



Republika e Kosovës
Republika Kosovo – Republic of Kosovo

Autoriteti i Aviacionit Civil
Autoritet Civilnog Vazduhoplovstva
Civil Aviation Authority

The Director General of Civil Aviation Authority of Kosovo,

Pursuant to Article 21.3, Article 61.2 and Article 67 of Law No. 03/L-051 on Civil Aviation,

For the purpose of regulating the safety of aerodromes available for public use serving air transport operations of domestic or international air operators; and prescribing requirements for the certification, operation and maintenance of such aerodromes,

Hereby issues the following:

REGULATION No. 1/2008
ON AERODROMES

Article 1
Scope of Application

This Regulation applies to aerodromes that serve air transport operations of domestic or international air operators.

Article 2
Definitions and Interpretations

In this Regulation:

“Aerodrome” means a defined area on land (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

“Aerodrome certificate” means a certificate issued by the Civil Aviation Authority of Kosovo under this regulation for operation of an aerodrome.

"Aerodrome facilities and equipment" means facilities and equipment inside or outside the boundaries of an aerodrome that are constructed or installed and maintained for the arrival, departure and surface movement of aircraft.

"Aerodrome Services and Operations Manual" means a manual included in an application for aerodrome certificate pursuant to Law No. 03/L-051 on Civil Aviation and this regulation, and includes any amendments to the manual accepted by the CAA.

"Aerodrome operator" means in relation to certified aerodrome, the Aerodrome Certificate holder.

"Annex 14" means Annex "Aerodromes", Volume1, to the Chicago Convention.

"Annex 13" means Annex "Aircraft Accident and Incident Investigation" to the Chicago Convention

"Annex 15" means Annex "Aeronautical Information Services" to the Chicago Convention

"Annex 4" means Annex "Aeronautical Charts" to the Chicago Convention

"Apron" means a defined area on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading of passengers, mail or cargo, fuelling, parking or maintenance.

"CAA" means the Civil Aviation Authority of Kosovo.

"Certified aerodrome" means an aerodrome whose operator has been granted an aerodrome certificate.

"Chicago Convention" means the international basis for civil aviation agreements, formally known as the Convention on International Civil Aviation.

"Fixed Base Operator" means any person, firm or corporation, with a fixed base at the airport, performing aviation functions or furnishing services related to aviation.

"Manoeuvring area" means that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

"Marker" means an object displayed above ground level in order to indicate an obstacle or delineate a boundary.

"Marking" means a symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information.

"Movement area" means that part of the aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s).

"Obstacle" in relation to an aerodrome, means all fixed (whether temporary or permanent) and mobile objects, or parts thereof, that are located on an area intended for the surface movement of aircraft or that extend above a defined surface intended to protect aircraft in flight.

"Obstacle free zone (OFZ)" in relation to an aerodrome means the airspace above the inner approach surface, inner transitional surfaces, the balked landing surface and that portion of the runway strip

bounded by these surfaces, that is not penetrated by any fixed obstacle other than a low-mass and frangible mounted one required for air navigation purposes.

“Obstacle limitation surfaces (OLS)” means a series of surfaces that define the volume of airspace at and around an aerodrome to be kept free of obstacles in order to permit the intended aeroplane operations to be conducted safely and to prevent the aerodrome from becoming unusable by the growth of obstacles around the aerodrome.

“Runway strip” means a defined area including the runway and stopway, if provided, intended to:

- a) reduce the risk of damage to aircraft running off a runway; and
- b) protect aircraft flying over it during take-off or landing operations

“Safety management system” means a system for the management of safety at aerodromes including the organizational structure, responsibilities, procedures, processes and provisions for the implementation of aerodrome safety policies by an aerodrome operator, which provides for control of safety at, and the safe use of, the aerodrome.

“Taxiway strip” means an area including a taxiway intended to protect an aircraft operating on a taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway.

“Unserviceable area” means a part of the movement area that is unfit and unavailable for use by aircraft.

“Work area” means a part of an aerodrome in which maintenance or construction works are in progress.

CHAPTER 1 Aerodrome Certification

Article 3 Certification standards

Any reference to standards is a reference to the Aerodrome Standards as contained in Annex 14, this Regulation and any other standards specified by the CAA.

Article 4 Requirement for an aerodrome certificate

4.1 The operator of an aerodrome intended for air transport operations shall be in possession of an aerodrome certificate granted under this regulation.

