



**Civil Aviation Authority of Sri Lanka**

# **AERODROME INSPECTOR HANDBOOK**

**Second Edition 2010**

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# **AERODROME INSPECTOR HANDBOOK**

**Control Number - 001**

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## FORWARD

Sri Lanka as a Contracting State to the Convention on International Civil Aviation has an obligation to the international community to ensure that the Aerodromes in Sri Lanka are maintained as per the standards of the Annex 14 to the Convention.

As per Annex 14 requirements Aerodromes used for International Civil Aviation are required to be certified by the State. In addition as per local regulatory requirements aerodromes used for domestic air transport operations are also required to be certified by 31<sup>st</sup> December 2012, if the maximum passenger seating capacity of the aircraft employed in the operation exceeds 30 seats.

Issue of an Aerodrome Certificate by the Director General of Civil Aviation to an aerodrome operator seeking such certificate is a requirement as per ASN 96, if the aerodrome operator satisfies the requirements specified in that ASN. Hence, certification of an aerodrome is a vital role in the regulatory system.

In order to issue an Aerodrome Certificate the Civil Aviation Authority (CAA) has to conduct an in-depth investigation to assess whether the aerodrome is maintained in accordance with the required standards and the competency of the aerodrome operator to maintain the aerodrome, staff, equipments, procedures and equipments as per the regulatory requirements.

This handbook contains guidance material intended to assist Aerodrome Inspector(s) in the CAASL in carrying out their regulatory responsibilities with regard to certification of Aerodromes.

Users of this handbook are reminded that the provisions of the *Civil Aviation Act*, *Air Navigation Regulations*, *Aviation Safety Notices and other applicable regulatory documentation*, rather than this handbook, determine the requirements of, and the obligations imposed by or under, the Civil Aviation Legislation. Users should refer to the applicable provisions when any doubt arises.

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01<sup>ST</sup> September 2010

Rev 00	Civil Aviation Authority of Sri Lanka	Date : 01.Sept.2010
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## CHAPTER 1, About this Handbook

### 1.1 Purpose of this Handbook

**ASN 96** This handbook provides guidance to Aerodrome Inspectors (AI) on the procedures to be followed for the assessment of aerodrome operator's application for the certification of the aerodrome and recommendation to the DGCA for the issue, or refusal to issue, Aerodrome Certificates as required by ASN 96.

Additionally, guidance is provided for answering enquiries related to the requirements of these actions.

This handbook defines the applicable regulations and clearly sets out the:

- Responsibilities of the AI; and
- Standards and procedures AI must follow when processing an application.

Adherence to the standards and procedures ensures that:

- Applications for an aerodrome certificate are dealt with in an effective, efficient and consistent manner nationally; and
- Aerodrome certificates are issued in a common legal format.

Further the book explains the Audit Procedures and post certification inspection procedures.

### 1.2 Scope of the Handbook

This handbook is part of the CAASL document set. It includes processes, flowcharts, letters, forms, checklists and support documentation to aid the AI when conducting entry control actions related to aerodrome matters such as assessing applications for aerodrome certification


### 1.3 Target Audience

This inspector handbook is provided for the guidance of AI:

- to assist in handling enquiries related to aerodrome certification; and
- for the assessment of applications for aerodrome certification;
- for the surveillance of the certified aerodrome operators.

### 1.4 Definitions, Acronyms and Abbreviations

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The following definitions apply to aerodrome operator.

AEP	Aerodrome Emergency Plan
Aerodrome	A defined area of land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft
AI	Aerodrome Inspector
AAI	Assistant Aerodrome Inspector
AIS	Aeronautical Information Service
Annex 14	Aerodromes, Annex 14 to the Convention on International Civil Aviation
ANR	Air Navigation Regulation
ASN	Air Safety Notices
DD/A & NS	Deputy Director, Aerodromes and Navigational Services
CAASL	Civil Aviation Authority of Sri Lanka
NOTAM	Notice to Airman – a notice issued by the NOTAM Office and containing information or instruction concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard
RCA	Request for Corrective Action

### **1.5 Regulatory Basis**

**ASN 96** ASN 96 specifies the requirements to be satisfied by the aerodrome operators for the certification of aerodromes in Sri Lanka.


### **1.6 Reference Materials**

CAASL Act,  
No. 34  
of 2002

✕ Civil Aviation Authority of Sri Lanka Act No. 34, 2002 provide for the establishment of the CAASL;

**ASN 92** ✕ ASN 92 specifies regulatory requirements on Safety Management Systems for Air Navigation Service Providers and Aerodrome Operators;

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- ASN 96    ✘ ASN 96 specifies the requirements to be satisfied by the aerodrome operators for the certification of aerodromes in Sri Lanka;
- ASN 99    ✘ Manual of Aerodrome Standards;
- SLCAP –  
2000    ✘ Manual of Aerodrome Certification Procedures

### **1.7 Introduction to the Entry Control Procedures**

The operational requirement for aerodrome operators, in the broadest terms, is to ensure that:

- ASN 99    ✘ The facilities being provided meet the specified aerodrome standards
  - ✘ Aerodrome operational staff is trained to carry out the functions specified in the aerodrome manual.
  - ✘ Certified aerodromes have appropriate documented procedures in place.

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## CHAPTER 2, Introduction & Organization Structure


### 2.1 Introduction

Aerodromes and Air Navigation services Section in the Civil Aviation Authority of Sri Lanka is responsible for carrying out Safety Oversight Functions with regard to “Operations of Civil Aerodromes in Sri Lanka” and “provision of Air Navigation Services in Sri Lanka airspace”.


### 2.2 Responsibilities of the Section

Responsibilities of the Aerodromes & Navigation Services Section are listed below.

1. To provide necessary guidance to develop Primary Aviation Legislation which would be required to regulate Aerodrome Operations and Air Navigation Services in Sri Lanka in keeping with the global and national developments.
2. To develop required Operating Regulations and Implementing Standards where necessary, for the Basic Aviation Legislation and for amending the existing Regulations as may be necessary to maintain required safety, efficiency and regularity in Aerodrome Operations and Air Navigation Services in Sri Lanka.
3. To ensure relevant SARPS contained in ICAO Annexes viz., Annex 2, Annex 3, Annex 4, Annex 5, Annex 10, Annex 11, Annex 12, Annex 14 and Annex 15 are implemented in Sri Lanka and updated as necessary.
4. To Ensure supplementary Guidance Materials and other necessary technical guidance materials issued by ICAO from time to time in respect of Aerodromes and Air Navigation Services are given effect to locally in Sri Lanka and updated as necessary, in order to supply the Service Providers with necessary information for effective implementation of SARPS
5. To maintain office discipline & Order in the A&NS Section.
6. To make recommendations to the CAA in regard to cadre requirement attached to the Section.
7. Maintain performance indicators, statistics relating to all important duties, functions or activities performed by the A&NS Section.
8. Submit annual reports to the Management concerning the work progress of the A&NS Section.
9. Provide the DGCA with necessary inputs in regard to the work that the Division is expected to perform in the next triennium so that the CAA Business Plan could be updated accordingly.

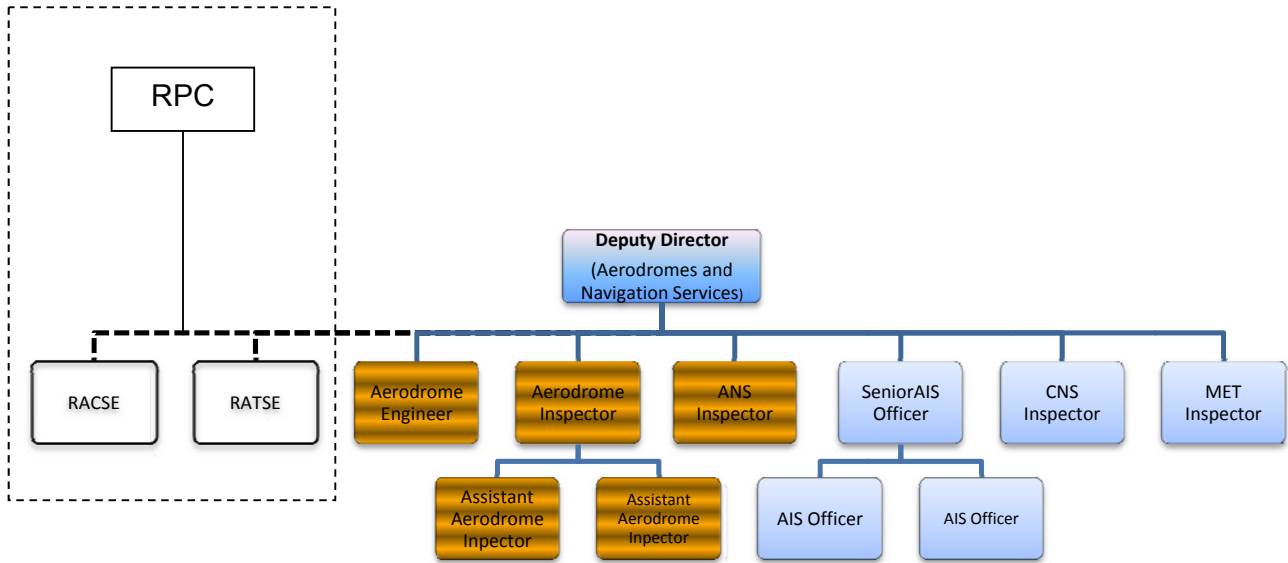
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10. To ensure that all inspectors attached to the Division are provided with necessary empowerments, credentials, authorizations, uniforms, inspector handbooks and other amenities etc. in order to enable them perform the assigned tasks effectively.
11. To ensure that a complete training plan is prepared for each position coming under the Division so that the post holder will be able to discharge the assigned functions effectively.
12. To provide the DGCA with the Training requirements of the Section for the next three years on a sliding basis.
13. To prepare an annual training plan for each position in the division with due regard to the priorities and resources available and Ensure that all employees attached to the A & NS Section are fully conversant and are adequately trained to perform their job functions entrusted to them, to the standards expected by CAA (SL) and maintain their training records.
14. To ensure availability of written Office Procedures in respect of each activity being performed in the A&NS Section.
15. To ensure the required toolkits for efficient and effective surveillance of Aerodrome Operators and ANS Services Providers such as Inspectors Hand Books, Checklists; Survey Forms, Audit Forms, job guides etc. and equipments if necessary are readily available at the Section. This should include toolkits for efficient inspections, surveying and Certification audits of Aerodrome Operators and ANS Services Providers.
16. To ensure all Manuals, Written Procedures and Handbooks issued by the A&NS Section are reviewed and updated as and when required and prepare new guidance material when such is viewed necessary.
17. To ensure availability of relevant guidance and reference materials, documents, annexes and other useful publications relating to Aerodromes & Air Navigation Services both in printed and electronic format.
18. To ensure that appropriate aerodromes in Sri Lanka are duly certified in accordance with the applicable regulations, written procedures and other relevant directives issued by the DGCA.
19. To ensure that appropriate Air Navigation Service Providers are duly certified in accordance with applicable regulations written procedures and other relevant directives issued by the DGCA.
20. To ensure Issue, renew, amend, suspend or cancel Aerodrome certificates and ANS Service Provider Certificates as the case may be and in accordance with the delegation of authority by the DGCA.

