificate holder is responsible for establishing procedures, such as the review of plans, to protect utilities, cables, wires, pipelines, and other underground facilities prior to construction activities. The aerodrome certificate holder should brief contractors and, when a complex project is involved, develop and implement a safety plan. *Operational Safety on Aerodromes During Construction*, provides guidance for construction activities.
  - (a). Measures that must be taken include marking and, if required, lighting that is acceptable to the DCA. These include—
    - (i). Each construction area and unserviceable area that is on or adjacent to any movement area or any other area of the aerodrome on which air transport aircraft operate.
    - (ii). Each item of construction equipment and each construction

roadway that might affect the safe movement of aircraft on the aerodrome.

(iii). Any area adjacent to a NAVAID that, if traversed, could cause derogation of the signal or failure of the NAVAID.

(2). The certificate holder must have procedures in place to repair any damage that occurs to an existing utility.

**b. ACSI's Responsibilities.**

(1). The ACSI is responsible for ascertaining that, when necessary, a safety plan has been developed and implemented, and, when any construction is planned on the aerodrome, the certificate holder has taken the proper measures for avoiding damage to existing

(2). The ACSI also must ensure that temporary marking and lighting of areas servicing air transport aircraft meet standards.

**426. Noncomplying Conditions.**

**a. Certificate Holder's Responsibilities.** The certificate holder is responsible for limiting air transport activities to areas that are safe. Whenever the requirements of Chapter C of Part 139 cannot be met for any areas on the aerodrome, these areas are considered unsafe for air transport use unless the ACSI determines otherwise.

**b. ACSI's Responsibilities.** The ACSI is responsible for determining that the aerodrome certificate holder complies with this section.

**427. Section 139.115, Apron Management**

**a. Certificate Holder's Responsibilities.** The certificate holder is responsible for establishing procedure, such as the review of traffic volume and operating conditions.

**b. ACSI's Responsibilities.** The ACSI is responsible for ascertaining that apron management program has been developed and implemented and the certificate holder has taken the proper measures for avoiding collision between aircraft and vehicles.

**428. Section 139.104, Safety Management System (SMS)**

**a. Certificate Holder's Responsibilities.** The certificate holder is responsible for establishing safety management system (SMS), including Safety policy and objectives, Safety risk management, Safety assurance and Safety promotion.

**b. ACSI's Responsibilities.** The ACSI is responsible for determining that the aerodrome certificate holder SMS implementation has achieved acceptable level of safety.

## Chapter 5. Enforcement Policy

### 500. Purpose.

This Chapter establishes policy about enforcement action for the Aerodrome Certification Program.

### 501. General Policies.

- a. **Goals.** DCA has established comprehensive safety regulations that reach every aspect of aviation. The high degree of compliance with these regulations is DCA's goal for meeting the highest possible standards for safety. As such, the ACSI's role is to promote safety through the compliance and enforcement process—as is true for all DCA regulatory programs; and, it is the responsibility of the aviation industry to strive to attain full compliance. Aerodrome safety depends primarily on voluntary adherence to regulatory requirements by aerodrome operators. Therefore, compliance is promoted primarily through education, training, and counseling—and only when those efforts have failed, through formal enforcement action. Enforcement action is taken when it is in the public interest to do so. The process should apply a measured and proportional sanction in each case, which takes into account compliance history and all other relevant factors.
- b. **Application.** When a violation occurs, it is essential the ACSI take action consistent with Myanmar Aircraft Rules involving *Compliance and Enforcement*. The action can be administrative or legal but should in each case be reasonably designed to promote future compliance by the aerodrome in violation.  
In cases that meet the applicable criteria, and in which a strong deterrent is not necessary or appropriate, ACSIs should consider using administrative action in the form of a Warning Letter or Letter of Correction that incorporates specific corrective action. When circumstances warrant, however, action should include legal enforcement in the form of an imposition of a civil penalty or suspension or revocation of the AOC. The specific and general deterrent effect of legal enforcement is an important component of a comprehensive compliance and enforcement program.  
In each case, it is important that the sanction be appropriate to the violation and that the ACSI exercise sound judgment and discretion when proposing and applying the sanctions that will best promote future compliance. The national enforcement laws provides the normal range of legal enforcement sanctions for each type of violation.
- c. **Aerodrome Compliance.** Aerodrome certificate holders have a responsibility to perform their duties to the highest possible degree of compliance. According to Myanmar Aircraft Rules and Part 139, aerodrome operators are obligated to operate their aerodrome in accordance with the regulations. Achieving this goal requires a concerted effort between DCA and the certificate holder. Special efforts must be undertaken to keep all certificate holders informed of the methods by which DCA inspections are carried out, with special attention paid

to recurring instances of noncompliance discovered in these inspections. Certificate holders are encouraged, in turn, to use all available information to evaluate their own systems, programs, and operations.

## **502. Violations.**

- a. ACSIs must address violations consistently, fairly, and in a manner that reasonably serves the purpose of deterring future violations. To achieve these ends, ACSIs must adhere to the following policies:
  - (1). All reports of violations must be promptly and thoroughly investigated. The ACSI does not personally have to make the discovery. Even if the source of information alleging the violation appears unreliable or capricious, in the interest of safety, the ACSI must pursue the matter. ACSIs responsible for investigation or enforcement must, in their relations with other members of the aviation community, be fair, objective, and courteous and carry out their responsibilities in a professional manner.
  - (2). Investigations will be conducted in accordance with the timeframes outlined in the national law.
  - (3). Enforcement investigative reports must contain complete accounts of known circumstances surrounding the alleged violation, including all known mitigating or aggravating factors.
  - (4). Enforcement sanctions, both administrative and legal, must be applied in a manner consistent with the provisions of the national laws.
- b. Because of the numerous specific criteria contained in Part 139, it is very possible to find a repeat violation that might lead to a “previous similar violation” interpretation, especially for routine maintenance items, such as pavement lips, faded markings, or missing or nonfunctional runway/taxiway lighting. However, Part 139 is designed and promoted as an aerodrome self-inspection program. Therefore, if the same types of “similar violations” occur from one inspection to another, the ACSI must ask, “is the aerodrome operator qualified and properly trained?” Aerodrome operators are given prior notice of annual aerodrome inspections—in some cases, months in advance. “Previous similar violations” might be a symptom of other more critical problems and violations. For example, if marking has been a violation during previous inspections and the specific violations were quickly corrected by the cooperative aerodrome operator, the airport self-inspection staff might be the underlying and more critical cause of the “previous similar violation.” This cause must be recognized and dealt with so the real problem can be solved. ACSIs should always keep in mind, however, that administrative action is **not** appropriate if a violation results in a significant unsafe condition.

## **503. Enforcement Action—General.**

Compliance with Part 139 is also promoted through both administrative action and formal legal action. Administrative action (e.g., Warning Letters or Letters of Correction) is used to check potentially unsafe practices in situations where formal actions are unnecessary or inappropriate.

- a. **Enforcement Tools.** Statutory methods for enforcing the requirements include—
  - (1). Amendment, suspension, and revocation of certificates;
  - (2). Civil and criminal penalties;
  - (3). Judicially enforceable orders; and
  - (4). Investigations and other acts deemed necessary to carry out the provisions of the Myanmar Aircraft Rules and Part 139.
- b. **Selecting the Type of Enforcement Action.** Using national guidance for the Enforcement Program, the ACSI makes a preliminary assessment as to whether compliance will be best obtained through administrative action or through legal enforcement action. To make this assessment, the ACSI should use all information available to him/her at the time, including guidance provided other DCA guidance.

#### 504. Administrative Action.

The purpose for administrative enforcement action is to provide a means for disposing of violations that do not require the use of legal enforcement action. It is not to be used solely for convenience or where evidence to support a finding of violation is lacking. Administrative action is intended to bring the violation to the attention of the certificate holder, document corrective action, encourage future compliance with the regulation, and provide a source of information for agency use.

- a. Administrative action may be taken in lieu of legal action only when all of the following elements are present:
  - (1). No significant unsafe condition existed.
  - (2). Lack of competency or qualification was not involved.
  - (3). The violation was not deliberate.
  - (4). The alleged violator has a constructive attitude toward complying with the regulation and has not been involved in previous similar violations. If the certificate holder has not instituted procedures to overcome deficiencies previously identified or has displayed an attitude that does not reflect proper interest in achieving compliance, administrative action is not appropriate.
- b. **Types of Administrative Action.** Two types of administrative action are authorized:
  - (1). **Warning Letter.** The Warning Letter (see Appendix 18) is addressed to the alleged violator and—
    - (a). States the facts and circumstances of the incident involved;
    - (b). Advises that on the basis of available information, such operations or practices are contrary to the regulations;
    - (c). States the matter ***has been corrected*** and/or does not warrant legal enforcement action, and
    - (d). Advises that DCA expects future compliance with the regulation.

- (2). **Letter of Correction.** The Letter of Correction (see Appendix 19) serves the same purposes as the Warning Letter but is intended for use when there is agreement with the certificate holder that corrective action acceptable to DCA **will be taken within a reasonable time.**
- (a). The Letter of Correction usually confirms a discussion with the certificate holder in which a violation is acknowledged and appropriate corrective action initiated. It might also describe discrepancies and areas needed for improvement.
  - (b). The Letter of Correction must not be used to forward suggestions and recommendations by themselves. The Letter of Correction is used solely for the purpose of correcting a regulatory noncompliance item. The letter may reference an attachment containing recommendations and suggestions, provided each item is appropriately segregated and identified so any recommendation or suggestion cannot be misinterpreted as a noncompliance item or as an item requiring corrective action under the regulation.
  - (c). If the certificate holder has not completed corrective action when the Letter of Correction is issued, the ACSI must assure that timely follow-up action is completed. Any continuation of the undesirable condition/practice or failure of the certificate holder to fulfill its commitment following receipt of the letter could result in legal enforcement action. The Letter of Correction will specify a date of completion for the apparent violation. Aerodrome operators who do not complete the items in the Letter of Correction by the agreed-upon dates are required to document the circumstance for not meeting the correction date prior to the ACSI granting an extension. ACSIs are required to evaluate the aerodrome operator's response and determine whether an extension or more severe action is appropriate. According to national guidance, noncompliance after the agreed-upon completion date is really continued noncompliance and should be addressed with a more critical examination and evaluation rather than an arbitrary decision to grant an additional extension.
  - (d). A Discrepancy Closeout Letter must be issued when deficiencies found during an inspection have been corrected (Appendix 20).

#### **505. Legal Enforcement Action.**

- a. Formal legal action serves to—
  - (1). Prevent future actions that would violate the regulation (e.g., cease and desist orders, injunctions); and
  - (2). Impose punitive sanctions, after the act, to deter violations (e.g., certificate actions, civil penalties).
- b. **DCA** must initiate appropriate legal action in cases that do not meet all of the criteria for administrative action. In determining the appropriate type and measure of sanction to be applied, DCA must take the following factors into account, as applicable:

- (1). The nature of the violation and whether it was deliberate or inadvertent.
  - (2). The potential or actual hazard to the safety of others created by the violation.
  - (3). The certificate holder's level of experience and responsibility.
  - (4). The violator's history of previous violations.
  - (5). The violator's attitude regarding the violation, including whether the violator voluntarily disclosed the violation, and actions taken to correct it.
  - (6). The impact of a proposed sanction on the violator and its value as a deterrent to others similarly situated.
- c. Determining the type of legal enforcement action and sanction to be taken to address a violation is the joint responsibility of Myanmar Legal Counsel and DCA. An important objective in conducting the enforcement program is to achieve uniformity of action throughout DCA. ACSIs must adhere to the policy, procedures, and guidance set forth in national law.
- (1). The current status of the enforcement proceeding in enforcement cases. Such advice is for information purposes only. Such cases include—
    - (a). Any case arising out of a major aircraft accident when there have been fatalities involving operations in air transportation.
    - (b). Any case that proposes certificate action.
    - (c). Any case in which a civil penalty in excess of kyats XXXX is proposed.
    - (d). Any case involving a major aviation safety issue or other unusual or special circumstances that might create national interest.
- d. **Types of Legal Enforcement Action.** The two types of legal enforcement action are—
- (1). **Civil Penalty Action.** After determining that a civil penalty is the appropriate type of enforcement action, the ACSI prepares the Enforcement Investigative Report (EIR) according to national law and coordinates with the Legal Counsel, who will use the guidelines in national law to process the case.
  - (2). **Certificate Action.** National Law defines the types of certificate action that can be considered. These actions are explained below.
    - (a). Certificate suspension can be considered when—
      - (i). Operational safety requires it, and all other means for timely correction of an unsafe condition, or assuring safe aircraft operations, cannot be achieved.
      - (ii). Technical proficiency or qualifications of the certificate holder to perform the duties required by Part 139 is inadequate.
      - (iii). The certificate holder resists or is unwilling to take action to correct or mitigate a noncomplying condition that directly affects the safe operation of air carrier aircraft, or
      - (iv). The certificate holder willfully fails to perform the corrective action agreed upon, and punitive action is the last alternative available to the ACSI to preclude unsafe operations on the aerodrome's movement areas.