4.2 The operator of an aerodrome for which an aerodrome certificate is not required may, nevertheless, apply for an aerodrome certificate, for which a fee may be charged.

Article 5 **Application for an aerodrome certificate**

5.1 An applicant may apply to the CAA for an aerodrome certificate authorizing the applicant to operate an aerodrome at the place specified in the application.

5.2 The application must be in an approved form and include the Aerodrome Services and Operations Manual, and such fees as may be prescribed by the Authority must be paid by the applicant.

Article 6 **Grant of an aerodrome certificate**

6.1 Subject to the provisions of Article 6.2 the CAA may approve the application and grant an aerodrome certificate to the applicant.

6.2 Before granting an aerodrome certificate, the CAA must be satisfied that:

- a) the aerodrome facilities, services and equipment are in accordance with the standards of Annex 14, this Regulation and any other standards specified by the CAA;
- b) the aerodrome's operating procedures make satisfactory provision for the safety of aircraft;
- c) an effective safety management system is in place;
- d) an Aerodrome Services and Operations Manual that contains all relevant information for the applicant's aerodrome has been prepared and submitted within the provisions of regulation;
- e) the CAA is satisfied that the applicant will be able to operate and maintain the aerodrome properly.

Article 7 **Refusal to grant an aerodrome certificate**

If the CAA refuses to grant an aerodrome certificate, the CAA must give the applicant written notice of the refusal, and the reasons for it, no later than 14 days after it refuses to grant the certificate

Article 8
Endorsement of conditions

8.1 The CAA may grant an aerodrome certificate subject to any conditions necessary in the interests of safety.

8.2 The CAA will give an applicant written notice of the reasons for any conditions applied to the certificate.

Article 9
Duration of an aerodrome certificate

9.1 An aerodrome certificate shall remain in force 5 years from the issuance date.

9.2 The holder of the aerodrome certificate shall pay such fees for the maintenance of the certificate as may be prescribed by the CAA.

Article 10
Surrender of an aerodrome certificate

10.1 An aerodrome certificate holder must give the CAA not less than 60 days written notice of the date on which the certificate is to be surrendered in order that suitable promulgation action can be taken.

10.2 The CAA will cancel the certificate on the date specified in the notice.

Article 11
Cancellation or suspension of an aerodrome certificate

11.1 The CAA may suspend or cancel an aerodrome certificate if there are reasonable grounds for believing that:

- a) a condition to which the certificate was subject has been breached; or
- b) the aerodrome facilities, operations or maintenance are not of the standard required in the interests of the safety of air navigation.

11.2 Before suspending or cancelling an aerodrome certificate, the CAA must give to the holder a notice that sets out the facts and circumstances that appear to justify the suspension or cancellation and invites the holder to show the cause, in writing and within a reasonable period, why the certificate should not be suspended or cancelled.

11.3 The CAA will take into account any reasons the holder provides within the time allowed prior to making a decision about suspension or cancellation.

11.4 Notice of suspension or cancellation has effect on the day it is served on the aerodrome certificate holder.

Article 12

Transfer of an aerodrome certificate

12.1 The CAA may give its consent to, and issue an instrument of transfer of an aerodrome certificate to a transferee where:

- a) the current holder of the aerodrome certificate notifies the CAA in writing at least 60 days before ceasing to operate the aerodrome;
- b) the current holder of the aerodrome certificate notifies the CAA in writing, the name of the transferee;
- c) the transferee applies in writing to the CAA within 45 days before the current holder of the aerodrome certificate cease to operate the aerodrome, for the aerodrome certificate to be transferred to the transferee; and
- d) the requirements of Article 6.2 are met.

12.2 If the CAA does not consent to the transfer of an aerodrome certificate, the CAA must give the applicant written notice of the refusal, and the reasons for it.

Article 13

Amendment of an aerodrome certificate

The CAA may, provided that the requirements of Article 6.2, Article 18 and Article 19 are met, amend an aerodrome certificate where:

- a) there is a change in the operator of the aerodrome; or
- b) there is a change in the use or operation of the aerodrome; or
- c) there is a change in the boundaries of the aerodrome; or
- d) the holder of the aerodrome certificate requests the amendment.