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21. To maintain complete, accurate and updated records and database in respect of certified aerodromes and/or service providers
22. To develop and implement a systematic Annual Surveillance Plan in respect of each Aerodrome Operator and ANS Provider certificated by the CAA-SL to be able to achieve the State's Acceptable Level of Safety.
23. To maintain a complete, accurate and updated database containing data and information gathered during the implementation of the surveillance plan.
24. To analyze the data gathered during the surveillance and adjust the surveillance plan and conduct additional awareness creating activities where necessary based on the trends and associated risks, identified.
25. To ensure necessary enforcement actions are taken in accordance with available regulations and the CAA Enforcement Policy Manual in case of safety violations or deviations made by the Certified Aerodrome Operators and Air Navigation services Providers.
26. To ensure proper organization and management of air space of Sri Lanka for the effective use of civil air operators in close coordination with the Sri Lanka Air Force, ANS Providers and other deference establishments as appropriate.
27. To represent DGCA at forums pertinent to Aerodromes & Air Navigation Services in Sri Lanka and abroad.
28. To ensure arrangements are made for the establishment and provision of SAR in Sri Lanka as per ICAO requirements.
29. To organize and update information in the CAA website pertaining to A&NS Section

### 2.3 Organization Structure in the Aerodromes & Air Navigation Services Section



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## **Chapter 3, Duties & Responsibilities of Inspectors**

### **3.1 Inspectors in the Section and their Responsibilities**

#### **3.1.1 Deputy Director / Aerodromes & Navigation Services**

Deputy Director / Aerodromes & Navigation services, is the Head of the A&NS Section. He/She is responsible to the Director General of Civil Aviation through Director/ Aeronautical Services for all Regulatory and Administrative functions carried out by the Section.

#### **3.1.2 Aerodrome Inspector**

Aerodrome Inspector is responsible for carrying out regulatory functions involved with Aerodrome and Ground Aids.

#### **3.1.3 Assistant Aerodrome Inspector**

Assistant Aerodrome Inspector is responsible for assisting the Aerodrome Inspector in carrying out regulatory functions involved with Aerodromes and Ground Aids.

#### **3.1.4 Aerodrome Engineer (Planning & Construction)**

Aerodrome Engineer is responsible for carrying out regulatory functions involved with Aerodromes related to Civil Engineering.

### **3.2 Duties & Responsibilities of the Inspectors**

#### **3.2.1 Deputy Director/Aerodromes & Navigation Services (DD/A&NS)**

##### **Main Job Purpose**

To perform duties and functions as required by DGCA to ensure that Air Navigation Services are provided and Aerodromes are operated in Sri Lanka by the respective Service Providers in compliance with the requirements specified by the Director-General of Civil Aviation.


##### **Nature and Scope of Duties**

The D/A&NS is required to assist the Director General of Civil Aviation to fulfill his responsibilities for continuous regulatory supervision of the Air Navigation Services providers and Aerodrome Operators who have been authorized to provide such services in Sri Lanka to ensure that the stipulated regulatory and operational requirements published by DGCA are complied. To ascertain the above, the DD/A&NS shall perform the duties and functions, which include, but not limited to the following;

#### **PRIMARY LEGISLATION**

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- 01 Develop Primary Aviation Legislation in draft which would be required to regulate Aerodrome Operations and Air Navigation Services in Sri Lanka in keeping with the global and national developments.
- 02 Develop required Operating Regulations and Implementing Standards where necessary, in draft for the Basic Aviation Legislation and for amending the existing Regulations as may be necessary to maintain required safety, efficiency and regularity in Aerodrome Operations and Air Navigation Services in Sri Lanka.
- 03 Ensure relevant SARPS contained in ICAO Annexes viz., Annex 2, Annex 3, Annex 4, Annex 5, Annex 10, Annex 11, Annex 12, Annex 14 and Annex 15 are implemented in Sri Lanka and updated as necessary.
- 04 Ensure supplementary Guidance Materials and other necessary technical guidance materials issued by ICAO from time to time in respect of Aerodromes and Air Navigation Services are given effect to locally in Sri Lanka and updated as necessary, in order to supply the Service Providers with necessary information for effective implementation of SARPS

## **ORGANIZATION**

- 05 Maintain office discipline & Order in the A&NS Section.
- 06 Make recommendations to the CAA in regard to cadre requirement attached to the Section.
- 07 Through proper planning, design, organization, resource management and adequate training of the Section's personnel ensure establishment of an efficient and competent Section capable of performing all job functions required to be performed by the Section to the expected standards of the CAA (SL).
- 08 Ensure employees attached to the A & NS Section in the CAA carry out all job functions as laid down in the job descriptions of the Inspectors issued by CAA (SL), in conformity with the approved Annual Work Programme.
- 09 Conduct Performance Evaluations on all staff attached to the A&NS Division and maintain records.
- 10 Issue / update the Job Descriptions of all staff attached to the Division with the approval of the DGCA/CEO.
- 11 Maintain performance indicators, statistics relating to all important duties, functions or activities performed by the A&NS Section.
- 12 Submit annual reports to the Management concerning the work progress of the A&NS Section.

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- 13 Provide the DGCA with necessary inputs in regard to the work that the Division is expected to perform in the next triennium so that the CAA Business Plan could be updated accordingly.
- 14 Prepare Annual Work Plan and Annual Work Programmes and Budget estimates for the A&NS Section.
- 15 Ensure that all inspectors attached to the Division are provided with necessary empowerments, credentials, authorizations, uniforms, inspector handbooks and other amenities etc. in order to enable them perform the assigned tasks effectively.
- 16 Be accountable to the DGCA & CEO with regard to control of operational expenditures in the Section.

### **PERSONNEL & TRAINING**

- 17 Ensure that a complete training plan is prepared for each position coming under the Division so that the post holder will be able to discharge the assigned functions effectively.
- 18 Provide the DGCA with the Training requirements of the Section for the next three years on a sliding basis.
- 19 Prepare an annual training plan for each position in the division with due regard to the priorities and resources available and Ensure that all employees attached to the A &NS Section are fully conversant and are adequately trained to perform their job functions entrusted to them, to the standards expected by CAA (SL) and maintain their training records.

### **GUIDANCE METERIALS**

- 20 Ensure availability of written Office Procedures in respect of each activity being performed in the A&NS Section.
- 21 Ensure the required toolkits for efficient and effective surveillance of Aerodrome Operators and ANS Services Providers such as Inspectors Hand Books, Checklists; Survey Forms, Audit Forms, job guides etc. and equipments if necessary are readily available at the Section. This should include toolkits for efficient inspections, surveying and Certification audits of Aerodrome Operators and ANS Services Providers.
- 22 Ensure all Manuals, Written Procedures and Handbooks issued by the A&NS Section are reviewed and updated as and when required and prepare new guidance material when such is viewed necessary.

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- 23 Ensure availability of relevant guidance and reference materials, documents, annexes and other useful publications relating to Aerodromes & Air Navigation Services both in printed and electronic format.

### **CERTIFICATION**

- 24 Ensure that appropriate aerodromes in Sri Lanka are duly certified in accordance with the applicable regulations, written procedures and other relevant directives issued by the DGCA.
- 25 Ensure that appropriate Air Navigation Service Providers are duly certified in accordance with applicable regulations, Standards, written procedures and other relevant directives issued by the DGCA.
- 26 Ensure Issue, renew, amend, suspend or cancel Aerodrome certificates and ANS Service Provider Certificates as the case may be and in accordance with the delegation of authority by the DGCA.
- 27 Maintain complete, accurate and updated records and database in respect of certified aerodromes and/or service providers

### **SURVEILLANCE**


- 28 Develop and implement a systematic Annual Surveillance Plan in respect of each Aerodrome Operator and ANS Provider certificated by the CAA-SL to be able to achieve the State's Acceptable Level of Safety.
- 29 Maintain a complete, accurate and updated database containing data and information gathered during the implementation of the surveillance plan.
- 30 Analyze the data gathered during the surveillance and adjust the surveillance plan and conduct additional awareness creating activities where necessary based on the trends and associated risks, identified.

### **ENFORCEMENT**

- 31 Ensure necessary enforcement actions are taken in accordance with available regulations and the CAA Enforcement Policy Manual in case of safety violations or deviations made by the Certified Aerodrome Operators and Air Navigation services Providers.

### **OTHERs**

- 32 Ensure proper organization and management of air space of Sri Lanka for the effective use of civil air operators in close coordination with the Sri Lanka Air Force, ANS Providers and other deference establishments as appropriate.
- 33 As required and directed by DGCA (SL) represent DGCA at forums pertinent to Aerodromes & Air Navigation Services in Sri Lanka and abroad.

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- 34 As directed by DGCA assist CAA (SL) AIB members and/or AIB authorities of other states to carry out formal investigations/enquires pertinent to aircraft accidents/incidents. Submit accurate reports to DGCA (SL) on same as required.
- 35 Ensure arrangements are made for the establishment and provision of SAR in Sri Lanka as per ICAO requirements.
- 36 Organize and update information in the CAA website pertaining to A&NS Section.
- 37 Perform any other duties and functions as may be assigned by the DGCA & CEO

### **3.2.2 Aerodrome Inspector**

#### **Main Job Purpose**

To perform duties and functions as required by DGCA to ensure that Civil Aerodromes/Heliports in Sri Lanka are operated in compliance with the requirements specified by the Director-General of Civil Aviation.

#### **Nature and Scope of Duties**

To ascertain the above, the Aerodrome Inspector, subject to the scope of the delegation of authority shall perform the duties and functions, which include, but not limited to the following.

#### **PRIMARY LEGISLATION**

- 01 Assist Deputy Director/Aerodromes & Navigation services to develop Primary Aviation Legislation to regulate Aerodrome/Heliport Operations in Sri Lanka.


#### **OPERATING REGULATIONS**

- 02 Assist Deputy Director/Aerodromes & Navigation services to develop Required Operating Regulations for the Basic Aviation Legislation and amend as necessary, to maintain required safety in the operation of Civil Aerodromes/Heliports in Sri Lanka.
- 03 Implement relevant SARPS contained in ICAO Annex 14 Volume I and II in Sri Lanka and update as necessary.
- 04 Publish Guidance Materials and other necessary Documents issued by ICAO related to Aerodromes/Heliports, in Sri Lanka and update as necessary.

#### **ORGANIZATION**

- 05 Maintain office discipline of the staff working under the incumbent.

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- 06 Ensure employees working under the incumbent carry out all job functions as laid down in the job descriptions issued by CAA (SL).
- 07 Conduct Performance Evaluations of the employees working under the incumbent
- 08 Maintain statistics relating to all important duties, functions or activities performed by the incumbent and the staff working under the incumbent

**PERSONNEL & TRAINING**


- 09 Identify and advise the training needs of the incumbent and the staff working under the incumbent to the DD/A&NS.
- 10 Organize refresher and/or recurrent training as required.
- 11 Maintain records of all individual training offered to employees.
- 12 Provide “on the job training” for inspectors working under the incumbent when required.

**GUIDANCE MATERIALS**

- 13 Prepare written Office Procedures in respect of each activity being performed in the A&NS Section with regard to Aerodromes/Heliports.
- 14 Prepare required toolkits for efficient and effective surveillance of Certified Aerodromes/Heliports, such as Inspectors Hand Books, Checklists; Survey Forms, Audit Forms etc. and make readily available at the Section. This should include toolkits for efficient inspections, surveying and Certification audits of Aerodromes/Heliports.
- 15 Review all Manuals, Written Procedures and Handbooks issued by the A&NS Section with regard to Aerodromes/Heliports and update when required.
- 16 Identify and advice DD/A&NS the relevant guidance and reference materials, documents, annexes and other useful publications relating to Aerodromes/Heliports, which should be available in the A&NS Section.

**CERTIFICATION**

- 38 Take necessary action to certify appropriate aerodromes/Heliports in Sri Lanka in accordance with the applicable regulations, Standards, written procedures and other relevant directives issued by the DGCA.
- 17
- 18 Take necessary action to issue, renew, amend, suspend or cancel Aerodrome Certificates as the case may be.

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## **SURVEILLANCE**

- 19 Maintain continued surveillance on Aerodrome/Heliport Operators in Sri Lanka in order to ensure that they maintain required safety standards specified by the DGCA.

## **ENFORCEMENT**

- 20 Follow available procedures to take enforcement actions in accordance with available regulations in case of safety violations made by the Aerodrome/Heliport Operators.