- (b). Certificate revocation can be considered when—
  - (i). The certificate holder is incapable of corrective action and has demonstrated this by repeated offenses and unwillingness or inability to comply with vital safety provisions of Part 139, and continued possession of the certificate would be detrimental to the public interest.
  - (ii). The certificate holder has clearly demonstrated a lack of responsibility, such as deliberate and flagrant acts of noncompliance, or has falsified records.
- (c). A certificate action can have significant impact on air commerce and generate a political tumult. However, the public interest and safety of air transport operation on the movement areas must be the principal factors governing any proposed certificate action if all other means of resolving safety violations have failed to restore compliance.
- (d). The ACSI must closely coordinate any proposed suspension or revocation action with Aerodrome Standards and Safety Division and other DCA offices that might be impacted by the proposed action. The ACSI must also obtain authorization from other ministries before taking the action.
- (e). In some cases, it might be appropriate to suspend the certificate for a reasonable time pending the correction of the violation(s). However, an aerodrome operator should not be permitted to hold indefinitely an AOC in order to have additional opportunities to correct the violation. Generally, if the certificate holder has twice submitted to a re-inspection and twice failed, the AOC should be revoked.
- (f). An aerodrome operator whose AOC has been revoked and who wishes to have a new AOC must apply for a certificate in accordance with Section 139.7.
- (g). **Emergency Suspension or Revocation of Certificate.** Emergency action is to be taken **only** when it is clearly needed in the public interest and must be taken as soon as the need for such action is recognized. Emergency action will not be used for punitive reasons. Evidence justifying such action must show a lack of qualification to retain the certificate. Situations that might warrant emergency action include the following:
  - (i). The certificate holder deliberately disregards its responsibility and allows an unsafe condition that jeopardizes the safe movement of air transport aircraft on the airport.
  - (ii). The certificate holder loses all ARFF response capability due to a labor strike.
  - (iii). The certificate holder continues to operate the aerodrome with a lower ARFF category than is required after being informed by DCA that such operations would be in violation of Part 139.



- (iv). The certificate holder continues to provide unsafe air transport aerodrome facilities after being informed of such condition and fails to take corrective action and issue a NOTAM.
- (v). The certificate holder returns an unsafe facility to use by air transport after being informed that the condition is detrimental to air transport operations.
- (h). **Termination of an AOC Suspension.** If the aerodrome operator satisfactorily corrects the violation(s) for which the suspension was issued, the Aerodrome Standards and Safety Division, Director will issue a letter advising of that finding and provide a copy to Legal Counsel. The Legal Counsel will then take appropriate steps to terminate the suspension order in accordance with national law.
- e. **Selection of Legal Enforcement Action.** The selection of the specific legal enforcement action instrument to be used (certificate or civil penalty action) must be made jointly by the Aerodrome Standards and Safety Division and Legal Counsel.
- f. **Selection of Sanctions.** The ACSI is responsible for using the Enforcement Decision Tool to determine the appropriate sanction. National law contains a schedule of penalties. Based on the outcome of the investigation, the penalties are chosen in accordance with the penalty matrix. Sanctions must be applied as uniformly as possible, but of paramount importance is the requirement that the sanction selected in each case be sufficient to serve as a deterrent. While agency directives provide guidance on sanctions, each enforcement case requires an individual determination of appropriate enforcement action. ACSIs should feel free to recommend action that, in their professional judgment, appropriately serves the purpose of the Compliance and Enforcement Program.

#### **506. Investigation of Alleged Violations.**

- a. Upon receiving information indicating a possible violation, the ACSI should begin by evaluating as much factual data as is readily available to determine whether there appears to be any basis for conducting an investigation. It is the responsibility of the ACSI to conduct appropriate investigations of all alleged violations of Part 139, whether they are discovered during an inspection or reported by another source. When determining whether a violation might exist, the ACSI must address the following questions:
  - (1). What section of the pertinent regulation is involved in this allegation?
  - (2). What evidence is needed? What records are needed and at what stage of the investigation are such records checked? Which ones are needed to establish the violation? Are the records furnished voluntarily or is a subpoena necessary?
  - (3). Where is the evidence and what are the problems that might be encountered in obtaining it?
  - (4). Who needs to be interviewed and what written statements need to be obtained?

- (5). Will there be a need for imposing national law, to subpoena witnesses and records?
- (6). Is there a need for immediate legal enforcement action, such as emergency suspension of the AOC, in situations where delay for routine handling might jeopardize public safety?
- (7). Is the ACSI continually reevaluating his/her activities to assure that the investigation will establish **who, what, where, when, why, and how**? It is imperative that the ACSI carefully consider the circumstances of the allegation and the nature of the violation and develop an appropriate investigative plan.

**b. Enforcement Investigative Report (EIR) Number.** In all cases, the ACSI will assign an EIR number for future reference to all matters relating to the case. The ACSI must also ensure coordination with other DCA offices that might have an enforcement interest in the case or might contribute to the evidence gathered during the investigation

**c. Letter of Investigation.** If evidence suggests a violation might exist, the ACSI must prepare a Letter of Investigation (see Appendix 21) notifying the alleged violator that an DCA investigation is being conducted. The letter must also offer the violator an opportunity to present any pertinent information on the matter. A record of such notification must be included in the aerodrome's certification file.

- (1). In preparing the Letter of Investigation, the following guidelines must be observed:
  - (a). Facts and circumstances that necessitate the investigation must be described in sufficient detail to identify the alleged violation. However, the letter is not intended to be a statement of charges. Specific sections of the regulation should not be cited unless specific regulatory references are needed to identify the incident accurately. If facts and circumstances are adequately presented, the Letter of Investigation need only state that those facts and circumstances, if correct, indicate there might have been a violation of Part 139.
  - (b). An appropriate time limit for reply, normally not to exceed 10 days, must be specified. Any reply received after such a deadline will be forwarded and considered, as appropriate, with the case review.
  - (c). The letter may also request that specific documents be retained or made available.
- (2). **Use of Certified Mail.** The Letter of Investigation must be sent by certified mail, so as to establish a record of notice to the certificate holder under investigation. A faxed letter with a hardcopy sent by mail might be appropriate in certain urgent circumstances.
- (3). **Distribution of the Letter of Investigation.**
  - (a). The original letter is sent to the alleged violator.
  - (b). A copy is sent to ASSD.
  - (c). The investigating office must also notify the alleged violator orally when it is determined that such notification would be in the best interest of aviation safety.

- d. Legal Enforcement Processing.** It is the responsibility of the Legal Counsel to undertake all processing of legal enforcement actions.
- e. DCA Review.** The Aerodrome Standards and Safety Division, Director, or his designee, will review all actions taken by the ACSIs to ensure fair and equal treatment and to provide assurance that action taken serves to promote safety and protect the public interest. Aerodrome Standards and Safety Division must advise the Director General of significant enforcement activities.

**507. Closing the Investigation.**

If, subsequent to issuance of a Letter of Investigation, the ACSI determines that no violation occurred, he/she must notify the alleged violator with an Investigation Closeout Letter (see Appendix 22) stating the matter has been closed. Copies must also be sent to all recipients of the Letter of Investigation.

**508. Enforcement Consistency.**

Due to the fact that the Aerodrome Certification Program is a nationwide program, it is important that all ACSIs treat alleged violations in the same manner for purposes of consistency and fairness. Appendix 23 contains the Enforcement Consistency Methodology that ACSIs must use in assessing the compliance or noncompliance of an aerodrome operator with Part 139.

**509. – 599. Reserved.**

## **Chapter 6. Reserved.**

RESERVED.

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## **Chapter 7. Inspector Training, Qualifications, and Credentials**

### **700. Purpose.**

This Chapter establishes the criteria, policies, and procedures for inspector training and the issuance of identification credentials to ACSIs.

### **701. Background.**

The ACSI's credentials will identify the bearer as an accredited representative of DCA, authorized to perform aerodrome certification inspections and to discharge those duties provided for by Part 139. To obtain credentials, individuals must meet specific requirements. To retain credentials, the ACSI must maintain currency as prescribed in Paragraph 710.

### **702. Policy.**

- a. Individuals meeting the eligibility criteria stated in Paragraph 705 will be issued ACSI's credentials.
- b. The duties of the ACSI, as set forth in this Order, will be performed only by persons who have been issued ACSI's credentials or who temporarily hold inspection authorization, as described in Paragraph 711. This does not preclude the use of technical specialists to assist in the certification program, provided the overall responsibility for determining an aerodrome's compliance with certification requirements remains with an ACSI qualified in accordance with this Order.

### **703. Approval Authority.**

The Director General is the approving authority for issuance of ACSI's credentials.

### **704. Responsibilities.**

- a. The Director General is responsible for establishing the criteria for eligibility, issuance, and accountability of ACSI's credentials. The Aerodrome Standards and Safety Division monitors and inspects the procedures for the issuance and control of credentials.

### **705. Criteria for Eligibility.**

Credentials are issued to qualified persons who are assigned the duties of ACSI and meet the following criteria:

- a. Background/experience related to aviation, aerodrome safety, and aerodrome planning (engineering background).
- b. Completion of the training requirements listed in Paragraph 706, and
- c. Recommendation from the ASSD.

### **706. Inspector Training.**

The training objective is to provide the ACSI with a basic knowledge of aerodrome operations, which will enable him/her to administer the regulatory Aerodrome Certification Program. The knowledge is acquired through a combination of formal

training courses and on-the-job training.

- a. The minimum training that must be completed prior to issuance of ACSI's credentials includes the following (unless stipulated, courses may be taken at either the Civil Aviation Training Institute (CATI) or other recognized institutions:
  - (1). Aerodrome Certification Course
  - (2). Compliance and Enforcement Procedures
  - (3). Aircraft Rescue and Firefighting Training;
  - (4). At least 12 months of on-the-job training, including administrative procedures; and
  - (5). A minimum of six inspections under the supervision of a qualified ACSI.
- b. **Additional DCA Formal Training.**
  - (1). **Mandatory Course.**
    - (a). Introduction to Aircraft Accident Investigation. This mandatory course must be taken within 2 years after an ACSI receives his/her credentials. Completion of this course will defer the recurrent training requirement discussed in Paragraph 710 by 1 year.
  - (2). **Recommended Courses.**
    - (a). Introduction to Airport Lighting, Marking, and NAVAIDs.
    - (b). Aerodrome Compliance Requirements.
    - (c). Aerodrome Planning and Design.
    - (d). Safety Management Systems

#### **707. Aviation Background/Experience.**

The following training and accomplishments provide sufficient background qualifications for an ACSI:

- a. Flight training (ground and flight experience),
- b. Experience or training in aerodrome management or operations or airline management,
- c. Experience in other DCA Airports programs, and/or
- d. Experience in other DCA safety enforcement programs.

#### **708. On-the-Job Training (OJT).**

The ACSI candidate must observe and participate in the following OJT items during the inspection process. This includes preparation in performing an effective critique of the certificate holder's compliance with the regulation.

- a. **Pre-inspection File Review.** Chapters 3 and 4 contain the review.
- b. **Onsite Certification Inspection.**
  - (1). **Observation.** The ACSI candidate must observe at least three inspections conducted by a credentialed ACSI. The candidate should observe at least two experienced credentialed ACSIs preparing for and conducting periodic inspections. The inspections should cover a range of airport classes.
  - (2). **Supervised Inspections.** The ACSI candidate must conduct at least three independent inspections—including at least one of Class I and one

of Class II airport with an AOC—under the supervision and observation of an experienced, credentialed ACSI. The candidate's handling of the pre-inspection process and onsite inspection will be critiqued by the credentialed ACSI assigned to oversee the candidate's OJT. The candidate will be responsible for preparing all inspection documents for signature by the credentialed ACSI.

### **709. Evaluation of OJT Assignments.**

Upon a candidate's completion of all OJT assignments, the credentialed ACSI will evaluate the candidate's OJT performance and prepare a brief appraisal indicating the ability of the ACSI candidate to perform the duties of an independent ACSI. If the appraisal is satisfactory, it will be forwarded to DCA for approval before issuing credentials.

### **710. Currency Requirements.**

- a.** For a regional credential holder to perform the inspection duties prescribed in this Order, he/she must maintain currency by undertaking the following:
  - (1). A minimum of two airport certification inspections within the last 6-month period as the principal ACSI. No more than half these inspections should be of Class II airports. These inspections are to be reported and show the ACSI's name and credentials number.
  - (2). At least once every 3 years after receiving credentials, attendance of a recurrent training course. Completion of recurrent training will also be reported under the ACSI's name.
- b.** If a DCA Regulatory credentials holder fails to remain currently qualified, he/she must return his/her credentials to DCA after currency qualifications expire.

### **711. Temporary Inspection Authorization.**

- a.** When it is necessary to achieve program objectives, the Director of Aerodrome Standards and Safety Division may temporarily issue credentials to individuals who have not met the minimum criteria for full credentials listed in Paragraph 706. Such individuals must have significant experience in airport safety and must be recommended by a credential ACSI. The temporary issuance of credentials may be granted for a period to be determined by the Director of Aerodrome Standards and Safety Division and will normally not exceed 180 days.
- b.** Requests for issuance of temporary ACSI's credentials are made to the Director Aerodrome Standards and Safety Division and must include—
  - (1). Name and background/experience information of the recommended individual;
  - (2). List of training accomplishments and intended schedule for completion of the requirements listed in Paragraph 706;
  - (3). Length of time the credentials will be needed; and
  - (4). Regional office's plan to obtain a fully qualified ACSI.

- (5). The names of the six OJT aerodrome inspections (minimum) accomplished under the supervision of a full-time ACSI. At least two of these inspections must be with a Lead ACSI.

#### **712. Application for Credentials.**

- a. Application for credentials must be made to the DCA on ASSD Form 003, Identification Card/Credential Application. All blocks on the front side of the form must be completed. The applicant's office symbol is entered in the "DCA Comp" block. The Director General signs the form as the authorizing official.
- b. The applicant must provide two 1-3/4-inch full-face color photographs printed on thin, lightweight photographic paper. Standard commercially available color passport photographs are acceptable as long as they can be cut down to 1-3/4-inch width without impairing the facial area. Photographs taken in self-operated photograph booths are not acceptable.
- c. Upon receipt of the application, The Director General will forward the requested number of credentials to the Aerodrome Standards and Safety Division for distribution to eligible applicants for signature.
- d. The regional office encloses the signed credentials in an envelope and mails them to DCA for further processing.
- e. ***This process is being revised.***

#### **713. Issuance, Accountability, and Control.**

- a. The DCA personnel licensing is responsible for the issuance and control of ACSI's credentials.
- b. Once the credentials are processed, DCA will return the credentials To the applicant. A receipt must be obtained from each individual upon delivery of the credentials. The Aerodrome Standards and Safety Division must maintain an up-to-date record of all current credentials holders. DCA will maintain a file of all original applications.
- c. The ACSI's credentials are a one-part identification consisting of Form XXXX. It is printed in blue ink on white 3- by 5-inch paper, with the DOT seal centered in the middle of the card. It includes the photograph, title, and signature of the holder and is signed by the Director General, or his/her designee.