CHAPTER 2

Aerodrome Services and Operations Manual

Article 14

Preparation of an Aerodrome Services and Operations Manual

14.1 The operator of a certified aerodrome must have a manual, to be known as the Aerodrome Services and Operations Manual, for the aerodrome.

14.2 The Aerodrome Services and Operations Manual shall:

- a) be typewritten or printed and signed by the aerodrome operator;
- b) be in a format that is easy to revise;
- c) have a system for recording the currency of page and amendments, thereto, and should include a page for logging revisions-; and
- d) be organized in a manner that will facilitate the preparation and review processes.

Article 15

Location of an Aerodrome Services and Operations Manual

15.1 The aerodrome operator must provide the CAA with a complete and current copy of the Aerodrome Services and Operations Manual.

15.2 The aerodrome operator must keep at least one complete and current copy of the Aerodrome Services and Operations Manual at the aerodrome and, additionally at least one copy at the operator's principal place of business, if different from the aerodrome.

15.3 The operator of a certified aerodrome must keep the copies of the Aerodrome Services and Operations Manual, referred to in Article above, in a printed form.

15.4 Other copies of the manual may be held in an electronic form

Article 16

Information to be included in the Aerodrome Services and Operations Manual

16.1 The operator of a certified aerodrome must include the particulars in an Aerodrome Services and Operations Manual as specified in the Annex to this Regulation; to the extent these are applicable to the aerodrome.

16.2 If the CAA exempts the aerodrome operator, under Article 33.1 from complying with any requirement set out in Article 6.2, the Aerodrome Services and Operations Manual must show the identifying number given to that exemption by the CAA and the date the exemption came into effect, and any condition(s)/procedures subject to which the exemption was granted.

16.3 If a particular is not included in the Aerodrome Services and Operations Manual because it is not applicable to the aerodrome, the aerodrome operator must state in the manual:

- a) that the particular is not applicable; and

- b) the reason for non-applicability.

Article 17
Revision or variation of information

17.1 The operator of a certified aerodrome must alter or amend the Aerodrome Services and Operations Manual, whenever necessary, in order to maintain the accuracy of the manual.

17.2 To maintain the accuracy of the Aerodrome Services and Operations Manual, the CAA may issue written directions to the aerodrome operator to alter or amend the manual in accordance with the direction

Article 18
Notification of changes

An aerodrome operator must notify the CAA as soon as practicable, of any alterations that the operator wishes to make to the Aerodrome Services and Operations Manual.

Article 19
CAA acceptance of the Aerodrome Services and Operations Manual

The CAA shall accept the Aerodrome Services and Operations Manual and any amendments thereto, provided these meet the requirements of this chapter.

Article 20
Control of the Aerodrome Services and Operations Manual

The operator of a certified aerodrome must appoint an Aerodrome Services and Operations Manual controller. The functions of the Aerodrome Services and Operations Manual controller are to ensure that:

- a) a distribution record is maintained for the holder of each copy, in whole or in part, of the manual; and
- b) updates of the manual are provided appropriately to all holders.

CHAPTER 3
Obligations of the Aerodrome Operator

Article 21
Compliance with standards

21.1 The aerodrome operator shall comply with the standards specified in Article 3 and with any conditions endorsed in the certificate pursuant to Articles 8.1 and 33.1.

21.2 The operator of a certified aerodrome must ensure that the operations and maintenance of the aerodrome are carried out with a reasonable degree of care and diligence.

21.3 The operator of the certified aerodrome shall nominate the name and status of the following post holders that are subject to acceptance by CAA: Accountable Manager (the person nominated by the Aerodrome Certification Holder as having accountability for ensuring compliance with the certification criteria), the Safety Manager (the person responsible for the implementation of the Safety Management System) and the Operations Manager (the person responsible for the daily operations in accordance with the Aerodrome Services and Operations Manual and the regulation in force)

21.4 The operator of the aerodrome shall make known the names and status of other senior aerodrome operating staff and instructions as to the order and circumstances in which they may be required to act

Article 22

Competence of operational and maintenance personnel

22.1 The aerodrome operator shall employ adequate numbers of qualified and skilled personnel for performing all critical activities in the aerodrome operation and maintenance processes.

22.2 Where the CAA or any other competent authority of the government has prescribed competency certification requirement for personnel referred to in Article 22.1, the aerodrome operator shall employ only those persons possessing such certificates.