## **OTHERS**

- 21 As required and directed by DD/A&NS represent DD/A&NS at forums pertinent to Aerodromes/Heliports in Sri Lanka and abroad.
- 22 As directed by DD/A&NS assist CAA (SL) AIB members and/or AIB authorities of other states to carry out formal investigations/enquires pertinent to aircraft accidents/incidents. Submit accurate reports to DGCA (SL) on same as required.
- 23 Organize and update information in the CAA website pertaining to CNS.
- 24 Perform any other duties and functions as may be assigned by the Head of the Section.

### **3.2.3 Aerodrome Engineer (Planning & Constructions)**

#### **Main Job Purpose**

To perform duties and functions as required by DGCA to ensure that Civil Aerodromes/Heliports in Sri Lanka are operated in compliance with the requirements specified by the Director-General of Civil Aviation specially with regard to Civil Engineering but not limited to.


#### **Nature and Scope of Duties**

To ascertain the above, the Aerodrome Engineer, subject to the scope of the delegation of authority shall perform the duties and functions, which include, but not limited to the following.

#### **PRIMARY LEGISLATION**

- 01 Assist Deputy Director/Aerodromes & Navigation services to develop Primary Aviation Legislation to regulate Planning, Designing, Construction,

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Operations and Maintenance of Aerodromes/Heliports in Sri Lanka from civil engineering point of view.

### **OPERATING REGULATIONS**


- 02 Assist Deputy Director/Aerodromes & Navigation services to develop Required Operating Regulations for the Basic Aviation Legislation and amend as necessary, to maintain required safety in the Planning, Designing, Construction, Operation and Maintenance of Civil Aerodromes/Heliports in Sri Lanka from civil engineering point of view.
- 03 Implement relevant civil engineering specific ICAO SARPS relating to planning, designing, construction, operation and maintenance of civil aerodromes and heliports and update as necessary in coordination with AI.
- 04 Publish civil engineering related Guidance Materials related to planning, designing, construction, operation and maintenance of civil aerodromes and heliports and other necessary Documents issued by ICAO related to Aerodromes/Heliports, in Sri Lanka and update as necessary in coordination with AI.

### **ORGANIZATION**

- 05 Maintain office discipline of the staff working under the incumbent.
- 06 Ensure employees working under the incumbent carry out all job functions as laid down in the job descriptions issued by CAA (SL).
- 07 Conduct Performance Evaluations of the employees working under the incumbent
- 08 Maintain statistics relating to all important duties, functions or activities performed by the incumbent and the staff working under the incumbent

### **PERSONNEL & TRAINING**

- 09 Identify and advise the training needs of the incumbent and the staff working under the incumbent to the DD/A&NS.
- 10 Participate at the training activities that are organized and/or offered by the CAA
- 11 Organize refresher and/or recurrent training as required.
- 12 Maintain records of all individual training offered to employees.
- 13 Provide “on the job training” for inspectors working under the incumbent when required.

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## **GUIDANCE MATERIALS**

- 14 Prepare written civil engineering related Office Procedures in respect of each activity being performed in the A&NS Section with regard to Aerodromes/Heliports in coordination with AI.
- 15 Prepare required civil engineering related toolkits for efficient and effective surveillance of Aerodromes & Heliports such as Inspectors Hand Books, Checklists; Survey Forms, Audit Forms etc. in coordination with AI and make readily available at the Section. This should include toolkits for efficient inspections, surveying and Certification audits of Aerodromes/Heliports.
- 16 Review all civil engineering related Manuals, Written Procedures and Handbooks issued by the A&NS Section with regard to Aerodromes/Heliports and update when required in coordination with AI.
- 17 Identify and advice DD/A&NS the relevant civil engineering related guidance and reference materials, documents, annexes and other useful publications for planning, designing, construction, operation and maintenance of Aerodromes/Heliports, which should be available in the A&NS Section.

## **CERTIFICATION**

- 39 Perform civil engineering related tasks and duties and assist AI to take necessary action to certify appropriate aerodromes/Heliports in Sri Lanka in accordance with the applicable regulations, Standards, written procedures and other relevant directives issued by the DGCA.
- 18 Perform civil engineering related tasks and duties and assist AI to take necessary action to issue, renew, amend, suspend or cancel Aerodrome Certificates as the case may be.

## **SURVEILLANCE**

- 19 Maintain continued surveillance civil engineering specific tasks, duties and functions on Certified Aerodrome Operators in Sri Lanka in order to ensure that they maintain required safety standards specified by the DGCA.


## **ENFORCEMENT**

- 20 Follow available procedures to take enforcement actions in accordance with available regulations in case of safety violations made by the Aerodrome Operators.

## **OTHERS**

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- 21 Provide necessary advices and comments with regard to the Civil Engineering matters in regard to planning, designing, construction, operation and maintenance works made by CAA and carry out supervision on those construction works.
- 22 As required and directed by DD/A&NS represent DD/A&NS at forums pertinent to Aerodromes/Heliports in Sri Lanka and abroad.
- 23 As directed by DD/A&NS assist CAA (SL) AIB members and/or AIB authorities of other states to carry out formal investigations/enquires pertinent to aircraft accidents/incidents. Submit accurate reports to DGCA (SL) on same as required.
- 24 Organize and update information in the CAA website pertaining to Aerodromes/Heliports in liaison with AI.
- 25 Perform any other duties and functions as may be assigned by the Head of the Section.

### **3.2.4 Assistant Aerodrome Inspector**

#### **Main Job Purpose**

Assist Aerodrome Inspector to perform duties and functions as required by DGCA to ensure that Civil Aerodromes/Heliports in Sri Lanka are operated in compliance with the requirements specified by the Director-General of Civil Aviation.

#### **Nature and Scope of Duties**

To ascertain the above, the Aerodrome Inspector, subject to the scope of the delegation of authority shall perform the duties and functions, which include, but not limited to the following.


#### **OPERATING REGULATIONS**

- 01 Assist Senior Civil Aviation Inspector (Aerodromes) to implement relevant SARPS contained in ICAO Annex 14 Volume I and II in Sri Lanka and update as necessary.
- 02 Assist Senior Civil Aviation Inspector (Aerodromes) to publish Guidance Materials and other necessary Documents issued by ICAO related to Aerodromes/Heliports, in Sri Lanka and update as necessary.

#### **ORGANIZATION**

- 03 Assist Senior Civil Aviation Inspector (Aerodromes) to maintain office discipline of the staff working under the incumbent.

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- 04 Assist Senior Civil Aviation Inspector (Aerodromes) to ensure employees working under the incumbent carry out all job functions as laid down in the job descriptions issued by CAA (SL).
- 05 Assist Senior Civil Aviation Inspector (Aerodromes) to maintain statistics relating to all important duties, functions or activities performed by the incumbent and the staff working under the incumbent

### **PERSONNEL & TRAINING**

- 06 Identify and advise the training needs of the incumbent and the staff working under the incumbent, if any to the Senior Civil Aviation Inspector (Aerodromes) and D/A&ANS.
- 07 Assist Senior Civil Aviation Inspector (Aerodromes) to organize refresher and/or recurrent training as required.
- 08 Assist Senior Civil Aviation Inspector (Aerodromes) to maintain records of all individual training offered to employees.
- 09 Assist Senior Civil Aviation Inspector (Aerodromes) to provide “on the job training” for inspectors working under the incumbent when required.


### **GUIDANCE MATERIALS**

- 10 Assist Senior Civil Aviation Inspector (Aerodromes) to prepare written Office Procedures in respect of each activity being performed in the A&NS Section with regard to Aerodromes/Heliports.
- 11 Assist Senior Civil Aviation Inspector (Aerodromes) to prepare required toolkits for efficient and effective surveillance of CNS Aids Service Providers such as Inspectors Hand Books, Checklists; Survey Forms, Audit Forms etc. and make readily available at the Section. This should include toolkits for efficient inspections, surveying and Certification audits of Aerodromes/Heliports.
- 12 Assist Senior Civil Aviation Inspector (Aerodromes) to review all Manuals, Written Procedures and Handbooks issued by the A&NS Section with regard to Aerodromes/Heliports and update when required.
- 13 Identify and advice Senior Civil Aviation Inspector (Aerodromes) and D/A&ANS the relevant guidance and reference materials, documents, annexes and other useful publications relating to Aerodromes/Heliports, which should be available in the A&NS Section.

### **CERTIFICATION**

- 40 Assist Senior Civil Aviation Inspector (Aerodromes) to certify appropriate aerodromes/Heliports in Sri Lanka in accordance with the applicable

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regulations, Standards, written procedures and other relevant directives issued by the DGCA..

- 14 Assist Senior Civil Aviation Inspector (Aerodromes) to issue, renew, amend, suspend or cancel Aerodrome Certificates as the case may be.

### **SURVEILLANCE**


- 15 Assist Senior Civil Aviation Inspector (Aerodromes) to maintain continued surveillance on Certified Aerodrome Operators in Sri Lanka in order to ensure that they maintain required safety standards specified by the DGCA.

### **ENFORCEMENT**

- 16 Assist Senior Civil Aviation Inspector (Aerodromes) to take enforcement actions in accordance with available regulations in case of safety violations made by the Aerodrome Operators.

### **OTHERS**

- 17 As required and directed by D/A&ANS represent Senior Civil Aviation Inspector (Aerodromes) at forums pertinent to Aerodromes/Heliports in Sri Lanka and abroad.
- 18 As directed by D/A&ANS assist CAA (SL) AIB members and/or AIB authorities of other states to carry out formal investigations/enquires pertinent to aircraft accidents/incidents. Submit accurate reports to DGCA (SL) on same as required.
- 19 Assist Senior Civil Aviation Inspector (Aerodromes) to organize and update information in the CAA website pertaining to CNS.
- 20 Perform any other duties and functions as may be assigned by the Head of the Section.

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## Chapter 4 – Inspection/Audit Procedures

### 4.1 Surveillance Programme

The Aerodromes Surveillance Programme includes Aerodrome inspections, surveys and audits. The surveillance programme of the A&NS Section for the calendar year is prepared by the D/A&NS, in consultation with the inspectors of the section at the beginning of the year taking into account the nature and scope of activities taking place in the industry. The yardsticks that will be considered in planning the Surveillance Plan is given in the Attachment G hereto. The main objective of the surveillance plan is to ensure through performance based surveillance, that the State's Acceptable Level of Safety will be maintained. Once the Surveillance Plan is developed it will be forwarded to the DGCA and approval is obtained from the DGCA. Under normal circumstances, the surveillance programme includes at least one Aerodrome Inspection of BIA per month and three Aerodrome Inspections of RMA per year. However this surveillance programme may be altered or revised based on the evidence gathered during the preceding months in order to maintain required safety in the system. Such changes will be notified to the Inspectors immediately and reason for the change will be documented.

#### 4.1.1 Inspections

##### 4.1.1.1 Responsibilities of the Inspectors with Regard to Carrying out Inspections


Once the surveillance programme is approved by the DGCA it will be distributed among relevant inspectors in the section. It is the responsibility of relevant inspectors to conduct inspections as per the approved schedule. In case inspectors are unable to conduct inspections on scheduled dates due to unavoidable circumstances, approval should be obtained from the DGCA through D/A&ANS to conduct the inspection in the closest possible date to the scheduled date. Inspectors are required to forward inspection reports to the D/A&ANS in the relevant file (soft & hard copies) within five working days of the date of the inspection. Inspection reports should be completed as per the instructions provided in the checklists in clear language. The responsibility of sending the inspection report to the service provider through D/A&ANS lies with the individual inspector who conducted the inspection.

##### 4.1.1.2 Planning and Preparation for Inspection

Before the inspection is conducted the inspectors are required to prepare for the inspection properly. The preparation process should include following;

- 1) Refer previous inspection reports and corrective action plans (Feed Back Reports) received from the Aerodrome Operator.
- 2) Identify deficiencies observed in previous inspections and corrective actions taken by the service provider to correct those deficiencies.
- 3) Identify special areas to be inspected which need special attention.
- 4) Inspectors should refresh themselves with the previous recommendations, of the CAA to check whether those recommendations are implemented.