#### **714. Use of Credentials.**

- a. The credentials must be used only in the conduct of official business.
- b. Holders of credentials are responsible for their proper safekeeping at all times. Credentials must not be left unattended.
- c. Misuse or improper possession of credentials can subject the offender to disciplinary actions or possible penalty under STATE REGULATION, Code, Crimes and Criminal Procedures.



**715. Lost, Stolen, or Damaged Credentials.**

- a. The ACSI's credentials are Government property. If credentials are lost or stolen, the ACSI must notify the Director of Aerodrome Standards and Safety Division immediately. This must be confirmed in writing by the ACSI to DCA, citing the circumstances surrounding the loss, within 48 hours of the loss.
- b. Reasonable effort should be made to locate the missing credentials. If this cannot be done within a reasonable time or if the recovered credentials are damaged to the extent that they can no longer provide adequate identification, the ACSI may apply for a replacement through normal channels.
- c. Upon receipt of a properly executed application and written explanation of the loss of credentials, DCA will begin processing a replacement.
- d. **The Director of Aerodrome Standards and Safety** must notify the DCA's Aviation Security of the loss of credentials.

**716. Surrender of Credentials.**

When necessary, the ACSI's credentials must be surrendered to the holder's supervisor, who will forward the card to the Director General for proper disposition. The credentials must be surrendered under any of the following conditions:

- a. Termination of employment;
- b. Reassignment to a position that does not require ACSI's credentials;
- c. Issuance of revised credentials;
- d. Failure to complete recurrent training and maintain experience, as specified in Paragraph 710; or
- e. Order of the issuing authority.

**717. Destruction.**

Any credentials that become damaged during processing or invalid upon termination or transfer of an employee must be forwarded to ASSD for destruction.

**718. Recurrent Training.**

Annual Recurrent Certification Training will be held as determined by DCA. All credentialed and candidate ACSIs are encouraged to attend this training annually. However, attendance at recurrent training is required at least once every 3 years.

**719. Reissuance of ACSI's Credentials.**

For an ACSI who has been out of the program for more than 1 year to regain credentials, he/she must—

- a. Conduct three inspections accompanied by a Lead ACSI and
- b. Attend the first available recurrent ACSI training session.

**720. – 799. Reserved.**

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## Chapter 8. Petitions for Exemptions

### 800. Purpose.

This Chapter establishes the process and procedures for petitions for exemptions from a regulation.

### 801. General.

A petition for exemption is a request from a member of the public to be exempted from the requirements of a rule or part of a rule. Petitions for exemption from a regulation usually originate from aircraft manufacturers for airworthiness rules, from airlines for aircraft operating or maintenance rules, from pilots for airman or medical rules, or from aerodrome operators for aerodrome certification rules. Part 139.19 covers the requirements for such petitioners.

### 802. Receipt of the Petition for Exemption.

Part 139.19 (d) specifies that in the case of any petition for exemption filed under Part 139, the petition must be submitted in duplicate to DCA.

### 803. Processing the Petition.

- a. When a petition is received, the Aerodrome Standards and Safety Division must process the petition in accordance with national law and Part 139.
- b. **Initial Review for Compliance.** Aerodrome Standards and Safety Division review petitions for exemption to ensure the following items are included:
  - (1). Explanation of the nature and extent of the relief sought;
  - (2). Information, views, or arguments to support the action sought;
  - (3). Reason why granting the request would be in the public interest; and
  - (4). Reason why the exemption would not adversely affect safety or what action the petitioner would take to provide a level of safety equal to that provided by the rule from which the exemption is sought by using SMS.
- c. **Petition Does Not Meet Requirements.** If the petition does not include the information required by national law and regulations, Aerodrome Standards and Safety Division will prepare a letter of rejection to be signed by the Director General. This letter explains why the petition does not satisfy the requirements and must be sent to the petitioner within 30 days of the receipt of the petition.
- d. **Time Requirements.** Part 139 states the petition must, unless good cause is shown, be submitted at least 60 days before the proposed effective date of the exemption. This means the petitioner normally cannot expect final agency action in less than 60 days from the time the petition is submitted to DCA. After receiving an initial letter acknowledging receipt, petitioners for exemption action will not be notified again until the grant or denial of the petition has been issued.

**804. Analysis of the Petition.**

A copy of the petition for exemption must be sent to DCA for administrative analysis (namely, to see if similar exemptions have been granted in other Airports). In an exemption action, maintaining an equivalent or greater level of safety is of primary concern. The DCA analysis will focus on the petitioner's justification that safety will not be adversely affected. DCA will consider the following during its analysis:

- a. Effect of an undue burden on the petitioner if the exemption is not granted, relative to the burden that others bear in complying with the rule; and
- b. Effect of setting a precedent with respect to safety and public interest. A review of related previous exemption action might be in order. As with any petition, DCA may request additional information from the petitioner.
- c. Does the exemption package meet all the requirements for SMS.

**805. Procedures for Granting or Denying the Petition for Exemption.**

- a. **Decision to Grant.** After completing the analysis, DCA may conclude that the petitioner's arguments support a grant of exemption. In this case, the certification staff drafts a document granting the exemption.
- b. **Decision to Deny.** After reviewing all of the issues involved, the agency might determine that the petitioner has not shown reasonable support for granting the exemption. A decision to deny the exemption is based on the determination that the exemption would not be in the public interest, would adversely affect safety, or, if applicable, would not provide a level of safety equal to Part 139. Under such circumstances, DCA prepares a denial of the exemption document. The denial document responds to the same questions cited in the grant of exemption and must include DCA's rebuttal to the petitioner's arguments.
- c. **Grant of Exemption Contents.**
  - (1). The document granting the exemption should answer the following questions:
    - (a). What was the petitioner's request?
    - (b). What does the current rule require?
    - (c). What arguments did the petitioner use to support the request?
  - (2). The document must address all issues presented by the petitioner. If the DCA does not agree with all of the arguments presented by the petitioner to support the grant of exemption, these reasons must be discussed. The document must discuss how granting the request will not adversely affect safety and must explain how the action proposed by the petitioner will provide a level of safety equal to the rule. Any conditions, design modifications, operating limitations, expiration date, etc. must be made part of the granting clause. The format for this document is shown in Appendix 5.
- d. **Coordination and Signature.** The Aerodrome Standards and Safety Division will coordinate the appropriate grant or denial of the petition for exemption for the Director General review, approval, and signature

**806. Petition for Reconsideration.**

A petition for reconsideration is a petition to reconsider a previous denial or grant of an exemption.

- a. **National law and regulations** require a petition for reconsideration of a denial of exemption to be filed with the DCA within 30 days after a petitioner is rejected.

**808. – 999. Reserved.**

## Chapter 9. Participation in Safety-Related Activities

### 900. Purpose.

This Chapter defines the ACSI's recommended role in the following activities:

- a. Aerodrome Emergency Plan exercises.
- b. Pre-design/pre-construction conferences.
- c. Final inspection of construction projects.
- d. Joint planning conferences.

### 901. Aerodrome Emergency Plan (AEP) Exercises.

It is recommended that ACSIs attend at least one triennial full-scale emergency exercise per two year. An exercise should not only be a learning experience for aerodrome/emergency personnel, but also an opportunity for the ACSI to evaluate the AEP first-hand. Normally, an ACSI will be one of several people evaluating an exercise. Any problems or deficiencies brought out during the exercise that require a change to the AEP need to be attended to in a timely manner by aerodrome management.

### 902. Pre-design/Pre-construction Conferences.

ACSIs should attend pre-design and pre-construction conferences when a construction project is complex or there is significant work that might impact compliance with Part 139. This will allow the inspector to provide input prior to the time of design/construction. ACSI recommendations and comments should be documented. The ACSI should ensure the aerodrome certificate holder has addressed Section 139.107 in the AM regarding aerodrome construction safety plans and developed a safety plan, according to AC 150/5370 - 2. The ACSI should review the plan during the pre-construction phase.

### 903. Final Inspection of Completed Projects.

Upon completion of a construction project involving complex or significant work, the ACSI, if requested, should accompany the DCA project engineer/manager to assure compliance with Part 139 standards. If problem areas are noted, the ACSI should direct aerodrome management to bring the project up to standards and identify the appropriate ACs.

### 904. Joint Planning Conferences (JPCs).

If JPCs are conducted within the ACSI's Region and Part 139 issues will be discussed, the ACSI should attend if his/her workload permits. If unable to attend a JPC, the ACSI should address any certification safety needs through the colleague responsible for aerodrome planning.

### 905. – 1099. Reserved.

## Chapter 10. Reports, Correspondence, and Records

### 1000. Purpose.

This Chapter provides administrative guidance on standardized reports, correspondence, and records associated with the Aerodrome Certification Program.

### 1001. Correspondence and Reports from ACSIs to Certificate Holders.

The following correspondence and reports are used by ACSIs when communicating with certificated aerodromes. Changes may be made, as needed, to each of the documents listed below to meet the needs of the specific situation.

- a. **AM Transmittal Letter (Appendix 6).** The initial AM and revisions/amendments submitted for approval by the certificate holder must be returned to the certificate holder by transmittal letter. The transmittal letter must refer to the approved AM revisions and amendments, or it must state why they were not approved and identify what further action is necessary to meet Part 139 requirements for approval.
- b. **Certificate Action Letter (Appendix 4).** A letter to the certificate holder must accompany the certificate when it is issued or the class of certificate is upgraded or downgraded. The letter must contain pertinent information (e.g., limitations or conditions) for the class certificate being issued.
- c. **Letter of Investigation (Appendix 21).** When an event or condition on an aerodrome might constitute a violation of Part 139, the ACSI issues a Letter of Investigation to the certificate holder. The letter must include the known facts and/or circumstances associated with the event or condition, which are being used to ascertain whether a violation of the regulation occurred or existed and whether there is a basis for pursuing enforcement action. The Letter of Investigation is not a statement of charges; it should state only that a violation might have occurred.
- d. **Letter of Correction and Warning Letter (Appendices 18 and 19).** The Letter of Correction and the Warning Letter are types of administrative enforcement actions. They provide the ACSI with means of disposing of minor types of violations, which do not require legal enforcement.
  - (1). A detailed office-generated Letter of Correction may be used.
  - (2). A Warning Letter must be used when a violation occurs, corrective action has been taken, and no legal enforcement action is warranted. The Warning Letter must state the event or condition involved, that such operations or practices are contrary to the regulations, that corrective action was taken without DCA involvement, and that no legal action is warranted. If a Letter of Investigation has not previously been issued, the Warning Letter must also invite a statement by the alleged violator.
  - (3). Criteria for use, format, and content and a sample Letter of Correction and Warning Letter are contained in Appendices 18, 19, and 23 of this Order.
- e. **Inspection Confirmation Letter (Appendix 7).** After informally scheduling an inspection with the aerodrome manager by phone, the ACSI should send a

formal letter, confirming date and time and requesting any other information the ACSI would like available at the time of the inspection. A copy of the inspection confirmation letter should be sent to DCA offices, as outlined in Chapter 4.

- f. Follow-up Letters.** Follow-up letters must be used to ascertain status of corrective action items. Any open item or issue needing further action after an inspection can be addressed with a follow-up letter.
- g. Closeout Letters.** Three types of closeout letters are used for closing out either an inspection or an investigation.
  - (1). Inspection Closeout Letter (Appendix 10).** A closeout letter must be sent to the aerodrome certificate holder stating that as a result of the aerodrome inspection, the aerodrome was found to be in compliance with Part 139. (This letter officially closes the inspection cycle.) In lieu of this letter, the ACSI can issue a Letter of Correction (Form ASSD - 005) at the close of the inspection when there are no Part 139 discrepancies/deficiencies.
  - (2). Discrepancy Closeout Letter (Appendix 20).** If the ACSI issued a Letter of Correction to the aerodrome certificate holder and a response was made about the correction of discrepancies, then the ACSI must send a second letter back to the aerodrome certificate holder, confirming receipt of notification for corrective action taken. The Discrepancy Closeout Letter indicates the ACSI accepts the certificate holder's statement that the airport is now in compliance with Part 139; it officially closes the inspection cycle.
  - (3). Investigation Closeout Letter (Appendix 22).** The closeout letter for an investigation must be used after it has been determined no violation has occurred. The letter must include the original statement of facts contained in the Letter of Investigation, that the investigation did not establish a violation, and that the case is closed.
- h. Newsletters and Bulletins.** Occasionally, information involving safety issues and concerns, news items, and other guidance of which aerodrome managers/operators need to be aware become available. This information should be disseminated in the form of a newsletter or bulletin to all certificated aerodromes. When issues relate to the interpretation of the regulation or standards, the ACSI must coordinate with ASSD prior to releasing the information.
- i. Miscellaneous Certification Correspondence.** Correspondence between aerodrome managers/owners and the ACSI, other than the types previously mentioned, must be in the form of letters.

## **1002. Correspondence and Reports from Aerodromes to the Director General.**

Aerodrome Standards and Safety Division must submit the following reports and correspondence to DG.

- a. Periodic Inspection Schedule.** Proposed periodic inspection schedules must be forwarded to DG within the first 30 days of the inspection year. Schedules can be set up by month and by ACSI.