22.3 The aerodrome operator shall implement a programme to maintain and upgrade the competency of the personnel referred to in Article 22.1

Article 23

Aerodrome operation and maintenance

23.1 Subject to any directions that the CAA may issue, the aerodrome operator shall operate and maintain the aerodrome in accordance with the procedures set out in the Aerodrome Services and Operations Manual.

23.2 To ensure the safety of aircraft, the CAA may give written directions to an aerodrome operator to alter the procedures set out in the Aerodrome Services and Operations Manual.

23.3 The aerodrome operator shall ensure proper and efficient maintenance of the aerodrome facilities

Article 24

Aerodrome operator's safety management system

24.1 The aerodrome operator shall establish a safety management system for the aerodrome including the structure of the organization and the duties, powers and responsibilities of the officials in the organizational structure, with a view to ensuring that operations are carried out in a demonstrably controlled way and are improved where necessary.

24.2 The aerodrome operator shall oblige all the users of the aerodrome including fixed base operators and which perform activities independently at the aerodrome in relation to flight or aircraft handling, to comply with the requirements laid down by the aerodrome operator with regard to safety and order at the aerodrome, and shall monitor such compliance.

24.3 The aerodrome operator shall oblige all the users of the aerodrome including fixed base operator and organizations referred to in Article 24.2 to cooperate in the programme to promote safety at the aerodrome and the safe use of the aerodrome by immediately informing the aerodrome operator of the accidents, incidents, defects and faults which have bearing on safety.

Article 25

Aerodrome operator's internal safety audits and safety reporting

25.1 The aerodrome operator shall arrange for an audit of the safety management system including an inspection of the aerodrome facilities and equipment. The audit shall cover the aerodrome operator's own functions.

25.2 The audits referred to in Article 25.1 shall be carried out every 12 months or less, as agreed with the CAA.

25.3 The aerodrome operator shall ensure that the audit reports including the report on the aerodrome facilities, services and equipment are prepared by suitably qualified safety experts

25.4 The aerodrome operator shall retain a copy of the report(s) referred to in Article 25.3 for a period of two years. The aerodrome operator shall submit a copy of the audit report to the CAA.

25.5 The reports referred to in Article 25.3 must be prepared and signed by the persons who carried out the audit and inspection

Article 26

Access to aerodrome

26.1 Personnel authorized by the CAA may inspect and carry out tests on the aerodrome facilities, services and equipment, inspect aerodrome operator's documents and records, and verify the aerodrome operator's safety management system before the aerodrome certificate is granted or renewed and subsequently, at any other time, for the purpose of ensuring safety and order at the aerodrome.

26.2 An aerodrome operator shall, at the request of the person referred to in Article 26.1, allow access to any part of the aerodrome or, any aerodrome facility, including equipment, records, documents and operator's personnel for the purpose referred to in Article 26.1.

26.3 The aerodrome operator shall co-operate in conducting the activities referred to in Article 26.1.

Article 27

Notifying and reporting

27.1 An aerodrome operator shall adhere to the requirements of notifying and reporting, within the specified time limits, to the CAA, air traffic control and pilots, as required in this regulation.

27.2 An aerodrome operator shall review the issue of Aeronautical Information Publication (AIP), AIP Supplements, AIP Amendments, Notice to Airmen (NOTAMS), Preflight Information Bulletins and Aeronautical Information Circulars issued by the Aeronautical Information Service (AIS) on receipt, thereof, and immediately after such reviews, notify AIS of any inaccurate information contained, therein, that pertains to the aerodrome

27.3 An aerodrome operator shall notify AIS and the CAA in writing at least 60 days before any change to an aerodrome facility or equipment or the level of service at the aerodrome that has been planned in advance and that is likely to affect the accuracy of the information contained in any AIS publication referred to in Article 27.2.

27.4 Subject to the requirements of Article 27.5, an aerodrome operator shall give to AIS and cause to be received at air traffic control and the flight operations unit, immediate notice giving details of any of the following circumstances of which the operator has the knowledge:

- a) obstacles, obstructions and hazards:
 - i) any projections by an object through an obstacle limitation surface relating to the aerodrome; and
 - ii) the existence of any obstruction or hazardous condition affecting aviation safety at or near the aerodrome;
- b) level of service:
 - i) reduction in the level of service at the aerodrome set out in AIS publications referred to in Article 27.2.
- c) movement area:
 - i) closure of any part of the movement area of the aerodrome; and
- d) any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted.