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- 5) Inspectors should be familiar with all ASNs issued by the CAA relevant to the operations carried out.
- 6) Inspector should be familiar with the staff requirements, licensing/rating & training requirements if any, operational & technical requirements and other relevant regulatory requirements applicable.
- 7) Inspectors should be thorough with the documents need to be kept at the centre.
- 8) If the Inspector intends meeting the Senior Manager/Managers to clarify certain issues, he /she should inform Head of the Section, the date/time of the inspection and the officers needs to be present at the inspection at least three days before the inspection.

#### **4.1.1.3 Conducting the Inspection**

- 1) Meet Head of the Section or Relevant officer and identify the Inspector with credentials, before the inspection is conducted and make necessary arrangements for the inspection.
- 2) Always be polite and respect the duties being performed and the person being inspected
- 3) do not disturb the performance of the duties of the person being inspected or get involved with unnecessary arguments outside official scope during the inspection process
- 4) Use appropriate check list for the inspection (See Attachment A) and use the CAA “Inspector Note Book” to record the salient features observed during the inspection
- 5) At the end of the inspection brief the Head of the Section, Relevant SATC or In charge of the section of the findings (deficiencies and appreciations).

#### **4.1.1.4 Inspection Report**

- 1) Use the softcopy of the Inspection Report
- 2) Use only the Abbreviations given in the check list to fill the form
- 3) Indicate comments in the space provided in clear language
- 4) If observation is “Unsatisfactory (U)” or “Improvements Needed (I), it is essential to give comments to explain why it is unsatisfactory and what improvements needed.
- 5) Prepare the inspection report within five working days from the date of the inspection and forward same to the D/A&ANS with the soft copy for review.
- 6) Send the report to the Service Provider within seven working days.
- 7) Update the Inspection Result Database.

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## 4.1.2 Aerodrome Audits

### 4.1.2.1 Objectives of an Aerodrome Audit

The objectives of an Aerodrome Audit should be:

- ❖ To ascertain compliance with ICAO Standards and Recommended Practices.
- ❖ To ensure adherence with prescribed procedures in the Aerodrome Manual.
- ❖ To determine the effectiveness of safety planning in Aerodrome Operations.
- ❖ To highlight commendable findings (where appropriate)

### 4.1.2.2 Planning and Preparation for Audits

Safety Audits can be of great benefit provided they are carried out professionally and thoroughly. Careful and comprehensive preparation is essential to the overall success of any audit. Inadequate preparation can result in:

- ❖ Devalued audit findings
- ❖ A loss of credibility in the audit function overall
- ❖ a waste of both auditor's and auditee's time

Therefore a good rule of the thumb for the allocation of time for a safety audit is as follows;

- ❖ devote 40% of the total hours estimated for the audit in preparation activities
- ❖ devote another 40% on conducting the audit
- ❖ devote remaining 20% for the preparation of the reports and follow-up actions


An audit programme should always contain provision for:

- ❖ an opening and a closing meetings with the senior management of the Auditee
- ❖ regular (at least twice daily) audit team meetings
- ❖ contingency or 'mopping-up' operations

### 4.1.2.3 Questions and Checklists

Prior to conducting an audit, it is important to have a vehicle to enable the auditor to;

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- ❖ identify which elements are to be audited
- ❖ refer to relevant documents in the system
- ❖ record preliminary findings and observations

As such relevant Check Lists, Questions and forms to record Findings and Observations should be prepared before the audit. Audit Checklist for Aerodrome Certification Audits is given in the Appendix C. Additions can be made as required before or during the audit. A properly prepared check list will;

- ❖ provide a useful guide or memory aid to the auditor
- ❖ form a record of what was checked during the audit
- ❖ ensure that all major points are covered
- ❖ help to save time in note taking during an audit
- ❖ assist in the preparation of the exit meeting

However all inspectors should clearly understand that checklists should not be considered as an inflexible procedure to conduct a safety audit.


#### **4.1.2.4 Audit Convening Authority**

The Director General of Civil Aviation (DGCA) is normally the Convening Authority for all regulatory audits.

#### **4.1.2.5 Audit Personnel**

Audit personnel must satisfy following requirements;

- a) have extensive knowledge of civil air regulations and the regulatory procedures of a civil aviation authority;
- b) have adequate knowledge of relevant ICAO SARPs and guidance material;
- c) demonstrate motivation and the ability to write clearly and concisely;
- d) have initiative, judgement, tact and the ability to maintain harmonious working relationships in a multicultural environment and appreciation of and sensitivity to cultural differences; and
- e) have successfully completed a regulatory Audit Course acceptable to the DGCA.

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#### 4.1.2.6 Audit Teams

Audit teams are assigned by DGCA. Audit teams generally consist of three team members but this number may be augmented or decreased depending on the size and complexity of the aerodrome to be audited and when observers and/or advisors are assigned to the team.

Audit teams will consist of an audit team leader and a specialist auditors for each discipline included in the scope of the audit. An audit team leader may also serve as one of the specialist auditors. The number of auditors in a team depends on the scope, size and complexity of the audit. Whenever required, DG CAA may appoint additional team members as auditors, observers, advisors or interpreters.

Audit teams will be assigned for each audit and follow-up audit, and although the same auditors may be involved in each audit, the team structure may change for each audit.

Prior to the commencement of an audit, the aerodrome operator will be advised of the audit team's composition.

#### 4.1.2.7 Audit Team Leader


DG CAA will appoint an audit team leader for each audit. The audit team leader assumes responsibility for the conduct and reporting of the audit in accordance with guidance and instructions provided by DG CAA, including those found in this document.

DG CAA will take into consideration qualifications, experience and relations with other team members when choosing an audit team leader.

In addition to specific tasks assigned by DG CAA, an audit team leader's responsibilities may include:

- a) preparation of the aerodrome specific audit plan;
- b) coordinating with the aerodrome operator in matters related to the conduct of the audit;
- c) holding an audit preparation briefing for team members prior to the conduct of the audit;
- d) conducting pre- and post-audit meetings with the operator;
- e) providing leadership and guidance, as necessary, to audit team members; and
- f) Coordinating the development of the audit report and submitting it to DG CAA.



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#### 4.1.2.8 Audit Team Members

Audit team members are assigned to specific audits by DG CAA and are responsible to the audit team leader.

Audit team members are required to be free from bias and influences that could affect their objectivity as aviation safety audit team members. Audit team members must maintain independence from the audited operator. They must always remain within the scope of the audit, display integrity, exercise objectivity and remain alert to any indication of evidence that may influence the audit result.

In addition to the specific tasks assigned by DG CAA or the audit team leader, the audit team member's responsibilities may include:

- a) communicating and clarifying audit requirements;
- b) planning and carrying out assigned responsibilities effectively and efficiently;
- c) documenting all findings and observations;
- d) developing a report of findings and recommendations;
- e) assessing the effectiveness of the corrective action plan submitted by an audited operator; and
- f) Cooperating with and assisting the audit team leader at all times during the preparation, conduct and completion of the audit process.

#### 4.1.2.9 Observers

Observers of CAA certification audits may be permitted with the approval of DG CAA. Personnel may also be allowed to participate as observers if, in the opinion of DG CAA, their participation will benefit the overall safety objective of the programme.


Observers may also be assigned for on-the-job training. Such observers of an audit are personnel other than approved auditors, assigned to participate in the audit for training or familiarization purposes.

Participation of observers shall be made known to the audited aerodrome operator in the same manner the audit team members are made known and they shall also be included in the list of team members.

#### 4.1.2.10 Audit Notification/Audit Time Table

In regular Audits, the Lead Auditor should notify the auditee the proposed date of the audit at least one month prior to the audit and get the concurrence of the auditee

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with the proposed dates for the audit. At least two weeks prior to the audit the lead auditor should inform the auditee the audit team and the audit time table.

#### **4.1.2.11 Conduct of audit**

When Conducting the Audit remember following important facts;

- ❖ Should be conducted in accordance with audit plan.
- ❖ Interview auditee to gather information to determine effectiveness of safety planning and practices.
- ❖ Use questions checklists prepared based on four main elements, namely Personnel and Training, Equipment, Procedures and Documentation.
- ❖ Deficiencies when identified should be recorded as observations or findings.
- ❖ All audit findings for non-compliance or non-adherence must be verified.
- ❖ Ensure that findings are supported by evidence and documented in a clear and concise manner.

#### **4.1.2.12 Entry Meeting**


Lead Auditor should conduct the entry meeting in the first day before the audit is started. During the entry meeting it is required to;

- ❖ Introduce the Audit Team to the Auditee.
- ❖ Explain scope and objectives of the Safety Audit.
- ❖ review of programme & resolve queries
- ❖ Confirm the Audit standards/Confidentiality.
- ❖ Explain the corrective action process.
- ❖ Check administrative Arrangements.
- ❖ Confirm the format/date/time of the exit meeting

#### **4.1.2.13 Evidence Gathering**

Audit team must always verify auditee's response during interview by gathering documentary and physical evidence. Objective evidence should be used to confirm or refute what has been said by the auditee or actually practiced by operational staff. It is important not to accept what is said at face value, always ask for verification of spoken claims.

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#### 4.1.2.14 Confirmation Request Form (CRF)

Confirmation Request Form is used when auditor requires information that a company official is not readily able to supply (e.g., supporting documentation or evidence). By issuing a CRF the company is requested to provide those information within a specified time period. When documentation is not readily available to the Auditor, the confirmation request form places the responsibility on the auditee to provide the information.

The Confirmation Request Form;

- ❖ Provides Auditee with the opportunity to locate and provide supporting documentation or other evidence
- ❖ May establish compliance and avoid a finding
- ❖ Alternately, the Auditee may concur that the information not available
- ❖ Permits open discussion of emerging issues during the audit
- ❖ The confirmation request form becomes part of the audit evidence package

#### 4.1.2.15 Audit Finding Form


Audit Finding Forms must be completed accurately as they form the basis of the audit report and a successful audit. Since a number of team members will be completing audit finding forms, it is important follow a standard method to input data into the form to reduce number of data entry errors. All supporting documentation will be included with the completed audit finding forms for review by the lead auditor. All hand-written copies of audit finding forms will be filed according to functional area and will form part of the supporting documentation in the audit report for easy reference.

#### 4.1.2.16 Audit findings — Non-Compliance, Non-Conformance and Non-Adherence

An audit finding that identifies lack of compliance with legislation or a regulation promulgated by the State will be recorded as non-compliance.

An audit finding that identifies lack of conformance with or implementation of an ICAO Standard will be recorded as a non-conformance.

An audit finding that identifies lack of adherence to an ICAO Recommended Practice, procedure, safety-related guidance material or recognized aviation safety practice will be recorded as a non-adherence.

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The finding record will describe the relevant standard auditing procedure and reasons for the finding. If applicable, the record will include recommendations for corrective action. However, operators will generally be expected to provide corrective actions based on their own knowledge, skills and environmental considerations for assessment by the CAA as appropriate or otherwise.

#### **4.1.2.17 Audit findings - Observation**

An audit finding that is not in accordance with a future requirement of which CAA auditors aware will be alerted to the aerodrome operator as an observation. Operators are advised that observations are not required to be addressed with a corrective action.

#### **4.1.2.18 Audit findings – Communication**

Auditors will informally advise the operator’s staff of audit findings as the audit proceeds. The complete list of confirmed findings (including any confirmed remedial action) will be presented to the operator at the exit meeting, and confirmed in the formal report provided by DG CAA subsequent to the audit conclusion and exit meeting.

#### **4.1.2.19 Corrective action plan**


At the completion of an audit, the operator has the responsibility to develop a corrective action plan defining action planned to be taken to resolve unfavourable findings within the period determined and agreed upon for this purpose.