**1003. Correspondence and Reports from DCA to Aerodromes.**

ASSD must send the following reports and correspondence to the Aerodromes:

- a. **Safety-Related Material.** As they become available, videotapes, posters, informational placards, and safety bulletins are sent to airports.

**1004. Aerodrome Certification Records.**

- a. Aerodrome Standards and Safety Division must maintain the following records for each certificated aerodrome:
  - (1). **AM.** The AM for each individual aerodrome must be maintained in a designated centralized location for easy access. A copy of the Application for Certificate, a copy of the certificate issued, and current and past exemptions must also be maintained at ASSD and should not be removed from the office.
  - (2). **Correspondence.** Any correspondence that relates to the Part 139 program must be maintained in the appropriate file.
  - (3). **Inspection Records.** The Aerodrome Certification/Safety Inspection Checklist (Form 002) (see Appendix 8) must be maintained for each aerodrome.
  - (4). **Legal Enforcement Material.** A copy of all legal enforcement packages must be maintained until final disposition of the case. All documents and correspondence pertaining to the individual file must be filed within the Enforcement Investigative Report (EIR) package.
  - (5). **Suspense Files/System.** A suspense file/system for monitoring corrective action dates must be maintained by each Aerodrome.
- b. Individual aerodrome files should be kept for at least 3 years; they then should be transferred to a past correspondence file and retained until they are transferred to the Records Center. Correspondence and individual files may be handled and maintained in accordance with policy.

**1005. General Instruction for Completing the Aerodrome Master Record.**

- a. **Responsibility.** The ACSI is responsible for providing safety information to DCA for dissemination to and use by the aviation community. It is important the ACSI provide this information in a consistent and concise manner to assure a common interpretation by the users. In many cases, the aerodrome submits this information to AIS directly. Therefore, it is necessary for the ACSI to advise and educate aerodrome management about their responsibility and the need for using appropriate forms and texts for submitting the information.
- b. **Safety Information.** Information relating to the aerodrome's status under Part 139 is published by AIS.
- c. **Process.** Information about the aerodrome's status under Part 139 is obtained in two ways.
  - (1). The ACSIs may enter/change the appropriate entry(s) on the Aerodrome Master Plan. This usually occurs during the periodic inspection of the aerodrome.

- (2). Aerodrome management can issue a NOTAM to the flight information service station (FIS). These NOTAMs are forwarded to AIS for review and verification before being published. AIS review might include contact with the appropriate ACSI as well as aerodrome management to assure there is no misinterpretation of the information received.
- d. Standardized Aerodrome Remarks for Common Aerodrome Situations.** Several situations that can occur at certificated aerodromes are described below. They reflect the most common situations ACSIs are likely to encounter. An acceptable standardized remark follows each situation.
- e. Criteria for Entries/Remarks.**
- (1). Entries and remarks relating to certificated aerodromes will be approved for publication if they describe—
    - (a). A modified availability of ARFF services at a certificated aerodrome if the availability differs from what an aircraft operator would expect when reading the entry published in the A/FD .
    - (b). A modified level of ARFF services for Part 139 aerodrome response operations if the level (capability) of the response differs from what an aircraft operator would expect when reading the entry published in the A/FD .
  - (2). However, safety information will not be approved for aerodrome remark entries if the information applies to other than Part 139 aerodrome operations and involves other than ARFF availability or capability.

**1006. General Instruction for Completing the Aerodrome Certification/Safety Inspection Checklist (Form 002) (Appendix 8).**

- a. For aerodrome operators holding or applying for an AOC, Form 002 must be used for the initial inspection, periodic inspections, follow-up inspections, and surveillance inspections. For Class II airports, additional comments can be added, as needed, for those sections of Part 139 that are not fully addressed in the AM.
- b. The following definitions apply when completing Form 002:
  - (1). **Satisfactory (S).** A condition that, at the time of inspection, meets criteria contained in Part 139 and the requirements of the AM. Chapter 4 of this Order provides guidance for making this determination.
  - (2). **Unsatisfactory (U).** A condition that, at the time of inspection, does not meet the criteria contained in Part 139 and/or the requirements of the AM. Chapter 4 of this Order provides guidance for making this determination. An entry must be made under Remarks/Narrative explaining all unsatisfactory entries, unless a report is attached.
  - (3). **Not Applicable (N/A).** A condition that, at the time of inspection, does not need to meet the criteria contained in Part 139 or the requirements of the AM or this Order or was not inspected during this particular inspection.
  - (4). **Remarks/Narrative.** An entry must be made in the Remarks/Narrative section explaining all unsatisfactory entries on the form, those cases where a satisfactory rating is either marginal or greatly exceeded, or where an

entry might prove useful at a later date. A report may be attached in lieu of the entry.

- (5). **Not Inspected.** For those items not inspected, an entry of “Not Inspected” is entered after the affected item. The ACSI may amplify this statement in the Remarks/Narrative section and say why the item was not inspected.

#### **1007. Inspection Reports.**

Initial and periodic certification inspections must be fully documented. Form 002 must be completed and the certificate holder advised of the results of the inspection within 10 working days (see Appendix 8). Additional forms to be completed include the Aerodrome Master Record (Form 004), the Enforcement Investigative Report, and the Letter of Correction (Form 005) (Appendix 19).

#### **1008. – 1099. Reserved.**

# APPENDICES

# Appendix 1. Application for Certificate (ASSD Form 001)

(Chap. 2, Par. 209)

## Application for an Aerodrome Certificate

### 1. Particulars of the Applicant

Full Name: ..... Address: .....  
.....  
Postcode:.....  
Position: ..... Signature ..... Date:.....  
Phone: ..... Mobile: ..... Fax: .....

### 2. Particulars of the Aerodrome Site

Aerodrome Name: ..... Real Property Description:  
..... 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.

### 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*)

- 3. **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.

**(b) Aerodrome administration**

Name of aerodrome operator:

.....Address:..... Tel:

..... (O/H) ..... (A/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) ..... (O/A)Pavement ..... (surface type) Rating:  
..... (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

Portable lights: Y/N PAL: Y/N if yes PAL frequency: .....Any other lighting, specify .....

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

Fuel type:..... Supplier: ..... Tel: ..... (A/H)If more than one fuel supplier, detail:

**(f) Special procedures:**

**Note:**

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

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## Appendix 2. Sample Letter of Authorization

(Chap. 2, Par. 209)

(Date)

Mr./Ms. (Name)

(Title)

(Aerodrome)

(City, State)

Dear Mr./Ms. (Name):

Under the authority granted me in accordance with the provisions of MCAR Part 139, you are hereby authorized to permit the following unscheduled air transport operations by an aircraft with more than (9 or 30) passenger seats at (Aerodrome) in (City), (State):

Transport Aircraft Arrival Departure Dates

Delta            B-737 8:00 am to 11:00 am 6/1/93

11:00 am to 4:00 pm 6/2/93

This authorization is granted with the understanding that the city of (City, State,) will provide firefighting equipment with a minimum capacity of (Number) gallons of water for AFFF production along with appropriate personnel. This equipment will be positioned at the airport a minimum of 15 minutes before the arrival and departure operations of this aircraft and will remain until a minimum of 15 minutes after the operation is complete.

Sincerely,

Director

Aerodrome Standards & Safety Division



## Appendix 3. Aerodrome Operating Certificates

(Chap.2, Par. 209)

### SECTION 1. Aerodrome Certificate

**Republic of The Union of Myanmar  
Ministry of Transport  
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 Use .....(International/Domestic),(Day/Night Operation)

The Aerodrome operator has satisfied the MCAR prescribed in the Myanmar Aircraft Rule and has the capabilities, ability and organization as contained in the approved Aerodrome 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

**SECTION 2. TIME-LIMITED Aerodrome Certificate**

**Republic of The Union of Myanmar  
Ministry of Transport  
Department of Civil Aviation  
Yangon**



**Time-Limited  
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 Operating Certificate to

Name of Airport .....

Location .....(Latitude/Longitude)

Type of Aircraft .....

Type of Use .....(International/Domestic),(Day/Night Operation)

The Aerodrome operator has satisfied the MCAR prescribed in the Myanmar Aircraft Rule and has the capabilities, ability and organization as contained in the approved Aerodrome Manual on file with the Department of Civil Aviation.

This certificate is not transferable and, unless sooner surrendered, suspended or revoked, shall remain valid from (dd/mm/yy) to (dd/mm/yy).

Date of Issue:

Director General

## Appendix 4. Certification Action Letter

(Chap. 2, Par. 209)

(Date)

Mr./Ms. (Name)

(Title)

(Aerodrome)

(City, State)

Dear Mr./Ms. (Name):

(Aerodrome)

(City, State)

Aerodrome Operating Certificate

This letter advises you that your application for an Aerodrome Operating Certificate for (Aerodrome), (City, State), has been approved. We have determined that (Aerodrome) is in compliance with the intent of the MCAR Part – 139, as amended and incorporated in subsequent legislation, and the rules, requirements, and standards prescribed there under for issuance of an Aerodrome Operating Certificate. You, therefore, are authorized to operate as a certificated airport in accordance with and subject to said Act and the rules, regulations, and standards prescribed there under, including but not limited to, Part 139, and any additional terms, conditions, or limitations as prescribed in your approved Aerodrome Operating Certificate.

Enclosed is your Aerodrome Operating Certificate, which has been duly signed. Upon receiving the certificate, please display it in a prominent location. If the certificate is surrendered, please return it to the Department of Civil Aviation.

Sincerely,

Director

Aerodrome Standards & Safety Division

Enclosure

## Appendix 5. Exemption Process

(See Chap. 2, Par. 211, and Chap. 9)

The Exemption Package consists of six sections: (1) a briefing paper that accompanies the petition for exemption, (2) an Exemption Document, (3) notes to assist in the development of a petition for exemption, (4) a letter to grant an exemption, (5) a letter to extend an exemption, and (6) a letter to deny an exemption.

### SECTION 1. FORMAT FOR BRIEFING PAPER

**(DATE)**

**MEMORANDUM TO THE DIRECTOR, OFFICE OF AIRPORT STANDARDS AND SAFETY DIVISION**

FROM:

PREPARED BY:

SUBJECT:

---

**Purpose of this Letter:** (To present the Petition for Exemption from XYZ Aerodrome or name of person)

**Background:** (Brief description of conditions or circumstances of the petition, briefly)

**Summary of Petition:** (ASSD office has recommended to DCA an action to the Petition for Exemption)

**SECTION 2. FORMAT FOR EXEMPTION DOCUMENT**

**Exemption No. (XXX) [1]**

**UNION OF MYANMAR  
MINISTRY OF TRANSPORT  
DEPARTMENT OF CIVIL AVIATION [2]**

\*\*\*\*\*

**In the matter of the petition of**

**(XXXXXXXXXX) [3a]**

**Regulatory Docket No. (XXX) [4]**

**for exemption from subsection (139.19) [3b]**

**and (XXX) of the Myanmar Aircraft Act**

\*\*\*\*\*

**GRANT OF EXEMPTION [5]**

By letter dated (xxxx xx, 20xx), (Mx. xxx x. xxxxx, xxxxx, xxxx xxxx xxxx), petitioned for an exemption from subsection (XXX) and (XXX) of the MCAR Part – 139 to (xxxx xxxxx xxxx xxxxxxx) [6].

The petitioner requires relief from the following (section(s), Parts, regulations, etc. [7]):  
Section (139.XXX) states, in pertinent part, that (xxxxxx xxxx xxxx xxxx xxxxxxxx xxxxxxxx xxx xxx xxxxxxxx xxxx xxxxxxxx xxxx xxxxxxxx [8]).

Section (XXX.XXX) states, in pertinent part, that (xxxx xxxxxxxx xxxx xxxxxxxx xxxx xxxxxxxx xxxx xxxxxxxx xxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx).

The petitioner supports its request with the following:

(xxxxxxxxxx xxxx xxxxxxxx xxxxxxxxxx xxxx xxxxxxxxxx xxxxxxxx xxxx xxxx xxxxxxxx xxxxxxxx xxxx xxxx xxxxxxxxxxxxxxxx xxxx xxxxxxxxxx. xxxxxxxx xxxx xxxxxxxxxx xxxxxxxxxx xxxx xxxxxxxxxx xxxx xxxxxxxxxx xxxx xxxxxxxxxxxxxxxx [9]).

**(XX-X-XXX-X [10])**

The Department of civil aviation’s analysis is as follows:

(xxxxxxxxxx xxxx xxxxxxxx xxxxxxxxxx xxxx xxxxxxxxxx xxxxxxxx xxxx xxxx xxxxxxxx xxxxxxxx xxxx xxxx xxxxxxxxxxxxxxxx xxxx xxxxxxxxxx. xxxxxxxx xxxx xxxxxxxx xxxx xxxxxxxxxx xxxx xxxxxxxx xxxxxxxxxx xxxx xxxxxxxxxxxxxxxx xxxxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx [11]).

In consideration of the foregoing, I find that a grant of exemption is in the public interest. Therefore, pursuant to the authority contained in Sections (XXX.XXX) (and (XXX) of the MCAR Part – 139 and subsequent revisions and incorporations, delegated to me by the DCA, (xxxxx) is granted an exemption from (XXX) and (XXX) of the requirement to the extent necessary to permit (xxxxxxx xxxxx xxx xxxxx xxxxxxx), subject to the following conditions and limitations [12]:

- 1. (xxxxxxxx xxxxxxxxxxxxxx xxx xxxxx [13]).
- 2. (xxxxxxx xxxxxxxxxxxxxx xxx xxxxx xxxxxxx xxxxxxxxxxxxxx xxx xxxxx xxxxxxx xxxxxxxxxxxxxx xxx xxxxx).

This exemption terminates on (Date [14]), unless sooner superseded or rescinded.

Issued in (city), (state), on (month) (day), (20XX).