27.5 When it is not feasible for an aerodrome operator to cause notice of a circumstance referred to in Article 27.4 to be received at the air traffic control or a flight operations unit in accordance with that regulation, the operator must give immediate notice directly to the pilot who may be affected by that circumstance.

Article 28
Special inspections

An aerodrome operator shall inspect or arrange for inspection of, an aerodrome, as the circumstances require, ensuring aviation safety:

- a) as soon as practicable, after an aircraft accident or incident within the meaning of these terms defined in ICAO Annex 13 and the States notification procedure for notifying incidents and accidents.
- b) during any period of construction or repair of the aerodrome facilities or equipment that is critical to the safety of aircraft operations; and
- c) at any other time when there are conditions at the aerodrome that could affect aviation safety.

Article 29
Removal of obstruction from aerodrome surface

An aerodrome operator shall remove, or arrange for the removal of, other obstructions from the surface of the aerodrome or any vehicle that is likely to be hazardous.

Article 30
Warning notices

Where low flying aircraft, at or near an aerodrome, or taxiing aircraft are likely to be hazardous to people or vehicular traffic, the aerodrome operator shall:

- a) post notices warning of the hazard on any public way that is adjacent to the maneuvering area; or
- b) if such a public way is not controlled by the aerodrome operator, inform the authority responsible for posting the notices on the public way that there is a hazard.

Article 31
Retention of records

The holder of an Aerodrome Certificate shall establish and retain personnel training and inspection records.

Article 32
Accommodation of other services

The aerodrome operator shall facilitate the performance of functions of other authorities responsible for border control, immigration, customs, health and other services.

Article 33 Exemptions

33.1 The CAA may exempt, in writing, an aerodrome operator from compliance with specified provisions of this regulation.

33.2 Before the CAA decides to exempt the aerodrome operator, the CAA must take into account all relevant considerations relating to the interest of safety.

33.3 An exemption is subject to the aerodrome operator complying with the conditions/procedures specified by the CAA in the aerodrome certificate as being necessary in the interests of safety.

33.4 Where an aerodrome does not meet the requirement of a standard specified in Article 3, the CAA may determine, after the review of any aeronautical studies, carried out by the aerodrome operator, only if and where permitted by the standards such conditions and procedures relating to the standards as are necessary to ensure a level of safety equivalent to that established by the standard.

33.5 The deviation from a standard and the conditions and procedures referred to in Article 8.1 shall be set out in an endorsement on the aerodrome certificate or otherwise in writing. If an exemption is provided otherwise in writing it shall be incorporated in the Aerodrome Services and Operations Manual.

Article 34 Entry into force

This Regulation shall enter into force on 27 November 2008.

Dritan Gjonbalaj
Director General of Civil Aviation Authority

Annex

Particulars to be included in an Aerodrome Services and Operations Manual

Part 1 General

General information, including the following:

- a) purpose and scope of the manual;
- b) legal requirements for all aerodrome certificate and the manual as prescribed in the national regulations;
- c) conditions for use of the aerodrome - a statement to indicate that the aerodrome shall at all time, when it is available for the take-offs and landings of aircraft, be so available to all persons on equal terms and conditions;
- d) the name and status of the Accountable Manager (the person nominated by the Aerodrome License Holder as having accountability for ensuring compliance with the certification criteria), the Safety Manager (the person responsible for the implementation of the Safety Management System) and the Operations Manager (the person responsible for the daily operations in accordance with the Aerodrome Services and Operations Manual and the regulation in force)
- e) the names and status of other senior aerodrome operating staff and instructions as to the order and circumstances in which they may be required to act
- f) the system of aeronautical information available and the procedure for their promulgation;
- g) the system for recording aircraft movement; and
- h) obligations of the Aerodrome Operator.

Part 2 Particulars of the aerodrome site

General information including the following:

- a) plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator;
- b) plan of the aerodrome showing the aerodrome boundaries;

- c) plan showing the distance of the aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome; and
- d) particulars of the title of
 - i. the aerodrome site or
 - ii. if the boundaries of the aerodrome are not defined in the documents of the title particulars of title of, or interest in, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome.