Corrective actions and deadlines, as necessary, should be established for each of the audit findings. Together, the corrective actions form the operator’s corrective action plan.

The operator’s corrective action plan must be submitted within 30 calendar days after receiving the audit interim report, which is to be submitted to the operator within 30 calendar days following the post-audit meeting.

If deemed necessary, DG CAA will establish contact with the audited operator within approximately 30 days after the CAA has accepted a corrective action plan, in order to assess progress made in implementing the accepted corrective action plan. The contact may be effected through a visit to the aerodrome or through written or oral communication.

The audit final report will include information on the corrective action plan proposed by the operator and accepted by CAA. If the operator is not required to submit a corrective action plan or has not submitted one within the agreed-upon period, the audit final report will be prepared and submitted without any corrective action plan.

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In the latter case, the final report will indicate that the operator has failed to provide a corrective action plan within the prescribed period.

#### **4.1.2.20 Exit Meeting**

At the end of the audit the Lead auditor should convene a exit meeting with the auditee (Head of the Section). During the exit meeting the Lead auditor should:

- ❖ Brief the auditee on the audit findings of the unit's safety oversight activities.
- ❖ Provide information on the findings and recommendations that would be included in the final audit report.
- ❖ Allow audit findings to be discussed or even challenged.
- ❖ Be prepared to modify or even withdraw certain audit findings should there be reasonable grounds to do so.
- ❖ When the auditee agrees with the audit team's findings, corrective actions must be taken to address the issues.
- ❖ Agree on a time-frame for the unit to come up with a corrective action plan to resolve the findings.

#### **4.1.2.21 Audit reports**

The products of each certification audit are the briefs and reports prepared and submitted as appropriate. Each audit will conclude with the preparation and submission of a confidential audit final report and a non-confidential audit summary report.

All briefs and reports will be prepared on the basis of guidance included in this document.


With the exception of the audit summary report, all materials, notes and reports obtained or made during the safety oversight audit will be considered confidential by CAA.

#### **4.1.2.22 Follow-up action**

If findings of non-conformance with ICAO Standards are revealed during the audit, an audited aerodrome operator will be required to resolve such identified differences.

If the operator fails to do so and differences still remain during the preparation of the audit final and summary report, the differences will be included in the audit summary report.

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Follow-up action will be effected through monitoring the status of implementation of accepted operator corrective action plans and completion of audit follow-ups.

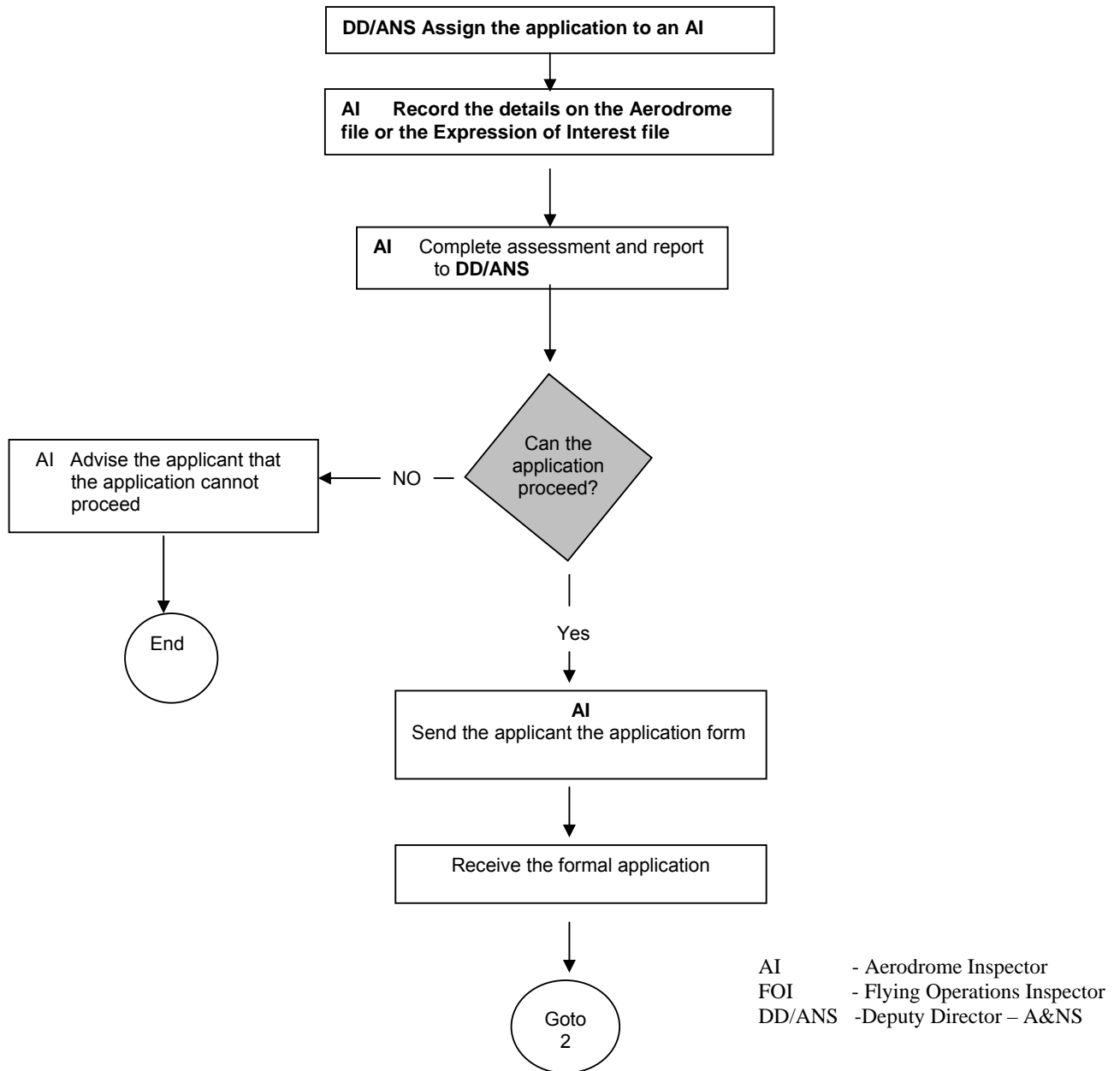
The CAA will maintain a status of implementation record of accepted corrective actions. Aerodrome operators are required to provide update information as corrective actions are completed, so that the status report can be kept current and an audit follow-up mission planned.

## CHAPTER 5, Approval Procedures – Aerodrome Entry Control

### *Issuing an Aerodrome Certificate*

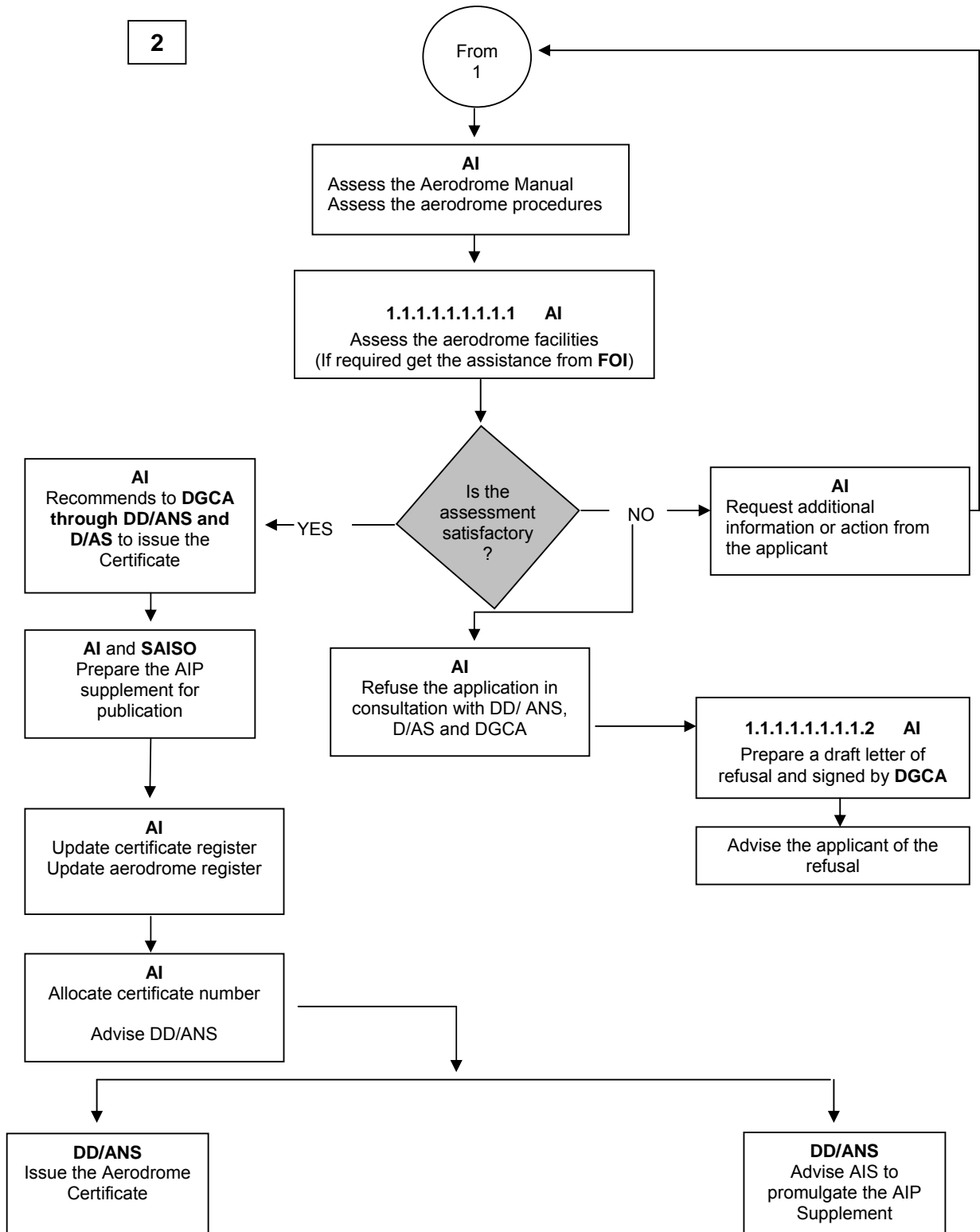
#### 5.1.1 Flowchart – Approval Procedure for Aerodrome Certification

1






2





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### 5.1.2 Certification of Aerodromes under the provisions of ASN 96

**ASN 96** This section applies to those aerodrome operators that must obtain a certificate under the provisions of ASN 96.

#### *Key functions*

**ASN 96,  
4.1**

The Aerodrome Inspector (AI) is responsible for identifying aerodromes that are required to be certified under the provisions of ASN 96.

The DD/A & NS shall be the initial contact point for an aerodrome operator seeking a certificate for an aerodrome. The workflow process shall be coordinated through DD/A & NS who will track the progress of the application. All applications must be made on the approved form, Application for an Aerodrome Certificate, Form No.CAA/AS/012.

#### *Procedure*


On receipt of the application, the DD/A & NS will notify the AI for action.

On receipt of the application, the AI shall:

1. Open a file and reference the application and aerodrome manual.
2. Input from Flying Operations should be sought for an operational assessment.
3. Applicant advised of applicable fee for certification.
4. Confirm that the applicant is the owner of the land or has the permission of the landowner to operate the site as an aerodrome (see application).
5. Make an assessment of the aerodrome operator's documentation:
  - ensuring that one copy of the aerodrome manual has been received, and
  - ensuring that the aerodrome manual is in the approved form as per ASN 96, 5.3.
6. Liaise with Flight Operations on operational issues and obtain agreement as necessary.
7. Complete items 2 to 13 (inclusive) of the "2.1.3 Aerodrome Certificate Issue Checklist" including refusing an application if applicable.