**Signature Block [15/16]**

### **SECTION 3. NOTES FOR FORMATTING EXEMPTION DOCUMENT**

1. Exemption numbers are assigned by Rules Docket after the document has been signed.
2. If the document is issued in a certification directorate, this line should include the city, state, and zip code of that directorate.
3. This box contains the following information:
  - a. The name of the petitioner/organization to whom the exemption is issued, and
  - b. The sections from which the petitioner is requesting relief.
4. The docket and number are established by the Rules Docket when the petition is received.
5. For Partial Grant of Exemption or Denial of Exemption.
6. This paragraph should contain the following:
  - a. Date(s) of petition,
  - b. Name(s) of individual(s) requesting exemption,
  - c. Petitioner's mailing address,
  - d. Sections from which relief is sought, and
  - e. A brief description of the nature and extent of relief sought.
7. Identification of the section(s) or Part(s) of 139 requirement, sections of the Myanmar Aircraft Act, etc., as applicable.
8. Two important points to remember—
  - a. It is not necessary or recommended that each section be set forth in its entirety, particularly if the petitioner requests relief from only a paragraph or portion of a section.
  - b. It is important that only those sections that are affected but were not mentioned by the petitioner be addressed.
9. A paraphrase and/or summary of the information, views, and/or arguments provided by the petitioner in support of the action sought. All key points made by the petitioner should be included.
10. The project number is listed at the bottom left corner of the first page of each exemption document. This project number is assigned by the Office of Rulemaking.
11. This section should contain—
  - a. The agency's analysis of the petition (include the agency's position on each point raised in the petition);
  - b. The agency's analysis of each comment received in response to publication of the petition summary; and
  - c. Any background information that would explain the rationale leading to the agency's decision.
12. A paragraph or more that reflects (or states) the agency's determination on the request for exemption. The following should be cited:
  - a. The agency's finding,
  - b. Exemption authority provided in the MCAR Part – 139,
  - c. Delegation authority provided in Myanmar Aircraft Act, and
  - d. Sections from which the petition is granted or denied exemption.

13. In most cases, a grant or partial grant of exemption is subject to conditions and limitations. There would be no conditions or limitations if the request is denied.
14. A grant of exemption normally terminates 2 years after the date of issuance, except when—
  - a. The exemption is for a specific event,
  - b. There is a need to monitor performance or further evaluate criteria.
  - c. The individual or organization expects to come into compliance with the current regulation within a given time.
  - d. The exemption is from an aircraft certification regulation and thus becomes a part of the type certification basis.
15. The signature block should be left blank. It is typed when the exemption is ready to be signed. Do not type the signature block on a page by itself. The page must contain at least two lines of text (excluding the “Issued in (city, state), on” entry).
16. Exemption documents issued in DCA office, must be signed by the “Director General” or the person who is delegated by Director General.

**SECTION 4. LETTER ACKNOWLEDGING RECEIPT OF REQUEST  
FOR EXEMPTION**

(Date)

Mr./Ms. (Name)

(Title)

(Aerodrome)

(City, State)

Dear Mr./Ms. (Name):

(Aerodrome)

(City, State)

Exemption to MCAR Part - 139

Your request for an exemption from the requirements of Section (139.XXX) of the MCAR Part – 139 has been received. DCA has determined that an exemption, with an expiration date of (Date), should be issued.

Enclosed is the Grant Exemption. We request that you advise us as soon as you are in full compliance with the requirements of Section (139.XXX) of MCAR Part - 139.

Sincerely,

Director

Aerodrome Standards & Safety Division

Enclosure



## SECTION 5. LETTER GRANTING AN EXTENSION OF EXEMPTION

Docket No. (xxx)

(Date)

Mr./Ms. (Name)

(Title)

(Aerodrome)

(City, State)

Dear Mr./Ms. (Name):

This is in response to your (Date) petition on behalf of (Aerodrome) for an extension of Exemption No. (xxxx) from Subsection 139.(xxx) of the MCAR Part – 139. If granted, the exemption would (state the effect the exemption would accomplish and describe the effect (s). Provide a justification for what would be accomplished.)

Your petition indicates that the conditions and reasons stated in the original petition remain unchanged and in effect. You also state that if this request to extend Exemption No. (xxxx) is granted, safety will not be compromised and the public interest will be served because (Aerodrome) will continue to comply with the applicable conditions and limitations.

The Department of Civil Aviation (DCA) has reviewed the original petition for exemption dated (Date), and the petition for an extension dated (Date), and has determined that the conditions and reasons that resulted in the previous grant of Exemption No. (xxxx), as amended, have remained unchanged. (State the conditions and reasons that first merited the exemption.) Accordingly, DCA has determined that the justification for issuance of an extension of Exemption No. (xxxx) is valid with respect to this exemption, provided all other conditions and limitations remain the same.

In consideration of the foregoing, I find an extension to Exemption No. (xxxx) will provide an equivalent level of safety and is in the public interest. Therefore, pursuant to the authority contained in Sections (xxxx) and (xxxx) of the Myanmar Aircraft Act, (Aerodrome) is granted an extension of the provisions of Exemption No. (xxxx) to expire (Date), unless superseded or rescinded sooner.

This letter will be attached to and is a part of Exemption No. (xxxx).

Director General

## **SECTION 6. LETTER DENYING A REQUEST FOR EXEMPTION**

(Date)

Mr./Ms. (Name)

(Title)

(Aerodrome)

(City, State)

Dear Mr./Ms. (Name):

(Aerodrome)

(City, State)

Exemption to MCAR Part - 139

Your petition for an exemption from the requirements of MCAR Part - 139.(xxx) has been received. DCA has found the petition does not justify granting the requested exemption for following reason(s):

(Reasons for denying request)

If you have any questions about this denial of exemption, please contact me at (telephone number).

Sincerely,

Director

Aerodrome Standards & Safety Division

## Appendix 6. Aerodrome Manual Transmittal Letter

(Chap. 3, Par. 302)

(Date)

Mr./Ms. (Name)

(Title)

(Aerodrome)

(City, State)

Dear Mr./Ms. (Name):

(Aerodrome)

(City, State)

Revision to Aerodrome Manual

We have reviewed and approved the revision to your Aerodrome Manual (AM), dated (Date). Please distribute copies of the revision to the holders of the AM listed on the Distribution List, and record this revision in the AM revision log, as appropriate. Each existing AM should be updated in accordance with this revision.

Sincerely,

Director

Aerodrome Standards & Safety Division

Enclosure

## Appendix 7. Inspection Confirmation Letter

(Chap. 4, Par. 403)

(Date)

Mr./Ms. (Name)

(Title)

(Aerodrome)

(City, State)

Dear Mr./Ms. (Name):

(Aerodrome)

(City, State)

Scheduled Annual Certification Inspection

As discussed by telephone, the annual certification inspection of (Aerodrome) is scheduled for (Date). Please have the following information and records available during the inspection:

- a. Number of based aircraft for the Aerodrome Master Record.
- b. Number of operations for the previous 12 months for the Aerodrome Master Record.
- c. ARFF training curriculum and personnel training records.
- d. Basic emergency medical care training curriculum and certificates.
- e. Quarterly inspection records of fueling agent physical facilities
- f. Annual certification of training for each fueling agent.
- g. Documentation of the annual review of the Aerodrome Emergency Plan.
- h. Documentation of the triennial exercise of the Aerodrome Emergency Plan. (Does not apply to all classes. )
- i. Records of safety inspections for the previous 6 months, including records showing all corrective actions taken, such as work orders.
- j. Any records of accidents or incidents on movement areas involving air transport aircraft and/or ground vehicles.

If you have any questions about the inspection, please contact me at (Telephone Number).

Sincerely,

Director

Aerodrome Standards & Safety Division

## Appendix 8. Aerodrome Certification/Safety Inspection Checklist (ASSD Form 002)

(Chap. 4, Par. 404)

Site No.:

Airport Classification (Check) Class I Class II\*

S=Satisfactory U=Unsatisfactory N/A = Not Applicable Remarks Required N/A

\* For Class II Airports, indicate N/A for all items that are not applicable.

Airport Name:	Airport Class:			
Certificate Holder:	Type of Inspection (Initial/Periodic)			
Inspector:	Inspection Dates:			
Description	S	U	N/A	Remarks
<b>METHODS AND PROCEDURES FOR COMPLIANCE</b>				
1. Continued Compliance (139.101)				
<b>EXEMPTIONS - NO. ON RECORD ( )</b>				
1. Justification Still Valid (139.19)				
<b>AERODROME MANUAL</b>				
1. Compliance with AM				
2. Internal Quality Assurance (139.75)				
3. AM Content (139.77)				
4. AM Maintenance (139.101 (1))				
5. Amendments of AM (139.79)				
<b>RECORDS</b>				
1. Furnished upon Request				
2. Maintained for Specified Duration				
<b>PERSONNEL</b>				
1. Sufficient Qualified Personnel (139.55, (a) (3))				
2. Properly Equipped				
3. Trained (139.55 (b))				
4. Record of Training for 24 CCM (139.55 (b))				
<b>PAVED AREAS</b>				
1. Lips/Holes				
2. Cracks/Surface Variations				
3. Friction characteristics, Debris/Contaminants (139.103 (c))				
4. Loose stones or other objects removed (139.103 (b))				
5. Drainage/ Ponding				
<b>SAFETY AREAS</b>				
1. Dimensions Maintained				

Airport Name:		Airport Class:			
Certificate Holder:		Type of Inspection (Initial/Periodic)			
Inspector:		Inspection Dates:			
Description	S	U	N/A	Remarks	
2. Ruts/Surface Variations (139.102 (a))					
3. Drainage (139.102 (b))					
4. Support Aircraft/Equipment (139.102 (c))					
5. Objects in Safety Area/Frangible Mounting (139.102 (d))					
<b>MARKING, SIGNS, AND LIGHTING (139.105)</b>					
1. Runway Marking Meets Specs					
2. Taxiway Centerline					
3. Taxiway Edge Markings					
4. Holding Position Markings					
5. ILS Critical Area Markings					
6. Signs Identifying Taxiing Routes					
7. Holding Position Signs					
8. ILS Critical Area Signs					
9. Signs internally illuminated					
10. Runway Lighting Meets Specifications					
11. Taxiway Lighting/Reflectors					
12. Aerodrome Beacon					
13. Aerodrome Approach Lighting					
14. Obstruction Marking/Lighting					
15. Markings/Signs/Lighting Properly Maintained					
16. Other Lighting Shielded/Adjusted					
<b>ARFF OPERATIONS</b>					
1. ARFF Capability Meeting Category Provided During ACR OPNS (139.111 (a))					
2. ARFF Requirements Met for Increase in Category (139.111 (b))					
3. Reduction in ARFF Category Meets Conditions (139.111 (d))					
4. Vehicle Communications in Required Vehicles (139.63 (b))					
5. Vehicle Marking & Lighting (139.63 (c))					
6. Vehicle Readiness					
7. Response Drill (No. Vehicles _____) (139.67)					
8. Personnel Properly Equipped (139.65 (1))					
9. Personnel Properly Trained (139.65 (2) (3))					

Airport Name:		Airport Class:			
Certificate Holder:		Type of Inspection (Initial/Periodic)			
Inspector:		Inspection Dates:			
Description		S	U	N/A	Remarks
10. Live-Fire Drill Every 12 Consecutive Calendar Months for all Personnel					
11. Personnel Trained and Current in Basic Emergency Medical Care Provided for ACR OPNS					
12. Record of Training for 24 CCM					
13. Sufficient Personnel to Meet Requirements (139.65 (4))					
14. Alerting Procedures/Equipment Established (139.65 (5))					
15. Hazardous Materials Guidance Available					
16. Emergency Access Roads Maintained					
<b>HANDLING AND STORING OF HAZARDOUS MATERIALS (139.112)</b>					
1. Procedures for Hazardous Substances and Materials					
2. Acceptable Fire Safety Standards Established					
3. Compliance to Fire Safety Standards					
4. Inspection of Fuel Facilities every 3 CCM (139.112 (b))					
5. Record of Inspection for 12 CCM					
6. Fueling Agent Supervisor Training Every 24 CCM					
7. Fueling Agent On-the-Job Training Every 24 CCM					
8. Written Confirmation Every 12 CCM that Training has been Accomplished					
9. Require Immediate Corrective Action/Notify DCA of Noncompliance					
<b>WIND DIRECTION INDICATORS</b>					
1. Wind direction indicator Provided/Lighted (139.127)					
<b>AERODROME EMERGENCY PLAN</b>					
1. Develop/Maintain Plan/ Procedures for Prompt Response/ Sufficient Detail (139.57 (a))					
2. Response Instructions Aircraft, Bomb, Structure, Fuel, Natural, Hazardous Materials, Sabotage/ Hijack, Power, Water (139.57 (b) (1 & 2))					
3. Must Address Medical, Transportation, Hospital, Ambulance, Inventory, Injured, Crowds, Disabled Aircraft (139.57 (b) (4))					
4. Provide for available equipment, Emergency Alarm, Coordination of ATCT Functions and EOC (139.57 (b) (5 & 6))					