Part 3
Particulars of the aerodrome required to be reported to
Aeronautical Information Service (AIS)

3.1 General information

- a) the name of the aerodrome;
- b) the location of the aerodrome;
- c) the geographical co-ordinates of the Aerodrome Reference Point determined in terms of World Geodetic System - 1984 (WGS - 84) reference datum;
- d) aerodrome elevation and geoid undulation;
- e) the elevation of each threshold and geoid undulation, the elevation of the runway end and any significant high and low points along the runway, and the highest elevation of the touchdown zone of a precision approach runway;
- f) aerodrome reference temperature;
- g) details of the aerodrome beacon; and
- h) name of the aerodrome operator and the address and telephone numbers at which the aerodrome operator may be contacted at all times.

3.2 Aerodrome dimensions and related information

General information, including the following:

- a) runway - true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway, and for a precision approach runway, the existence of an obstacle free zone;
- b) length, width and surface type of strip, runway end safety areas, stopways;
- c) length, width and surface type of taxiways;
- d) apron surface type and aircraft stands;
- e) clearway length and ground profile;
- f) visual aids for approach procedures viz. approach lighting type and visual approach slope indicator system (PAPI/APAPI and T-VASIS/AT-VASIS); marking and lighting of runways, taxiways, and aprons; other visual guidance and control aids on taxiways (including runway holding positions, intermediate holding positions and stop bars) and aprons, location and type of visual docking guidance system; availability of standby power of lighting;
- g) location and radio frequency of VOR aerodrome check-point;
- h) location and designation of standard taxi -routes;
- i) the geographical coordinates of each threshold.
- j) the geographical coordinates of appropriate taxiway center line points;
- k) the geographical coordinates of each aircraft stand;
- l) the geographical coordinates and the top elevation of significant obstacles in the approach and take-off areas, in the circling area and in the vicinity of the aerodrome. (This information may best be shown in the form of charts such as those required for the preparation of aeronautical information publications as specified in Annexes 4 and 15 to the Convention on International Civil Aviation);
- m) pavement surface type and bearing strength using Aircraft Classification Number- Pavement Classification Number (ACN - PCN) method;
- n) one or more pre-flight altimeter check locations established on an apron and their elevation;
- o) declared distances; take-off run available (TORA); take-off distance available (TODA); accelerate-stop distance available (ASDA); landing distance available (LDA);
- p) data for and method of calculation of declared distances and elevations at the beginning and end of each declared distance
- q) method of calculating reduced declared distances and the procedure for their promulgation
- r) disabled aircraft removal plan: the telephone/telex/facsimile numbers; e-mail address of the aerodrome coordinator for the removal of an aircraft disabled on or adjacent to the movement

area; information on the capability to remove a disabled aircraft - expressed in terms of the aircraft which the aerodrome is equipped to remove; and

- s) rescue and fire fighting: level of protection provided, expressed in terms of the category of the rescue and fire fighting services which should be in accordance with the longest aeroplanes normally using the aerodrome and their fuselage width and the type and amounts of extinguishing agents normally available at the aerodrome. The level of protection provided shall be not less than one category below the determined category.

Part 4

Particulars of the aerodrome operating procedures and safety measures

4.1 Aerodrome reporting

Particulars of the Procedures for reporting any changes to the aerodrome information set out in AIP and procedures for requesting the issue of NOTAMS, including the following;

- a) arrangements for reporting any changes to the CAA, and recording the reporting of changes, during and outside the normal hours of aerodrome operations;
- b) names and roles of persons responsible for notifying their telephone number during and outside the normal hours of aerodrome operations and the location and telephone numbers, as provided by the CAA, of the place at which changes are to be reported to the CAA.

4.2 Access to aerodrome movement area

Particulars of the procedure developed and to followed in coordination with the agency responsible to prevent unlawful interference in civil aviation at the aerodrome, for prevention unauthorized entry of persons, vehicles, equipment, animals or other things, into the movement area including the following:

- a) the role of aerodrome operator, aircraft operator, aerodrome fixed-base operators, aerodrome security entity, the CAA and other government departments, as applicable; and
- b) the names and role of the personnel responsible for controlling access to the aerodrome and the telephone number for contacting those personnel during and after working hours.