**SLCAP  
7100**

**ASN 96, 5.3**

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8. Tasks associated with items 7, 8 and 9 of the Aerodrome Certification Issue Checklist shall be completed using Aerodrome Certification Audit Checklist provided in Attachment 1.
9. Aerodrome operator shall be advised of any deficiencies identified as a result of the assessment of aerodrome manual, aerodrome operating procedures and audit of aerodrome operator in writing as per format provided in the [Attachment – D](#) of the Aerodrome Certification Audit Report.
10. The report received from the aerodrome operator on corrective action taken shall be to the satisfaction of the DGCA.
11. If the application is approved, complete the items 14 to 18 described in the Aerodrome Certificate Issue Checklist provided in Section 2.1.3 and inform AIS to raise a NOTAM advising all particulars to be included in AIP through DD/A & NS.

The AI is to forward (if necessary) a copy of the NOTAM to the aerodrome operator.

12. The AI places the aerodrome on the schedule for continuing surveillance activity.

[ASN 96, 4.3](#)

Certificates are granted in perpetuity in accordance with ASN 96, 4.3

[ASN 96, 4.5](#)

**Note:** On rare occasions, conditions may be placed on an aerodrome certificate under ASN 96, 4.3. If conditions are being considered, the aerodrome inspector should consult with the DD/A & NS. Such consultation is to occur before a decision is made to issue a conditional certificate, so that any requirement for additional activities not covered in this handbook e.g. a safety case analysis or a risk assessment, can be considered.

### 5.1.3 Aerodrome Certificate Issue Checklist

The Aerodrome Inspector must complete the Aerodrome Certificate Issue Checklist, as shown below, to ensure that each step of the aerodrome certification procedure is completed.

Tick each box to indicate the satisfactory completion of the task. Note the date against each box.

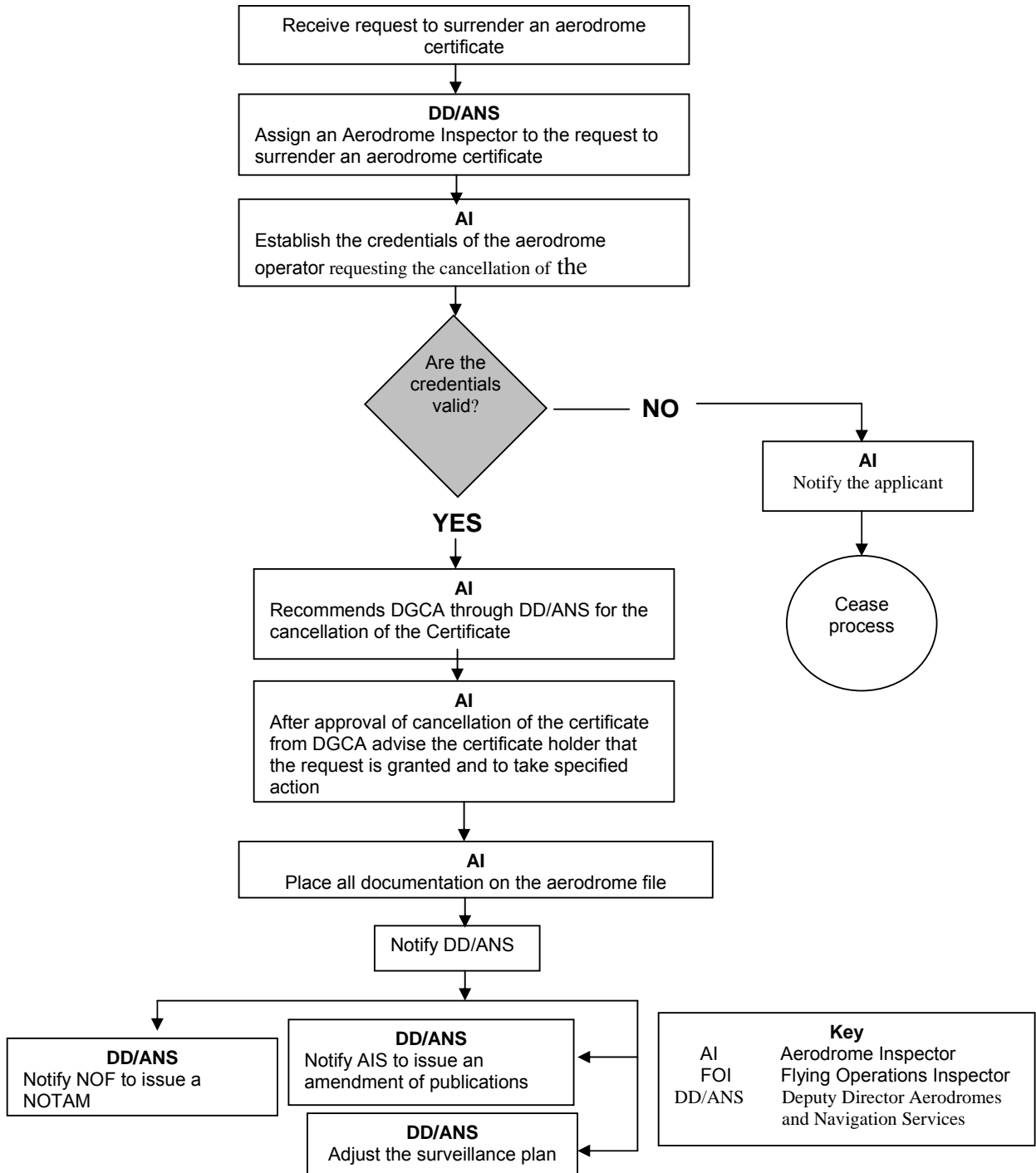
Sign and date this form and file it on the aerodrome file when the process is complete.


<b><u>Aerodrome Issue Check List</u></b>		√	<u>Date</u>
1.	Aerodrome file raised (Put file number: _____)	?	
2.	Application checked for completeness	?	
3.	Copy of Aerodrome Manual provided by the applicant	?	
4.	Operational safety considerations discussed with FOI (if required)	?	
5.	Applicant advised of any operational restrictions	?	
6.	Applicant advised of applicable fee for certification	?	
7.	Manual assessed	?	
8.	Applicant assessed as able to operate the aerodrome	?	
9.	Facilities assessed as acceptable by CAASL	?	
10.	Applicant advised of any deficiencies if any	?	
11.	Action taken report on significant deficiencies received and acceptable to CAASL	?	
12.	CAASL decision made to grant or refuse the Certificate	?	
13.	Applicant advised of refusal to grant certificate with reasons for refusal	?	
14.	Applicant advised of grant and conditions if any	?	
15.	Receipt of applicable fee	?	
16.	Certificate issued	?	
17.	Manual endorsed and returned to the aerodrome Operator	?	
18.	Internal CAASL notification completed	?	
19.	Notified AIS	?	
Signed: .....		Date: .... / .... / .....	
Name: .....		(Aerodrome Inspector)	

## CHAPTER 6, Surrender of an Aerodrome Certificate

### 6.1 Cancellation of an Aerodrome certification onn the Request of the Aerodrome Operator

#### 6.1.1 Surrender Process Flowchart



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### 6.1.2 Surrender of Aerodrome Certificate under the provisions of ASN 96

#### ASN 96, 4.7

This section provides for the cancellation of an aerodrome certificate at the request of an aerodrome operator.

#### Key functions

The Aerodrome Inspector (AI) is responsible for initiating the process for the cancellation of the aerodrome certificate on the request of the Aerodrome Operators.

The application for the cancellation of the aerodrome certificate submitted to DGCA shall be forwarded to the AI through DD/A & NS and D/AS for necessary action. The workflow process shall be coordinated through DD/A & NS who will track the progress of the application.

#### Procedure

On receipt of the application, the DD/A & NS will notify the AI for action.


On receipt of the application, the AI shall:

1. Establish the credentials of the aerodrome operator requesting the cancellation as the certificate holder.
2. On the notification of the intention to surrender the aerodrome certificate, check that the aerodrome operator has:
  - a. Clearly stated making a request for the cancellation of certificate.
  - b. Specified when cancellation should become effective.  
If no date is specified, the certificate cancellation date is the date 90 days from the date of notification.
3. If the aerodrome operator has not supplied the required information for a proper notification of intention to surrender the certificate, contact the operator and advise them to supply the necessary details in writing.
4. Determine whether the aerodrome is to continue to operate as an un-certificated aerodrome.

### 6.1.3 Aerodrome Certificate Surrender Checklist


1. The Aerodrome Inspector must complete the Aerodrome Certificate Surrender Checklist, as shown below, to ensure that each step of the aerodrome cancellation procedure is completed.

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2. Tick each box to indicate the satisfactory completion of the task. Note the date against each box.
3. Sign and date this form and file it in the aerodrome file when the process is complete.
4. Using the Aerodrome Certificate Surrender Checklist:
  - a. Check that the aerodrome operator has given at least 90 days notice.
  - b. Check that the operator has provided the following information:
    - Are there regular public transport (RPT) operations at the aerodrome?
    - Are there any changes to reporting officer details?
    - If the aerodrome is to be closed to all aircraft, have sufficient safety measures been taken? For example:
      - Will the windsock and boundary markers be removed?
      - Will un-serviceability markers be displayed for a period?
5. If the request is properly made, prepare a letter to the aerodrome operator:
  - a. Notifying the cancellation of the certificate
  - b. Directing aerodrome operator to return the original certificate document to the CAASL to enable cancellation of the certificate.
  - c. Advising aerodrome operator to carry out any actions necessary in the interests of aviation safety.
6. Prepare and forward the letter for DGCA signature through DD/ANS and D/AS and place a copy in the appropriate aerodrome file.
7. Send the letter of notification to the aerodrome operator before the nominated surrender date (if specified) — see the sample Letter of Cancellation by Surrender of an Aerodrome Certificate ([Letter - 03](#)).
8. When you have the original certificate:
  - a. Mark it as cancelled by completing the following actions using ink:
    - Draw a line through the certificate.
    - Write “Cancelled” and the date of the cancellation on the certificate.
    - Sign the certificate.
  - b. Place the original cancelled certificate in the appropriate aerodrome file or a copy of the cancelled certificate.

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8. Notify the Aeronautical Information Service (AIS) through DD/ANS to issue a NOTAM canceling the certified status of the aerodrome and amend the AIP.
9. Update the Aerodrome Certificate Register.
10. Amend aerodrome file and surveillance records.

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### **Aerodrome Certificate Surrender Checklist**

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

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

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

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

3. **Advise the following of the details of the cancellation**

- Aerodrome Operator in writing the date of cancellation.
- AIS for issuing NOTAM and any changes to the details of the reporting officer.
- AIS for amendment to publications.
- DD ANS an amendment of the aerodrome certificate register


2. **Surveillance Update**

- Aerodrome Profile Sheet update
- Surveillance Plan amendment

.....  
Aerodrome Inspector

..... / ..... / .....  
Date



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## CHAPTER 7, Compliance and Enforcement

### 7.1 Cancellation or Suspending Aerodrome Certification

ANS 96,  
4.8

Empowers the CAASL to suspend or cancel an aerodrome certificate if CAASL is satisfied that certain grounds exist.


#### Key functions

The Aerodrome Inspector (AI) is responsible for initiating the process for the cancellation of the aerodrome certificate if the certificate holder:

- Has breached a condition to which the Certificate was subjected; or
- Fails to satisfy the standards required for the aerodrome facilities, operations or maintenance;

#### Procedure

1. Using the Aerodrome Certificate Suspension or Cancellation Checksheet AI shall:
  - a. Check that the Aerodrome Operator has been given a period of 60 days to rectify all deficiencies identified during inspection before issuing warning letter to suspend the certificate.
  - b. Check that the Aerodrome Operator has been given a period of 60 days warning notice before suspension of the Certificate.
  - c. Check the following information:
    - Whether the Aerodrome Operator rectified all deficiencies identified by the AI within 60 days of the issue of the warning notice.
    - If the deficiencies are not rectified within 60 days of the issue of the warning letter then issue the letter of suspension of the certificate.
    - If the deficiencies are not rectified within the period of suspension of the certificate then action should be taken to cancel the certificate.
2. If CAASL makes a decision to suspend or cancel the certificate, prepare a letter of notification to the aerodrome operator:
  - a. Notifying the suspension or cancellation of the certificate
  - b. In case of cancellation of the certificate, instruct the aerodrome operator to return the original certificate document to the CAASL.