Airport Name:		Airport Class:			
Certificate Holder:		Type of Inspection (Initial/Periodic)			
Inspector:		Inspection Dates:			
Description	S	U	N/A	Remarks	
5. Contains Procedures for Notifying Agencies of Accident Location & Other Information (139.57 (b) (7))					
6. Provision for a grip map of the aerodrome (139.57 (b) (8))					
7. Coordinate & Develop Plan with Participating Agencies/Personnel (139.57 (c))					
8. Aerodrome Personnel are Properly Trained (139.57 (b) (3))					
9. Review Plan every 12 CCM (139.57 (b) (9))					
10. Full-Scale Exercise every 36 CCM for Class I Airports (139.109 (2))					
11. Consistent with the Approved Security Program					
<b>SELF-INSPECTION PROGRAM (139.117)</b>					
1. Inspect Daily or As Required					
2. Inspect when Required by Unusual Conditions; Accidents					
3. Equipment Provided (139.117 (1))					
4. Procedures/Equipment for Dissemination of Information to Users					
5. Ensure Inspections Conducted by Qualified Personnel (139.117 (2))					
6. Personnel Properly Trained					
7. Reporting System to Ensure Prompt Correction of Unsafe Conditions, including Wildlife Strikes (139.117 (3))					
8. 12 CCM of Records of Inspections Showing Conditions Found and all Corrective Actions					
9. Record of Training for 24 CCM					
<b>PEDESTRIANS AND GROUND VEHICLES</b>					
1. Limit Access Movement/Safety Areas (139.119 (1))					
2. Establish/Implement Procedures for Safe Operations on Movement/ Safety Areas (139.119 (2))					
3. Pedestrian and Vehicle Control with ATCT (139.119 (2))					
4. Pedestrian and Vehicle Control - No ATCT (139.119 (3))					



Airport Name:		Airport Class:			
Certificate Holder:		Type of Inspection (Initial/Periodic)			
Inspector:		Inspection Dates:			
Description	S	U	N/A	Remarks	
5. Pedestrian and Vehicle Operator Training on Aerodrome Procedures is complied with operational area (139.119 (4))					
6. Record of Training for 24 CCM					
7. 12 CCM of Records for Accidents or Incidents Involving Pedestrians, Ground Vehicles, or Aircraft					
<b>OBSTACLES (139.120)</b>					
1. Objects within Airport Authority Determined to be an Obstruction Removed, Marked, or Lighted (139.120)					
<b>PROTECTION OF NAVAIDS</b>					
1. Prevent Construction that Would adversely affect NAVAIDs or ATS Facilities (139.121 (1))					
2. Prevent NAVAIDs Signal Interruption (139.121 (2))					
<b>PUBLIC PROTECTION</b>					
1. Prevent Inadvertent Entry to Movement Area by Unauthorized Persons or Vehicles (139.69 (a) (1))					
2. Reasonable Protection from ACFT Blast (139.69 (a) (2))					
<b>WILDLIFE HAZARD MANAGEMENT (139.71)</b>					
1. Immediate Measures Taken to Alleviate Wildlife Hazards when Detected					
2. Wildlife Hazard Assessment Conducted by Qualified Personnel					
3. Wildlife Hazard Assessment Contents					
4. Wildlife Hazard Assessment Submitted to DCA					
5. Wildlife Hazard Management Plan Formulated and Implemented					
<b>AERODROME CONDITION REPORTING (139.123)</b>					
1. Collection/Dissemination of Aerodrome Conditions					
2. Use of NOTAM/Other Systems					
3. Provide Information on Required Conditions					
4. 12 CCM of Records of Each Dissemination					
<b>IDENTIFYING, MARKING, AND LIGHTING CONSTRUCTION AND OTHER UNSERVICABLE AREAS</b>					
1. Mark/Light Construction/Unserviceable Areas & Equipment					
2. Pre-Construction Review of Utilities					

Airport Name:		Airport Class:			
Certificate Holder:		Type of Inspection (Initial/Periodic)			
Inspector:		Inspection Dates:			
Description		S	U	N/A	Remarks
<b>UNSAFE CONDITIONS</b>					
1. Procedure for restricting aircraft operations where Unsafe Conditions Exist (139.125)					
<b>APRON MANAGEMENT PROGRAM</b>					
1. Program serve volume of traffic & operating conditions (139.115 (a))					
2. Apron management procedure (139.115 (b))					
<b>SAFETY MANAGEMENT SYSTEM (139.104)</b>					
Safety risk management					
Safety assurance					
Safety promotion					
<b>AERODROME SECURITY</b>					
1. Barrier requirement (139.205 (a, b, c))					
2. Other requirement (139.205 (d))					
<b>METHODS AND PROCEDURES FOR COMPLIANCE</b>					
OTHER					

Note – Amendment to the appendix 8 are contained in Aerodrome Certification Inspection Checklists.

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## **Appendix 9. Tower Chief Interview Checklist**

[Chap. 4, Par. 403]

AERODROME -

DATE -

RUNWAY TRANSGRESSION PROBLEMS -

MARKING AND SIGNING ACCEPTABLE -

NOTAM PROCEDURES -

RUNWAY CONDITION ASSESSMENT PROCEDURES -

HOW HANDLED -

GROUND VEHICLES - PERMISSION BEFORE ENTERING TAXIWAYS -

BIRD HAZARDS -

DEER AND OTHER WILDLIFE HAZARDS -

INADVERTENT ENTRY PROBLEMS -

MOVEMENT AREA LETTER OF AGREEMENT -

CONDITION AND MAINTENANCE OF RUNWAY AND TAXIWAY LIGHTING -

ARFF ALARM AND COMMUNICATION PROCEDURES -

REMARKS -

## Appendix 10. Inspection Closeout Letter

(Chap. 4, Par. 405)

(Date)

Mr./Ms. (Name)

(Title)

(Aerodrome)

(City, State)

Dear Mr./Ms. (Name):

(Aerodrome)

(City, State)

Annual Certification Inspection Closeout

The (periodic/surveillance) certification inspection of (Aerodrome) was conducted on (Date). The inspection revealed that the airport is being operated in compliance with MCAR Part - 139, the Aerodrome Manual, and the Aerodrome Operating Certificate.

We commend you for the procedures you are using in the day-to-day operation of the airport. The appearance of the airport indicates they are effective.

Thank you for your cooperation during the inspection, and please do not hesitate to call if you have questions regarding the operational safety of the aerodrome.

Sincerely,

Director

Aerodrome Standards and Safety Division

## Appendix 11. Guidelines for Operating in the Runway Safety Area

(Chap. Four, Par. 411)

### REFERENCES:

139.102

#### 1. MCAR Part - 139 Requirements.

- a. Under MCAR Part - 139.102, aerodrome operators are required to establish and implement procedures for operation of ground vehicles in the safety area as well as the movement area. These procedures must be included in the AM.
- b. MCAR Part - 139.102 (d) requires that no objects be in the safety areas except those fixed by function. This means signage, lights, and NAVAIDs, not personnel, vehicles, and equipment.
- c. the certificate holder to provide reasonable protection of persons and property from aircraft blast. This includes personnel and equipment used for maintenance of the safety area and objects located there. These procedures must be included in the AM.

#### 2. Guidelines for Operating in the Runway Safety Area.

- a. The purpose of the safety area is to minimize the damage to an aircraft that inadvertently leaves the runway. For this reason, it must remain "sterile" during aircraft operations. However, this does not preclude vehicles, personnel, and equipment from going into the safety area of an active runway between aircraft operations, e.g., for foreign object debris (FOD) pickup, changing a light bulb, grass mowing, etc.
- b. Under some circumstances, it might be necessary to work in the RSA while aircraft operations are occurring, e.g., to make emergency repairs to a light cable. During air carrier operations, work may be conducted no closer than 200 feet of the runway centerline, with equipment and vehicles kept to the minimum number necessary for the repair. If these conditions cannot be met, the runway should be closed to air carriers while the repairs are being made.
- c. For maintenance performed in the safety areas of air transport runways closer than 200 feet from centerline during visual meteorological conditions (VMC), it is acceptable to close the runway to aircraft and restrict the runway use to airplane.
- d. In cases requiring the closure of a runway for maintenance, the aerodrome operator should be encouraged to schedule the work during times that will have the least impact on the national airspace system and give the local air traffic control tower advance notice when possible.
- e. ACSIs need to review safety area procedures at certificated airports to ensure they are adequate and safe; where they are not, ACSIs must require a change. If an aerodrome operator is in violation of established ground vehicle procedures or public protection requirements, enforcement action must be taken.

## **Appendix 12. ARFF Training Checklist**

(Chap. 4, Par. 416)

Note – Amendment to the appendix 12 are contained in Aerodrome Certification  
Inspection Checklists

## Appendix 13. Shortages of Trained ARFF Personnel

(Chap. 4, Par. 416)

The ACSI should ascertain whether sufficient ARFF personnel are available to operate the required ARFF vehicles in accordance with Section 139.65.

**1. Requirements.** Compliance with the AOC dictates that “sufficient rescue and firefighting personnel are available during all air transport operations to operate the vehicles, meet the response times, and meet the minimum agent discharge rates required by this [P]art.” Past incidents involving shortages of trained ARFF personnel at certificated aerodromes necessitate a uniform national approach to enforcing the requirements of Section 139.65.

**2. Options for Addressing Shortages of ARFF Personnel.** In the case of a shortage of trained ARFF personnel, the aerodrome operator has essentially three options:

- (1). Close the airport to air transport operations by issuing a NOTAM when a shortage of trained ARFF personnel results in the inability to meet the ARFF requirements of the certificate.
- (2). Have DCA determine the airport is in violation of Section 139.65 and have the certificate suspended, thus stopping aircrafts from landing. A NOTAM must be issued stating the airport is closed to all scheduled air carrier aircraft with more than nine passenger seats.
- (3). Provide, through prior planning and training, sufficient qualified personnel, available from a variety of sources, to operate the ARFF equipment during air transport operations. Personnel must be determined as “qualified” by an ACSI after the aerodrome operator certifies they meet requirements of Section 139.65 Personnel.

**3. Role of the ACSI.** The ACSI is directly involved in all three of the above options and should be prepared to fulfill that role completely.

**4. Contingency Plan.** The ACSI should encourage each aerodrome operator to develop a contingency plan for taking action if needed, particularly where union firefighting personnel are concerned. This plan should be included in the ARFF or AEP section of the AM and, at a minimum, consist of the following:

- (1). Identification of the available, qualified firefighting personnel who will immediately take over ARFF operations in the event of a shortage of trained ARFF personnel. If none are available, an aerodrome operator may consider establishing a backup ARFF personnel program. This would require establishing a training program for available personnel—such as security and maintenance staff, the National Guard, contract ARFF services, etc.—to assist supervisory firefighting personnel in the event of a shortage of trained ARFF personnel. The ACSI must ensure that any “auxiliary” or backup firefighting personnel, as addressed in the AM, are qualified by conducting a response test to determine if those personnel can operate the ARFF equipment as required.



- (2). Procedures to notify the regional aerodrome certification staff when there is a possibility of a shortage of trained ARFF personnel.
- (3). Procedures to keep the airline tenants informed of ARFF-related developments as they occur.
- (4). If necessary, procedures for reducing air transport operations to the index level the aerodrome operator is able to maintain.
- (5). Procedures to file a NOTAM closing the airport to air transport operations when sufficient qualified ARFF personnel are not available.

**5. ACSI's Responsibilities.** ACSIs play a major role in DCA's response to a shortage of trained ARFF personnel at a certificated aerodrome. Responsibilities of the ACSI during a possible shortage of personnel are as follows:

- (1). Advise the aerodrome operator of available options.
- (2). If a shortage of trained ARFF personnel is imminent, establish an DCA coordination point on the aerodrome. The ATCT can be used to advantage during a shortage of personnel.
- (3). Maintain close coordination with Aerodrome Standards and Safety Division.
- (4). Alert Air Traffic to the possibility of aircraft diversions to other aerodromes.
- (5). Monitor firefighting capability and be prepared to initiate a suspension of certificate, if necessary. If a suspension of certificate becomes necessary, a NOTAM must be issued, and the aerodrome operator must inform all air transport operators. If a shortage of trained ARFF personnel is imminent, the inspector should consider having the suspension paperwork prepared ahead of time.

## Appendix 14. Test for Evaluating Foam-Proportioning Equipment on ARFF Vehicles Using a Refractometer

(Chap. 4, Par. 416)

**1. Purpose.** This test provides procedures for evaluating the foam-proportioning systems installed on ARFF vehicles.

**2. Caution.** This test is not intended, nor should it be used, to test the reliability or quality of foam in a concentrated form. The refractive reading of a foam concentrate will vary from manufacturer to manufacturer and from batch to batch. A high- or low-number reading for a foam concentrate is not an indication of its ability to do the work intended. If for some reason a foam concentrate is believed to be unreliable or of poor quality, the airport sponsor should advise the manufacturer.

### 3. Using the Refractometer.

**a.** A refractometer is used to read the refractive index of a liquid. A refractive index is a measure of the concentration of a solution or the percentage of solids in a solution or mixture.

**b.** In order to read the refractometer, place a few drops of liquid on the prism and expose it to a bright source of light. Tilt the instrument toward the light until optimum contrast is noted between bright and dark areas on the scale. Focus the eyepiece as necessary and observe the scale reading where the bright and dark areas meet.

### 4. Determining the Refractive Index of AFFF.

**a.** Place a few drops of water (taken from the same source as that used to replenish the ARFF vehicle) and calibrate the scale to "0".

(1). The prism must be thoroughly cleaned after each reading of each water, concentrate, or solution.

(2). Focus and calibration of the refractometer should be performed in accordance with the manufacturer's instructions.

**b.** Determine the refractive index of an AFFF solution by first obtaining the refractive index of the AFFF concentrate and then determining the AFFF/water ratio using the following formula:

$$\% \text{ of foam in solution} = \frac{\text{refractometer reading of solution}}{\text{refractometer reading of pure foam concentrate}} \times 100$$

**O R**

$$\text{pure concentrate} \times \% \text{ of solution} = \text{reading of solution}$$

**Example.** Pure foam concentrate tested with a reading of 18.0. For a 6-percent solution of foam to water, the refractometer reading should be  $18.0 \times 6\% (.06) = 1.08$ .

**5. Test Procedure.** Check the proportioning system according to the following steps:

**a.** Make sure the refractometer is in calibration as stated in Step 4a.

**b.** Check the water tanks on the truck. A refractometer reading of "0" indicates the

water is uncontaminated. This check has revealed in several trucks a leaking foam bladder and in one truck, the addition of a “tank saver” anti-corrosion soluble oil.