4.3 Aerodrome emergency plan

Particulars: of the aerodrome emergency plan, including the following:

- a) plans for dealing with emergencies occurring at the aerodrome or in its vicinity, including malfunction of aircraft in flight, structural fires, sabotage including bomb threat (aircraft or structure), unlawful seizure of aircraft and incidents on the airport covering "during the emergency" and "after the emergency" considerations;

- b) details of tests for aerodrome facilities and equipment to be used in emergencies, including the frequency of these tests;
- c) details of exercises to test emergency plans, including the frequency of those exercises;
- d) arrangements for reviewing the frequency of those exercises;
- e) list of organizations, agencies and persons of authority both on and off-airport for site roles; their telephone numbers, fax and e-mail address directory, SITA code directory and radio frequencies of offices;
- f) establishment of an aerodrome emergency committee preparations for dealing with emergencies; and
- g) appointment of an on-scene commander of an overall emergency operation.

4.4 Rescue and fire fighting

Particulars of the facilities, equipment, personnel and procedures for meeting the rescue and fire fighting requirements, including the names and roles of the persons responsible for dealing with the rescue and fire fighting services at the aerodrome.

4.5 Aerodrome movement area and obstacle limitation surface inspection by the aerodrome operator

Particulars of the procedures for the inspection of the aerodrome movement area and obstacle limitation surfaces, including the following:

- a) arrangement for carrying out inspections, including runway friction and water depth measurement on runways and taxiways, during and outside the normal hours of aerodrome operations,
- b) arrangement and means of communicating with the Air Traffic Control during an inspection;
- c) arrangement for keeping an inspection logbook and the location of the logbook;
- d) details of inspection intervals and times;
- e) inspection checklist;
- f) arrangement for reporting the results of the inspection and for taking prompt follow-up actions to ensure correction of unsafe conditions; and
- g) the names and roles of persons responsible for carrying out inspections and their telephone numbers during and after working hours.

4.6 Visual aids and aerodrome electrical system

Particulars of the procedures for the inspection and maintenance of the aeronautical lights (including obstacle lighting), signs, markers and aerodrome electrical system including the following:

- a) arrangement for carrying out inspections during and outside the normal hours of aerodrome operation and the checklist for inspections;
- b) arrangement for recording the result of inspection and for taking follow-up action to correct deficiencies;
- c) arrangement for carrying out routine maintenance and emergency maintenances;
- d) arrangement for secondary power supplies, if any, and if applicable, particulars of any other method of dealing with partial or total system failure;
- e) the names and roles of the persons responsible for inspection and maintenance of the lighting and the telephone numbers for contacting those persons during and after working hours.

4.7 Movement area maintenance

Particulars of the facilities and procedures for the maintenance of movement area, including:

- a) arrangement for maintaining the paved areas;
- b) arrangement for maintaining the unpaved runways and taxiways;
- c) arrangement for maintaining the runway and taxiway strips; and
- d) arrangement for maintaining the of aerodrome drainage.

4.8 Aerodrome works safety

Particulars of the procedures for planning and carrying out works safely (including works which may have to be carried out at short notice) on or In the vicinity of the movement area that may extend above an obstacle limitation surface including the following:

- a) arrangement for communicating with Air Traffic Control during the progress of such works;
- b) names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the works and the arrangement for contacting those persons and organizations at all times;
- c) names of the aerodrome fixed-base operators and aircraft operators who are to be notified of the work, and their telephone numbers during and after working hours; and

- d) distribution list for work plans, if required.

4.9 Apron management

Particulars of the apron management procedures,

- a) arrangement between air traffic control and the apron management unit;
- b) arrangement for allocating aircraft parking positions;
- c) arrangement for initiating engine start and ensuring clearance of aircraft pushback;
- d) marshalling service; and
- e) leader (van) service.

4.10 Apron safety management

Procedures to ensure apron safety, including:

- a) protection from jet blasts;
- b) enforcement of safety precautions during aircraft refueling/de-fueling operations
- c) apron sweeping;
- d) apron cleaning;
- e) arrangements for reporting incidents/accidents on an apron; and
- f) arrangements for auditing the safety compliance by all personnel working on the apron.

4.11 Airside vehicle control

Particulars of the procedure for the control of surface vehicles operating on, or in the vicinity of, the movement area, including the following:

- a) details of the applicable traffic rules (including speed limits and the means of enforcement of the rules); and
- b) the method of issuing driving permits for operating vehicles in the movement area.