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- c. Advising aerodrome operator to carry out any actions necessary in the interests of aviation safety.
3. Prepare and forward the letter for DGCA signature through DD/ANS and D/ AS. Place a copy of the letter in the appropriate aerodrome file.
4. Send the letter of notification to the aerodrome operator before the date of cancellation of the Certificate — see the sample Letter of Cancellation by CAASL ([Letter - 06](#)).
5. When you have the original certificate:
  - a. Mark it as cancelled by completing the following actions using ink:
    - Draw a line through the Certificate.
    - Write “Cancelled” and the date of the cancellation on the Certificate.
    - Sign the Certificate.
  - b. Place the original certificate in the appropriate aerodrome file.
6. Notify the Aeronautical Information Service (AIS) through DD/ANS to issue a NOTAM canceling the certified status of the aerodrome and amend the AIP.
7. Update the Aerodrome Certificate Register.
8. Amend aerodrome file and surveillance records.

### Aerodrome Certificate Suspension or Cancellation Checklist

1. **Before issuing a Letter of Warning Notice to the Aerodrome Operator**
  - Ensure that the Aerodrome Operator is given 60 days period to rectify all deficiencies identified during inspection of the aerodrome by AI.
  - Confirm that the Aerodrome Operator has not rectified the deficiencies within 60 days.
  - Issue a Letter of Warning Notice.
  - Place a copy of the letter in the appropriate aerodrome file.
  
2. **Before issuing a Letter of Suspension of the Certificate to the Aerodrome Operator**
  - Ensure that the Aerodrome Operator has been issued a Letter of 60 days Warning Notice
  - Confirm that the Aerodrome Operator has not rectified the deficiencies within 60 days of the issue of the Letter of Warning Notice.
  - Issue a Letter of Suspension of the Certificate.
  - Place a copy of the letter in the appropriate aerodrome file.
  
3. **Before issuing a Letter of Cancellation of the Certificate to the Aerodrome Operator**
  - Ensure that the Aerodrome Operator has been issued a Letter of Suspension of the Certificate for a period of 60 days
  - Confirm that the Aerodrome Operator has not rectified the deficiencies within the period of the suspension of the Certificate (60 days) to the satisfaction of the DGCA
  - Action shall be taken to cancel the Certificate
  
4. **If CAASL makes a decision to cancel the Certificate**
  - Prepare and forward the Letter of Cancellation of the Certificate for DGCA signature through DD/ANS and D/ AS.
  - Ensure that the Aerodrome Operator has been issued a Letter of Cancellation of the Certificate.
  - Place a copy of the letter in the appropriate aerodrome file.
  - Confirm that the aerodrome operator has been instructed to return the original certificate document to the CAASL to enable cancellation of the Certificate
  - Confirm that the aerodrome operator has been advised to carry out any actions necessary in the interests of aviation safety.
  - Advise AIS through DD/ A & NS for issuing NOTAM of the cancellation of the Certificate and any changes to the details of the reporting officer.
  - Advise AIS through DD/ A & NS for amendment to publications.
  - Advise DD/ A & NS an amendment of the aerodrome certificate register.
  
5. **When the Aerodrome Certificate has been cancelled and the Certificate returned to CAASL**
  - Endorse the original certificate document or a copy attached in the aerodrome file as **Cancelled.**
  - Sign the endorsed original certificate document or a copy.
  - Place endorsed original certificate document or copy on the appropriate aerodrome file.
  
6. **Surveillance Update**
  - Aerodrome Profile Sheet updated
  - Surveillance Plan amended

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

Aerodrome Inspector Date

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## CHAPTER 8, Renewal of Aerodrome Certificate

### Key functions

ASN 96,  
4.10


The DD/A&NS shall be the initial contact point for an aerodrome operator seeking to renew an aerodrome certificate. The workflow process shall be coordinated through DD/A&NS who will track the progress of the application. All applications must be made on the approved form, Application for an Aerodrome Certificate, Form No.CAA/AS/012.

### Procedure

On receipt of the application, the DD/A & NS will notify the AI for action. AI will follow the procedure laid out in chapter 4 of this manual to renew the aerodrome certificate.

Any procedure laid down in chapter 4 which requires to be omitted in the renewal process should be notified to the DD/A&NS for his approval using a CAASL memo form.


The certificate number issued to the previous certificate should be continued in the new certificate upon renewal.

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## Chapter 9 Sample Documents

### 9.1 Purpose

This chapter contains the samples of aerodrome operator's application form, letters and the aerodrome certificate developed and approved by DGCA.

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## 9.2 Aerodrome Operator's Application Form for Aerodrome Certification

Form 012

### Application for an Aerodrome Certificate

#### 1. Particulars of the Applicant

Full Name: .....

Address: .....

Designation: .....

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

#### 2. Particulars of Aerodrome Site

Aerodrome Name: .....

Description of the Property: .....

Geographical Coordinates of the ARP: .....

Bearing and Distance 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 Public Air Transport Operations?

Yes  No


#### 6. Details to be shown on the Aerodrome Certificate

Aerodrome Name: .....

Aerodrome Operator: .....

On behalf of the Aerodrome Operator shown above, I hereby apply for a certificate to operate the aerodrome.

Signed: .....

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My authority to act on behalf of the Aerodrome Operator is:


.....  
.....  
.....  
.....

Name of person making the declaration: .....

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

**Information:**

1. A copy of the Aerodrome Manual, prepared in accordance with the regulations and commensurate with the aircraft activities expected at the aerodrome, are required as part of the application.
2. The application should be submitted to the Director General of Civil Aviation.
3. Documentary evidence in support of all matters in this application may be requested.


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### 9.3 Sample Letters

#### 9.3.1 Grant of Aerodrome Certificate – Letter 01


<p><i>{File reference}</i></p> <p><i>{Applicant's name}</i> <i>{Aerodrome name}</i> <i>{Aerodrome address}</i></p> <p>Dear <i>{Sir/Madame}</i>,</p> <p><b><u>Issue of certificate to operate <i>{name of}</i> aerodrome</u></b></p> <p>This has reference to your letter dated <i>{dd/mm/yy}</i> and your application for a certificate to operate <i>{name of}</i> aerodrome. Your application has been approved and Aerodrome Certificate is ready for collection.</p> <p>Your aerodrome will <i>{now/continue to}</i> be subject to regular routine surveillance by this Authority under the requirements expressed in the aerodrome surveillance program</p> <p>If you have any queries regarding this certificate or any other aerodrome-related matters please contact this Authority.</p> <p>Yours faithfully,</p> <p><i>{Signature}</i></p> <p><i>{Name}</i> Deputy Director/ Aerodromes and Navigation Services For Director General of Civil Aviation</p>	Date:
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### 9.3.2 Refusal to Grant Aerodrome Certificate – Letter 02

<p><i>{File reference}</i></p> <p><i>{Applicant's name}</i>  <i>{Aerodrome name}</i>  <i>{Aerodrome address}</i></p> <p>Dear <i>{Sir/Madame}</i>,</p> <p><b><u>Refusal of Application for Aerodrome Certificate</u></b></p> <p>This has reference to your letter dated <i>{dd/mm/yy}</i> and your application for a certificate to operate <i>{name of}</i> aerodrome. Your application has been assessed in accordance with the requirements specified in the ASN 96 and has been refused for the following reason(s):</p> <p><i>{Delete which is not applicable}</i></p> <ol style="list-style-type: none"> <li>a. Following an inspection of the aerodrome's facilities and equipment, we have determined that they do not meet the standards specified for a certified aerodrome.</li> <li>b. Following an assessment of the aerodrome's operating procedures we have determined that they do not make satisfactory provision for the safety of aircraft.</li> <li>c. Following an assessment of the Aerodrome Manual we have determined that it does not contain the particulars set out in requirement 4.3, ASN 96.</li> <li>d. Following assessment of the above facts and other factors listed below, we are not satisfied that you will be able to properly operate and maintain the aerodrome as required by requirement 4.3, ASN 96.</li> </ol> <p><i>{Give details of each determination.}</i></p> <p>You were advised of the above deficiencies on <i>{dd/mm/yy}</i> and your responses have led us to the conclusion that you are unable to comply with all of the requirements for issue of an aerodrome certificate at this time. Therefore, your application has been refused.</p> <p>If you have any queries relating to this matter please contact the undersigned.</p> <p>Yours faithfully,</p> <p>   </p> <p><i>{Signature}</i>  <i>{Name}</i>  Deputy Director/ Aerodromes and Navigation Services  For Director General of Civil Aviation</p>	<p>Date:</p>
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### 9.3.3 Cancellation of Aerodrome Certificate by Surrender – Letter 03

<i>{file reference}</i>	<i>Date:</i>
<i>{Certificate holder's name}</i>	
<i>{Address}</i>	
Dear <i>{Sir/ Madame}</i>	
<b><u>Surrender of the certificate to operate <i>{name of}</i> aerodrome</u></b>	
This has reference to your letter dated <i>{dd/mm/yy}</i> requesting cancellation of your aerodrome certificate for <i>{name of}</i> aerodrome. Your Aerodrome Certificate bearing the number <i>{XXnnn}</i> <i>{has been/will be}</i> cancelled on <i>{dd/mm/yy}</i> , and we have arranged for a permanent NOTAM to be issued advising of the certificate cancellation from that date.	
<i>{Insert whichever of the following two paragraphs is relevant.}</i>	
As there <i>{are/are no}</i> regular public transport operations at your aerodrome after the date of cancellation, it <i>{will/will not}</i> be subject to continued regular surveillance from this Authority.	
As the aerodrome <i>{is to be/has been}</i> closed to all aircraft operations, you are advised that there are certain steps that you should take:	
<ul style="list-style-type: none"> <li>Remove the windsock and boundary markers.</li> <li>Advise any known local operators</li> <li>Display appropriate unserviceability markers.</li> </ul>	
If you have any queries regarding this certificate cancellation or the legislative requirements for the continuing use of your aerodrome, please contact this office.	
Yours faithfully,	
<i>{Signature}</i>	
<i>{Name}</i>	
Deputy Director/ Aerodromes and Navigation Services	
For Director General of Civil Aviation	

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### 9.3.4 Warning Notification for Suspension of Aerodrome Certificate – Letter 04

<i>{file reference}</i>	<i>Date:</i>
<i>{Certificate holder's name}</i>	
<i>{Address}</i>	
Dear <i>{Sir/ Madame}</i>	
<b><u>Warning Notice for the Suspension of the Aerodrome Certificate - <i>{name of}</i> aerodrome</u></b>	
This has reference to our letter <i>{Number}</i> dated <i>{dd/mm/yy}</i> .	
As you have failed to rectify the findings mentioned in the above letter within the period stated there, this Authority will suspend your Aerodrome Certificate with effect from <i>{dd/mm/yy}</i> if you fail to rectify those findings within another 60 days.	
If you have any queries regarding above, please contact this Authority.	
Yours faithfully,	
<i>{Signature}</i>	
<i>{Name}</i>	
Deputy Director/ Aerodromes and Navigation Services	
For Director General of Civil Aviation	

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### 9.3.5 Suspension of the Aerodrome Certificate – Letter 05