- c. Check to see whether foam is 3 percent or 6 percent. This is essential to determining the proper foam-proportion setting.
- d. Have the ARFF crew draw a sample from the truck's foam bladder and calculate what the refractive index of the foam solution should be, as stated in Step 4b.
- e. Test the truck for proper foam proportioning:
  - (1). Generally start with the roof turret. In an emergency, this is the primary system and uses foam at the greatest rate.
  - (2). Have the vehicle operator bring the truck to proper discharge pressure as stipulated in the ARFF vehicle operating manual (most vehicles are in the 225 psi to 275 psi range).
  - (3). Discharge the turret using water and foam and, after allowing time to get a uniform mix, have the operator stop the discharge. Stand next to the turret nozzle and, using a cup or other small container, collect the runoff liquid as it flows from the base of the nozzle.
  - (4). Using an eyedropper, collect a sample of the liquid from the cup and place it on the refractometer and take a reading. This reading will give the refractive index of the solution and allow the ACSI to determine the percentage of foam to water the turret system is producing. Be sure to read the liquid, not the bubbles. The bubbles will not give an accurate solution reading.
  - (5). Using the procedure described in (4) above, check the handline and under-truck nozzles.

**6. Tolerance of the Proportioner Product.** A foam concentrate proportioning system controls the ratio of foam concentrate to water in the foam/water solution being discharged from all orifices normally used for ARFF operations.

- a. The proportioning system for a 6-percent concentrate should be sufficiently accurate to provide for the discharge of finished foam within the range of 5.5 percent to 7.0 percent foam concentrate in the discharged foam/water solution.
- b. If a foam concentrate of 3 percent is issued, the concentrate range in the discharged solution should be 2.8 to 3.5 percent.

## Appendix 15. Wildlife Hazard Management

(Chap. 4, Par. 425)

### WILDLIFE ASSESSMENT LETTER

(Date)

Dear Mr./Ms. (Name):

(Aerodrome)

(City, State)

Wildlife Hazard Assessment

In reference to your letter dated (Date), you may contact the following Animal Damage Control personnel for the conduct of a wildlife assessment in the State of (State).

Mr./Ms. (Name)

Animal Damage Control

(Address)

(City, State)

(Phone Number)

A wildlife assessment, acceptable to the DCA, must contain at least the following:

- a. Analysis of the events that prompted the study.
- b. Identification of the species, numbers, locations, local movements, and daily and seasonal occurrences of wildlife observed.
- c. Identification and location of features on and near the airport that attract wildlife.
- d. Description of the wildlife hazard to air transport operations.

Upon its completion, please submit the wildlife assessment to our office so we can determine whether there is a need for a Wildlife Hazard Management Plan. In reaching this determination, we will consider the following four factors:

- a. The findings of the assessment,
- b. The aeronautical activity at the aerodrome,
- c. The views of the certificate holder and the aerodrome users, and
- d. Any other factors bearing on the matter of which we are aware.

If you have any other questions about this matter, please contact me at (Telephone Number).

Sincerely,

Director

Aerodrome Standards and Safety Division

Enclosure

## Appendix 16. Sample Fueling Procedures and Safety Checklist

Airport Fuel Facility Inspection Log

Airport \_\_\_\_\_ Grade of Fuel \_\_\_\_\_ Month \_\_\_\_\_

DATE	TANK INSPECTIONS		FIS INSPECTIONS			EQUIPMENT INSPECTIONS					
	FLOATING SUCTION WEEKLY	WATER (DAILY)	WATER (DAILY)	DIFF. PRESSURE (DAILY)	LEAKS (DAILY)	STRAINERS (WEEKLY)	HOSES & NOZZLES (WEEKLY)	FIRE EXTING. MONTHLY	PUMPS & METERS (MONTHLY)	VALVES (MONTHLY)	BONDING & GROUNDING (MONTHLY)
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
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21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											

\*Each space must bear the appropriate remark and/or the initials of the inspector.

Note – Amendment to the appendix 16 are contained in Aerodrome Certification Inspection Checklists

## Appendix 17. Sample Mobile Fueler Checklist

(Chap. 4, Par. 417)

### MOBILE REFUELER DAILY AND WEEKLY PREVENTIVE MAINTENANCE

Date	Make & Model	No.		
Activity		Meter Readings		
This check-off list shall be delivered to the Equipment Maintenance Office daily by person making inspection. Supervisor shall indicate what action has been taken to correct listed deficiencies.				
Item No.	I DAILY OPERATIONS	OK	Adjust	Needs Repair
1	Fire Extinguishers (In place, filled, operable)			
2	Static Strap (In contact with ground)			
3	Static Grounding and Bonding Cables (In place and good condition)			
4	Fuel Marker Signs (In place)			
5	Fuel Color Check (Agrees with Fuel Marker Signs)			
6	Hose (Check entire length for cracks, cuts, breaks.)			
7	Hose Nozzles (Remove, inspect and clean strainer and comment on impurities found. Be sure nozzle spout cap is in place.)			
8	Refueler Truck Engine Exhaust Piping (Inspect for leaks and cracks.)			
9	Auxiliary Pumping Engine: (Oil level, leaks, battery water, etc.)			
10	Engine Shrouding (Secure and in place)			
11	Engine Exhaust Piping (Leaks and cracks)			
12	Muffler - Flame Arrestor (Leaks and noise)			
13	All Tank Drain sample and test for water; drain until free of water.)			
14	All Separators (Drain sample and test for water; drain until free of water.)			
15	Leaks (Tanks, piping, valves, pumps, etc.) Remarks:			
16	Emergency Valves (Check for proper operation of controls.)			
II DURING PUMPING OPERATION				
17	Pumps (Leaks, noise, and overheating)			
18	Meters (Leaks and noise)			
19	Fuel Color Check			
20	Enter Pressure Drop On Refueler Daily Pressure Drop Log (Do not operate if more than 15 lbs.)			
21	Leaks (Tanks, piping, valves, pumps, etc.)			
III AFTER FILLING REFUELER				
22	Water Check (Allow to settle for 15 min, and then check for water by operating tank water drains.)			
IV WEEKLY SERVICES				
1	Separator Automatic Drain Valve (Shall not be restricted)			
2	Line Strainer Screens (Remove, inspect and replace.)			
3	General Inspection (Include all of daily operations plus operating checks of equipment.)			
V GENERAL				
1	(List here any deficiencies not itemized above.)			

This is to certify that I have personally performed all of the above services and that I have completed and filled a work order for indicated repairs.

\_\_\_\_\_  
Signature

Note – Amendment to the appendix 17 are contained in Aerodrome Certification Inspection Checklists

## Appendix 18. Sample Warning Letter

(Chap.5, Par. 504)

(Date)

File Number:

Dear Mr./Ms. (Name):

(Aerodrome)

(City, State)

### **Warning Letter**

MCAR Part 139 Violation

At 2:55 p.m., April 25, 2006, the Air Traffic Control Tower (ATCT) observed an Aircraft Rescue and Firefighting (ARFF) vehicle proceed across Runway 21 without ATCT authorization.

Investigation of the matter revealed that the operator of the vehicle crossed Runway 21 without ATCT authorization because of his failure to monitor communications with the ATCT. This situation is contrary to Section 139.119 of MCAR Part - 139, which states in part, "...each employee, tenant, or contractor is trained on procedures required under paragraph (b) of this section..." and Section 139.77, which states that "...each holder of an aerodrome Operating Certificate must include in the Aerodrome Manual..." and includes element 22.

It is obvious that if an aircraft had collided with the ARFF vehicle, serious consequences might have resulted. It is imperative that all personnel authorized to operate a ground vehicle on movement areas be thoroughly indoctrinated with the airport procedures for safe and orderly operation of a ground vehicle on the movement areas.

In closing this case, we have given consideration to all available facts and have concluded the matter does not warrant legal enforcement. In lieu of such action, we are issuing this letter, which will be made a matter of record.

We have determined that airport management has taken appropriate action against the ARFF vehicle operator, through reprimand and mandatory retraining. We will expect your future compliance with the regulations.

Sincerely,

Director

Aerodrome Standards and Safety Division

## Appendix 19. Letter of Correction

(Chap. 5, Par. 504)

See following pages.

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<b>SECTION 1. LETTER OF CORRECTION, ASSD FORM 005</b>				
Ministry of Transport			<b>Department of Civil Aviation</b>	
4. Aerodrome Certification Inspector		2. Airport Name		
		Site No.		
State/Division			3. Address	
Aerodrome Operating Certificate Certificate		Time-Limited Operating		
8. Certification Date				
A   B   C   D   E			I   II	
10. Class				
11. Type of Airport Certification Inspection e   Annual                      Periodic                      Surveillance			12. Inspection Date	
14. EIR Number				
Inspection of the above named airport has revealed that it is not in compliance with all of the requirements of Title MCAR Part 139, the Aerodrome Manual, and the Aerodrome Operating Certificate.				
			The individual identified in item #13 must be notified if corrections are not completed by the agreed upon date.	
<b>15. Part 139 Discrepancies Noted</b>		(Completed by Airport Personnel)		<b>b. Discrepancy</b>
<b>16. Discrepancies Corrected</b>			<b>a. Part 139</b>	<b>Reference</b>
<b>Correction Date</b>		<b>a. Date</b>	<b>b. By (Initials)</b>	



<p><b>Check if Comments/Recommendations attached</b> – comments and recommendations about airport safety that are not required by MCAR Part 139, are noted on attached sheet.</p>		
<p>By signature below, assurance is given that discrepancies noted above will be corrected by the dates indicated and a copy of this letter returned by 15 calendar days following the completion of all discrepancy corrections.</p>		<p>Date</p>

## Letter of Correction

1. Airport Manager

7. Type of Operating Certificate

9. Category

13. DCA Contact

We have given consideration to all available facts and conclude that this matter does not warrant legal enforcement action; however, if the airport does not take the appropriate actions to correct the discrepancies in a timely manner, other enforcement action may be necessary. In lieu of such action, we are issuing this letter, which will be made a matter of record. We will expect your future compliance with the regulations. Please advise, by return of this form, when discrepancies are corrected.

c. **Planned**

Signature of Authorized Certification Safety Aerodrome Inspector

**2****RECOMMENDATIONS/COMMENTS****AERODROME CERTIFICATION INSPECTION**\_\_\_\_\_ **AIRPORT****(DATE)** \_\_\_\_\_

The following recommendations/comments are provided as a result of the Aerodrome Certification Inspection.

1.

2.

3.

**SECTION 2. LETTER OF CORRECTION (LONG FORMAT)**

When the ACSI determines Form 005 is inappropriate for use, the following format can be used. A Letter of Correction in the long format should be issued within 15 days of the inspection.

(Date)

Mr./Ms. (Name)

(Title)

(Aerodrome)

(City, State)

Dear Mr./Ms. (Name):

A (periodic/surveillance) inspection of (Aerodrome) on (Dates) by (ACSI's Name) for requirements related to MCAR Part 139 and the Aerodrome Operating Certificate issued (Date of issue) revealed that it is not in compliance with all of the requirements of MCAR Part 139, the Aerodrome Manual, and the Aerodrome Operating Certificate.

We have given consideration to all available facts and concluded this matter does not warrant legal enforcement action. In lieu of such action, we are issuing this letter, which will be made a matter of record. We will expect future compliance by the airport with the regulations. Please advise (Name of DCA contact) at (DCA office and address) by return of this letter when the discrepancies are corrected.

**DISCREPANCIES:** (Identify all discrepancies by requirement paragraph number, with its description and location.)

1. Section 139.XXX (x) – (Title)  
(Description/Location of Deficiency)  
(agreed to correction date) (date corrected) (Aerodrome rep’s initials)

2. Section 139.XXX (x) – (Title)  
(Description/Location of Deficiency)  
(agreed to correction date) (date corrected) (Aerodrome rep’s initials)

By signature below, assurance is given that the dates shown for items to be corrected were as agreed to during the exit interview on (Date of exit interview), and all items will be corrected on the dates indicated in the space provided in this letter. Please sign and return this letter within 15 days of correcting the last discrepancy.

Certification Inspector:

I certify that all discrepancies listed above were corrected on the dates indicated.  
(Date) (Signature) Aerodrome Manager

**RECOMMENDATIONS/COMMENTS  
AERODROME CERTIFICATION INSPECTION**

----- Airport

**May 12, 2006**

The following recommendations/comments are provided as a result of the Aerodrome Certification Inspection:

**Recommendation** – Membership in the ARFF Working Group would provide a means for obtaining additional resources for ARFF training. Information on the ARFF Working Group and membership is enclosed.

**Recommendation** – Thick brush in a drainage area between Runway 03-21 and Taxiway Charlie might attract deer. As discussed during the inspection, this brush was previously removed 3 years ago; however, it has grown back and presents a wildlife attractant, which could create a hazard.

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## **Appendix 20. Discrepancy Closeout Letter**

(Chap. 5, Par. 504)

(Date)

Mr./Ms. (Name)

(Title)

(Aerodrome)

(City, State)

Dear Mr./Ms. (Name):

(Aerodrome)

(City, State)

MCAR Part - 139 Discrepancy Closeout

In reference to the Letter of Correction issued on (Date of Letter of Correction), you have indicated the discrepancy to MCAR Part - 139 was corrected by (Date Corrected).

We commend you for the expeditious correction of this discrepancy.

You may consider this letter official notification that the discrepancy to MCAR Part - 139, identified during the periodic/surveillance certification inspection, is closed.

Thank you for your cooperation.

Sincerely,

Director

Aerodrome Standards and Safety Division

## Appendix 21. Letter of Investigation

(Chap. 5, Par. 506)

**THIS LETTER IS SENT BY CERTIFIED MAIL.**

(Date)

File Number:

Dear Mr./Ms. (Name):

(Aerodrome)

(City, State)

Letter of Investigation

This letter is in reference to a reported (Specify incident) at your Aerodrome on (Date).