4.12 Wildlife hazard management

Particulars of the procedure to deal with danger to aircraft operations caused by the presence of birds or mammals in the aerodrome flight pattern or movement area, including the following;

- a) arrangement for assessing any wildlife hazard;
- b) arrangement for implementing wildlife control programmes; and
- c) names and roles of the persons responsible for dealing with wildlife hazards, and their telephone numbers during and after working hour.

4.13 Obstacle control

Particulars setting out the procedures for:

- a) monitoring and recording of obstacles which infringe obstacle limitation surfaces, their description, height and location and their illumination;
- b) monitoring the obstacle limitation surface and Type A Chart take-off surface for obstacles;
- c) controlling obstacles within the authority of the operator;
- d) monitoring buildings or structure development in relation to their height within the boundaries of the obstacle limitation surface;
- e) the control of new developments in the vicinity of aerodromes; and
- f) notifying the CAA of the nature and location of obstacles and any subsequent addition or removal of obstacle for necessary including amendment of the AIS publications.

4.14 Disabled aircraft removal plan and procedure

Particulars of procedure for removing an aircraft which disabled on or adjacent to the movement area including the following:

- a) roles of the aerodrome operator and the holder of the aircraft of registration;
- b) arrangement for notifying the holder of the certificate of registration;
- c) arrangement for liaising with the air traffic control;
- d) arrangement for obtaining equipment and persons to remove the disabled aircraft; and
- e) names and roles of persons responsible for arrangement of the removal of disabled aircraft and their telephone numbers.

4.15 Handling of hazardous material

Particulars of the procedures for the safe handling and storage of hazardous material on the aerodrome, including the following:

- a) the arrangement for special areas on the aerodrome to be set-up for the storage of inflammable liquids and any other hazardous materials and
- b) the method to be followed for the delivery, storage, dispensing and handling of hazardous materials.

4.16 Low visibility operations

- a) Particulars of procedures to be introduced for low visibility operations, including the measurement and reporting of runway visual range, as and when required and name and telephone numbers during and after working hours of the persons responsible for measuring the runway visual range.
- b) if operations are permitted during periods of low visibility, procedures for the protection of the runways during such periods

4.17 Protection of radar and navigational sites

Particulars of the procedure for the protection of radar and radio navigational aids located on the aerodrome to ensure that their performance will not be degraded, including the following:

- a) the arrangement for the control of activities in the vicinity of radar and NAVAIDS installations;
- b) the arrangement for ground maintenance in the vicinity of these installations; and
- c) the supply and installations of signs warning of hazardous microwave radiation.

Part 5

Aerodrome administration and safety management system

5.1 Aerodrome administration

Particulars of the aerodrome administration, including the following:

- a) aerodrome organization structure chart showing the names and positions of key personnel, including their responsibilities;
- b) the name, position and telephone numbers of the person who has overall responsibilities; aerodrome safety; and

- c) airport committees.

5.2 Safety management system (SMS)

A safety management system established for ensuring compliance with all safety requirements and achieving continuous improvement in safety performance, the essential features being:

- a) safety policy, insofar as applicable, on the process of safety management and its relation to the operational and maintenance process;
- b) structure or organization of the SMS including staffing and assignment of individual and group responsibilities safety issues;
- c) SMS strategy and planning such as setting safety performance targets, allocating priority for implementing safety initiatives and providing a framework for controlling the risks to a level as low as reasonably practicable keeping always in view the requirements of the Standard and Recommended Practices in Annex 14, Volume I to the Convention on International Civil Aviation and the national regulations, standards, rules or orders;
- d) SMS implementation including facilities, methods and procedures for the effective communication of safety messages and enforcement of safety requirements;
- e) system for the implementation of, and action on, critical safety areas which require a higher level of, safety management integrity (Safety Measures Programme);
- f) measures for safety promotion, accident prevention and system for risk control involving analysis and handling of accident, incidents, complaints, defects, faults, discrepancies and failures, and continuing safety monitoring;
- g) internal safety audit and review system detailing the systems and programmes for quality control on safety;
- h) system for the documentation of all safety related airport facilities as well as airport operational and maintenance records including information on the design and construction of aircraft pavements and aerodrome lighting, The system should enable easy retrieval of records including charts;
- i) staff training and competency including review and evaluation of the adequacy of training provided to staff on safety related duties and of the certification system for testing their competency; and
- j) incorporation of safety related clauses in the contracts for work at the aerodrome and enforcement, thereof.