Information reported to our office indicates that (Short description of incident).

This (Specify incident) appears to be a violation of Part 139 of the Myanmar Civil Aviation Requirements.

This letter is to inform you that this incident is under investigation by the Department of Civil Aviation. We offer you an opportunity to submit a written statement on this matter. If you desire to do this, you should submit the statement, postmarked within 10 days following receipt of this letter. Your statement should contain all pertinent facts and any extenuating or mitigating circumstances that you feel might have a bearing on this incident from an Aerodrome -related viewpoint.

If we do not hear from you within the specified time, our report on this matter will be processed for action without the benefit of your statement.

Sincerely,

Director

Aerodrome Standards and Safety Division

## **Appendix 22. Investigation Closeout Letter**

(Chap. 5, Par. 507)

(Date)

File Number:

Dear Mr./Ms. (Name):

(Aerodrome)

(City, State)

Closing of Investigation

Myanmar Civil Aviation Requirement Part - 139

On (Date), we advised you that the Department of Civil Aviation was investigating an incident that reportedly involved (Brief description of incident).

This letter is to inform you that the investigation of this incident, which occurred on (Date of incident), has not established a violation of MCAR Part - 139. You may consider the matter closed as it relates to Part 139.

Sincerely,

Director

Aerodrome Standards and Safety Division

## Appendix 23. Enforcement Consistency Methodology

(Chap. 5, Par. 508)

, 2010

### INTRODUCTION

This methodology consists of three basic parts that must be used by the ACSIs to assist them with the consistent and uniform application of Part 139. Part 1 describes the methodology used to determine the applicable Part 139 reference and the number of discrepancies found during a periodic aerodrome certification inspection. Part 2 discusses the process an ACSI goes through after the inspection leading to the preparation of the notification of a discrepancy. Part 3 provides Part 139 references for some of the more typical discrepancies found by ACSIs during the course of an aerodrome inspection.

### SECTION 1. METHODOLOGY FOR DETERMINING PART 139 ENFORCEMENT CITATIONS AND NUMBER OF DISCREPANCIES

Discrepancies must be written in a uniform and concise manner. When determining the appropriate citation, ACSIs must do so in accordance with this guidance.

Certificate holder noncompliance with Policy Guidance, industry standards, and specifications cannot be cited as a discrepancy, unless the particular document is referenced in the AM. If a document is referenced, the certificate holder is cited for not complying with the AM.

The ACSI must follow the three steps outlined below when writing discrepancies:

#### Step 1: Determining the Part 139 Citation.

Part 139 has some overlapping requirements. This often results in confusion as to which requirement to cite or leads to inconsistent citations for the same discrepancies. To promote consistency, ACSIs need to reference the Part 139 Enforcement Citation Table found at the end of this appendix to determine the proper citation. This table is organized by subject matter and Part 139 citations and is provided for some commonly found discrepancies. Citations must be taken to section, subparagraph letters and, where applicable, the subparagraph number of Part 139, (e.g. 139.102 (b)). ACSIs must use the listed citation, even if other citations were previously acceptable.

Citations found in the Part 139 Enforcement Citation Table were determined by grouping discrepancies into three categories – direct, indirect, and standardization. Each of these categories is described below:

a. **Direct Discrepancy.** A direct discrepancy of the requirement itself, e.g., each safety area must be cleared and graded and have no potentially hazardous ruts, humps, depressions, or other surface variations in 139.102 (a). For direct discrepancies use the specific Chapter C section, as appropriate.

b. **Indirect Discrepancy.** A discrepancy to the AM is indirect because an element of the AM/ACS is cited rather than a specific Part 139 requirement, e.g., the airport failed to inspect the movement area two times a day as stated in the AM. For indirect discrepancies, use compliance with the AM if the specific Chapter C section is not appropriate. For example, cite 139.117 (2) for qualified aerodrome personnel perform

the aerodrome inspection programme when the AM includes adequate procedures for inspection. If adequate procedures are not included in the AM, use 139.117 (2) to require adequate procedures to be included in the AM.

**c. Standardization Discrepancy.** A discrepancy for failure to maintain an DCA standard or a substitute standard on the airport, as approved by DCA, e.g., the airport has nonstandard markings, lighting, and signage. In this instance, there is no specific reference in 139.105 that the airport operator must comply with certain standards. Further, a check of the airport's AM reveals no reference to meeting AC standards or substitute standards approved by DCA. Since there is no reference to a standard in the AM, the ACSI must cite 139.101 to require compliance with standards, and 139.79 (c) to require contents of the manual to include standards or substitute standards approved by DCA. A failure to maintain an DCA standard or DCA -approved AM standard will result in a Section 139.101 discrepancy. For example, if an airport's Design standards were not in accordance with DCA -approved standards, were not included in the AM, 139.101 must be cited.

## **Step 2: Determining the Number of Discrepancies.**

After conducting the inspection, ACSIs must group similar discrepancies (same section of 139) together to determine what discrepancies for the section, subparagraph letter, and subparagraph number can be grouped and cited as only one discrepancy. For example, all discrepancies to Section 139.102 (a) for a single runway must be grouped together as one discrepancy.

The following describes how discrepancies for the same Part 139 citation are grouped for each system:

**1. Runways.** Each runway on the airport is considered as a system with respect to determining discrepancies for—

**a. Safety Areas.** Safety area discrepancies are grouped by runway and cited as one discrepancy for each runway. A discrepancy in an overlapping runway safety area is cited only once.

**b. Markings.** Runway markings are generally considered separate systems for each approach end because they might be different for each approach.

**c. Lighting.** Runway lighting systems are generally considered separate systems for each approach end because they might be different for each approach. Edge lights, threshold lights, runway end lights, centerline lights, and TDZ are considered separate systems. However, an entire edge light system not working will be considered one discrepancy for both ends. Also, numerous inoperable edge lights on a runway will be considered one discrepancy for both ends.

**2. Taxiways.** All taxiways on the aerodrome are considered as one system with respect to determining discrepancies for paved areas, safety areas, marking (excludes hold position marking), and lighting, which includes edge lights, centerline lights, guard lights, and stop bars. For example, the failure to maintain edge lights on Taxiways A, B, and C will be written as one discrepancy.

**3. Aprons.** All aprons on the aerodrome are considered as one system with respect to determining discrepancies for paved areas, e.g. failure to maintain apron pavement on the Terminal and Cargo apron will be written as one discrepancy.



#### **4. Fueling.**

1. All fuel trucks, cabinets, and/or pits on the aerodrome are considered a system for each fueling agent. Fuel storage areas on the airport are considered a separate system for each fueling agent.
2. Training requirements for each fueling agent on the aerodrome are listed separately by fueling agents.
3. Failure by the aerodrome to conduct quarterly inspections is considered one discrepancy even if more than one fueling agent is involved.
4. Failure by the aerodrome to obtain annual training certification requirements from the fueling agents on the airport is considered one discrepancy, even if more than one fueling agent is involved.

#### **Step 3: Summary Discrepancy for Not Complying with the AM.**

When there are discrepancies to Chapter B & C requirements (Sections 51 through 201), there is also a related discrepancy for the certificate holder's noncompliance with the AM. For example, two discrepancies are noted in the movement area, one for each safety area must be clear and graded and the second for aerodrome is provided with an appropriate apron management program. These two situations are not in compliance with requirements in 139.102 (a) and 139.115 (a). However, there is also a related discrepancy to 139.103 (c) because the certificate holder is not complying with procedures in the AM for maintaining paved areas and safety areas. To emphasize the importance of complying with the AM, an additional discrepancy is appropriate under the circumstances.

In order to not give the impression of "stacking" up discrepancies against the certificate holder, discrepancies to Part 139 are summarized in one discrepancy to the AM rather than writing it up as a separate discrepancy. An example summary discrepancy for the above situation is as follows:

#### **139.77 – AERODROME MANUAL**

The periodic aerodrome certification inspection revealed that airport personnel are not complying with procedures in the AM for maintaining paved areas and safety areas. Personnel responsible for meeting airport certification requirements must review the AM.

#### **SECTION 2. EXAMPLE OF IDENTIFYING DISCREPANCIES AND WRITING A LETTER OF CORRECTION**

This section shows how the Enforcement Consistency Methodology that was presented in Part 1 is applied. The example lists discrepancies found during an airport inspection. It then explains how the various discrepancies are grouped in a Letter of Correction. A sample Letter of Correction using the information in this example appears in Appendix 19.

**SECTION 3. MCAR PART 139 ENFORCEMENT CITATION TABLE**

The following table provides the appropriate Part 139 citation for the more typical discrepancies found by ACSIs during the course of an airport inspection. Whenever possible, ACSIs must use the listed citation, even if other citations were previously acceptable. For the purposes of simplicity and abbreviation the citations in this table have been abbreviated to read, 139.101 (1), 139.103 (d), 139.102 (a), etc. However, ACSIs must use the proper citation, for example, 139.105 (1), 139.59 (a), 139.112 (a), etc.

**Subject      Part 139 Subsection****Aerodrome Manual (Contents)**

Non-compliance with WHMP Plan	139.71
Failure to install and maintain windsock per AM	139.127
AM not current	139.101 (1)

**Personnel**

Lack sufficient and qualified personnel	139.55
---	--------

**Paved Areas**

Non-compliance with promptly repair the surface	139.103 (d)
Loose aggregate and other objects on pavement areas	139.103 (b)
Below minimum friction characteristics	139.103 (c)

**Safety Areas**

Depressions and ruts in safety area	139.102 (a)
Ponding, poor drainage in safety areas	139.102 (b)
Structures with frangible point higher than 3-in	139.102 (d)
Equipment parked in safety area	139.102 (c)

**Visual aids for navigation**

Not reliable and guidance	139.105 (1)
Failure to establish system of preventive maintenances and checking	139.105

**ARFF**

Airport not providing required ARFF category	139.59 (a)
Extinguishing agents failed	139.61
Inadequate ARFF vehicles	139.63
Response not with-in 3 minutes	139.67 (1)
Response not with-in 4 minutes	139.67 (2)
Inadequate protective clothing	139.65 (1)
ARFF training not adequate	139.65 (3)
Insufficient number of trained ARFF personnel	139.65 (4)
Alert system not acceptable	139.65 (5)

**Fueling**

Fueling standards are not adequate	139.112 (a)
Fueling agent not complying with standards	139.112 (b)
Fuel personnel not properly trained	139.112 (a)
Inadequate procedures	139.112 (a)

<b>Wind Direction Indicators</b>	
Non-standard and not properly maintained	139.127
<b>Aerodrome Emergency Plan</b>	
Not complying with Plan	139.57 (b)
Plan not current	139.57 (a)
Overall Plan not sufficient detail	139.57 (b)
Procedures are not adequate in Plan	139.57 (b) (2)
Airport personnel not familiar with Plan	139.109 (1)
Annual review of AEP	139.109 (3)
Conduct AEP exercise	139.109 (2)
<b>Self-Inspection Program</b>	
Inspection not conducted daily	139.117
Inadequate procedures	139.117 (2)
Reporting system not conducted	139.117 (3)
<b>Ground Vehicles</b>	
Access not limited to only necessary operations	139.119 (1)
Procedures not adequate	139.119(2),(3)
Personnel not familiar with procedures	139.119 (4)
<b>Obstacles</b>	
Not establish obstacle limitation surfaces	139.120
Building or structure penetrate surfaces	139.120
<b>Protection of NAVAIDs</b>	
Construction through critical area interferes	139.121 (1)
Electronic signal interferes	139.121 (2)
<b>Public Protection</b>	
Inadvertent entry	139.69 (a) (1)
Protection from jet blast	139.69 (a) (2)
Inadequate fencing	139.69 (b)
<b>Wildlife Hazard Management</b>	
Airport not complying with Plan	139.71
<b>Airport Condition Reporting</b>	
NOTAMs not provided on specific conditions	139.123
<b>Work on Aerodrome</b>	
Not establish procedure	139.107

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## Appendix 24. Abbreviation

The following abbreviations are as follow:

A/FD	-	Aerodrome Master Plan and Facility Directory
AM	-	Aerodrome Manual
ACSI	-	Aerodrome Certification Safety Inspector
AEP	-	Aerodrome Emergency Plan
AIS	-	Aeronautical Information Service
ALSs	-	Aerodrome Approach Lighting Systems
AOC	-	Aerodrome Operating Certificate
ARFF	-	Aircraft Rescue and Firefighting
ASRS	-	Aviation Safety Reporting System
ASSD	-	Aerodrome Standards and Safety Division
ATCT	-	Aerodrome Traffic Control Tower
CAN	-	Certification Alert Notices
CATI	-	Civil Aviation Training Institute
DCA	-	Department of Civil Aviation
DG	-	Director General
EIR	-	Enforcement Investigative Report
EMT	-	Emergency Medical Technician
FIS	-	Flight Information Service
FOD	-	Foreign Object Debris
HMR	-	Hazardous Materials Regulations
IMC	-	Instrument Meteorological Conditions
JPCs	-	Joint Planning Conferences
LOA	-	Limit Access to Aerodrome Operational Area
LOC	-	Letter of Correction
LOI	-	Letter of Investigation
MCAR	-	Myanmar Civil Aviation Requirements
MOAS	-	Manual of Aerodrome Standards
NEP	-	National Environmental Policy
OJT	-	On-the-job Training
RSA	-	Runway Safety Area
RTILs	-	Runway Threshold Identifier Lights
RVR	-	Runway Visual Range
SCBA	-	Self-contained Breathing Apparatus
SIAPs	-	Standard Instrument Approach Procedures
SMS	-	Safety Management System
V/ PDs	-	Vehicle Pedestrian Deviations
VASIs	-	Visual Approach Slope Indicators
VFR	-	Visual Flight Rules
VMC	-	Visual Meteorological Conditions

## **Appendix 25. Reserved**

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