<p><i>{file reference}</i></p> <p><i>{Certificate holder's name}</i> <i>{Address}</i></p> <p>Dear <i>{Sir/ Madame}</i></p> <p><b><u>Suspension of the Aerodrome Certificate - <i>{name of}</i> aerodrome</u></b></p> <p>This has reference to our letter <i>{Number}</i> dated <i>{dd/mm/yy}</i>.</p> <p>As you have failed to rectify the findings mentioned in the above letter within the period stated there this Authority has decided to suspend your Aerodrome Certificate with effect from <i>{dd/mm/yy}</i> for the period of 60 days.</p> <p>If you fail to rectify the findings within this period, your certificate will be cancelled by this Authority.</p> <p>If you have any queries regarding above, please contact this Authority.</p> <p>Yours faithfully,</p> <p> </p> <p><i>{Signature}</i> <i>{Name}</i> Deputy Director/ Aerodromes and Navigation Services For Director General of Civil Aviation</p>	<p><i>Date:</i></p>
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### 9.3.6 Cancellation of the Aerodrome Certificate – Letter 06

<i>{file reference}</i>	<i>Date:</i>
<i>{Certificate holder's name}</i> <i>{Address}</i>	
Dear <i>{Sir/ Madame}</i>	
<b><u>Cancellation of the Aerodrome Certificate - <i>{name of}</i> aerodrome</u></b>	
This has reference to our letter <i>{Number}</i> dated <i>{dd/mm/yy}</i> .	
As you have failed to rectify the findings mentioned in the letter <i>{Number}</i> dated <i>{dd/mm/yy}</i> within the period stated in the letters reference <i>{Numbers and dates}</i> , this Authority has decided to cancel your Aerodrome Certificate with effect from <i>{dd/mm/yy}</i> , and we have arranged for a permanent NOTAM to be issued advising of the certificate cancellation from that date.	
<i>{Insert whichever of the following two paragraphs is relevant.}</i>	
As there <i>{are/are no}</i> regular public transport operations at your aerodrome after the date of cancellation, it <i>{will/will not}</i> be subject to continued regular surveillance from this Authority.	
As the aerodrome <i>{is to be/has been}</i> closed to all aircraft operations, you are advised that there are certain steps that you should take:	
<ul style="list-style-type: none"> <li>Remove the windsock and boundary markers.</li> <li>Advise any known local operators</li> <li>Display appropriate unserviceability markers.</li> </ul>	
If you have any queries regarding this certificate cancellation or the legislative requirements for the continuing use of your aerodrome, please contact this office.	
Yours faithfully,	
<i>{Signature}</i> <i>{Name}</i> Deputy Director/ Aerodromes and Navigation Services For Director General of Civil Aviation	

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### 9.3.7 Sample Aerodrome Certificate – Form 013



## Attachment A – Aerodrome Inspection Checklist/Report

Aerodrome:	Date:	Time (24hr):	Weather Condition	Traffic: High/Medium/Low	Inspector(s) )
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Use following abbreviations to indicate your observations. If the space provided for comments is not adequate use the space given in the page 3 with the reference number of the Area of Inspection.

S = Satisfactory; U = Unsatisfactory; N = Not Checked; I = Improvement Required

### 1. Runway

Ref: Number	Area of Inspection	Observation	Comments
1.1	Surface condition		
1.2	Markings		
1.3	Signs		
1.4	Lighting		
1.5	Rubber deposits		
1.6	Condition of Shoulders (Surface)		
1.7	Condition of Strip (Surface, Grass height)		
1.8	Cleanliness (Presence of FOD – gravel, debris, sand)		
1.9	Runway Safety Areas		


### 2. Taxiways

Ref: Number	Area of Inspection	Observation	Comments
2.1	Surface condition		
2.2	Markings		
2.3	Lighting		
2.4	Signs		
2.5	Cleanliness (Presence of FOD – gravel, debris, sand)		
2.6	Taxiway strip condition (Surface, Grass height)		

### 3. Aprons

Ref: Number	Area of Inspection	Observation	Comments
3.1	Apron A	3.1.1 Surface condition	
		3.1.2 Cleanliness (Presence of FOD – gravel, debris, sand)	
		3.1.3 Markings	
		3.1.4 Signs	
		3.1.5 Lighting	
		3.1.6 Parking of equipments	
3.2	Apron B	3.2.1 Surface condition	
		3.2.2 Cleanliness (Presence of FOD – gravel, debris, sand)	
		3.2.3 Markings	
		3.2.4 Signs	
		3.2.5 Lighting	
		3.2.6 Parking of equipments	
3.3	Apron C	3.3.1 Surface condition	
		3.3.2 Cleanliness (Presence of FOD – gravel, debris, sand)	
		3.3.3 Markings	
		3.3.4 Signs	
		3.3.5 Lighting	
		3.3.6 Parking of equipments	
3.4	Apron D	3.4.1 Surface condition	
		3.4.2 Cleanliness (Presence of FOD – gravel, debris, sand)	
		3.4.3 Markings	
		3.4.4 Signs	
		3.4.5 Lighting	
		3.4.6 Parking of equipments	



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#### 4. Operation of vehicles in the airside

Ref: Number	Area of Inspection	Observation	Comments
4.1	Adhering to Airside Speed Limits		
4.2	Maneuvering of vehicles in the close proximity to aircraft		
4.3	Condition of vehicles and equipments		
4.4	Adhering to rules applicable to airside vehicle operations		

#### 5. Navigational Aids


Ref: Number	Area of Inspection	Observation	Comments
5.1	Rotating Beacon		
5.2	PAPI (22)		
5.3	PAPI (04)		
5.4	Wind indicators		

#### 6. Rescue & Fire Fighting

Ref: Number	Area of Inspection	Observation	Comments
6.1	Equipment/Crew availability		
6.2	Communication/alarms		

#### 7. Wild Life Hazard Control

Ref: Number	Area of Inspection	Observation	Comments
7.1	Presence of Wild Life		
7.2	Equipment availability for wild life control		

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## 8. Obstacle Control

Ref: Number	Area of Inspection	Observation	Comments
7.1	Presence of Obstacles		

Comments:

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Inspectors (Name & Signature) : 1) .....

2) .....

Date: .....



## ATTACHMENT B - Aerodrome Certification Audit Program Activities [Sample only]


Date	Activity	Time	Task
Day 1	Opening meeting	09:30 – 10:00	General briefing and audit entry meeting with Airport Manager
	Aerodrome Manual, Part 1, General Information	10:30 – 12:30	Documentation review
	Aerodrome Manual, Part 2, Particulars of the Aerodrome Site	13:30 – 16:00	Documentation review
Day 2	Aerodrome Manual, Part 3, Particulars of the aerodrome required to be reported to the AIS • Site visit to verify aerodrome data	09:00 – 12:30	Documentation review
		13:30 – 16:00	Airside visit
Day 3	Aerodrome Manual Part 4, Aerodrome Operating Procedures:		
	4.1 Aerodrome reporting	09:00 – 10:00	Documentation review
	4.2 Access to the aerodrome movement area	10:00 – 11:00	Documentation review
	4.3 Aerodrome Emergency Plan	11:00 – 12:30	Documentation review
	4.4 Rescue and Fire Fighting Services	13:30 – 16:00	Documentation review and visit of RFFS
Day 4	Aerodrome Manual Part 4, Aerodrome Operating Procedures:		
	4.4 Inspection of the aerodrome movement area and obstacle limitation surfaces	09:00 – 10:00	Documentation review and Aerodrome serviceability inspections
	4.5 Visual aids and aerodrome electrical system • Visit to power house	10:00 – 11:30	Documentation review and visit to electrical department
	4.6 Maintenance of the movement area	11:30 – 12:30	
		13:30 – 14:00	Documentation review and visit to civil maintenance department: • Aerodrome
	14:00 – 15:00		



			<p>maintenance programs</p> <ul style="list-style-type: none"> <li>• Friction testing</li> </ul>
	4.7 Aerodrome works safety	15:00 – 16:00	Documentation review and visit to civil maintenance department
	Night Inspection	18:30 – 22:00	Approach and airfield lighting system
Day 5	Aerodrome Manual Part 4, Aerodrome Operating Procedures:		
	4.9 Apron management	09:00 – 10:00	Documentation review
	4.10 Apron safety management	10:00 – 11:00	Documentation review
	4.11 Airside vehicle control	11:00 – 12:30	Documentation review
	4.12 Wildlife hazard management	13:30 – 14:30	Documentation review and visit to office
	4.13 Obstacle control	14:30 – 16:00	Documentation review
Day 6	Aerodrome Manual Part 4, Aerodrome Operating Procedures:		
	4.14 Removal of Disabled Aircraft	09:00 – 10:00	Documentation review
	4.15 Handling of hazardous materials:	10:00 – 11:00	Documentation review and
	<ul style="list-style-type: none"> <li>• Site visit to fuel farm</li> </ul>	11:00 – 12:30	Site visit to fuel farm
	4.16 Low visibility operations	13:30 – 14:30	Documentation review
	4.17 Protection of sites for Radar and navigational aids	14:30 – 16:00	Documentation review and site visit
Day 7	Aerodrome facilities and equipment:		
	Aerodrome facilities	09:30 – 12:30	Documentation review
	<ul style="list-style-type: none"> <li>• Runway and runway strip</li> <li>• Runway lighting</li> <li>• Taxiway and taxiway strips</li> <li>• Other movement area marking, lighting, signs</li> <li>• Aprons</li> </ul>		
	Site visit to the movement area	13:30 – 16:00	



Day 8	Aerodrome Manual, Part 5, Aerodrome Administration and Safety Management System:		
	Aerodrome Administration	09:00 – 13:00	Documentation review
	Coordination with AIS	10:00 – 11:30	Documentation review
	Aerodrome manual amendment procedure	11:30 – 12:30	Documentation review
	Audit exit meeting	14:00 - 15:30	Briefing on audit findings and observation to Airport Manager and senior officials

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## ATTACHMENT C - AUDIT CHECKLISTS FOR AERODROME CERTIFICATION

**It is important to consider [at least] the following when verifying a process:**

- The adequacy of the available Infrastructure and how it supports the process.
- How does the Auditee monitor the performance of the process and make improvements?
- Has the organisation assigned a responsible and competent person to ensure the process remains adequate and current?
- Is there a competent person who has the appropriate authority to change the process?
- Are the people involved adequately trained?

*When identifying a non-compliance with the regulations, look beyond the immediate occurrence and ask:*


*Why?*

*Who?*

*What led to this? What's the history?*

*What are the broader factors involved, and how do they inter-relate in the chain of events leading to the conditions which allowed the non-compliance to exist?*


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## 12.1 CHECKLIST FOR AERODROME CERTIFICATION AUDIT

1. Aerodrome manual general requirements
2. Information about the aerodrome site
3. Information to be notified to AIS
4. Aerodrome operating procedures
  - 4.1 Aerodrome reporting
  - 4.2 Access to movement area
  - 4.3 Aerodrome Emergency Plan
  - 4.4 Aerodrome Rescue and Fire Fighting Service
  - 4.5 Inspections of movement area and obstacle limitation areas
  - 4.6 Visual aids and electrical systems
  - 4.7 Maintenance of movement area
  - 4.8 Aerodrome work safety
  - 4.9 Apron operation management
  - 4.10 Apron safety management
  - 4.11 Airside vehicle control
  - 4.12 Wildlife hazard management
  - 4.13 Obstacle control
  - 4.14 Disabled Aircraft Removal Strategy Plan
  - 4.15 Handling of hazardous materials
  - 4.16 Low visibility operations
  - 4.17 Protection of Radar and Navigational Aid Sites
  - 4.18 Aerodrome facilities
5. Aerodrome administration

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**Note:** The details listed represent the minimum content of an aerodrome manual. Each aerodrome operator must tailor the content of their manual to reflect the complexity and operating environment of the aerodrome.


### 12.1.1 Audit Checklist - Aerodrome Manual Part 1. General Information

Activity and objective	Regulatory/standards reference	Status[Y/N]	Comments
Does the aerodrome operator have a complete and current copy kept at the aerodrome? Is it in a printed form? Has the operator provided DGCA with a complete and current copy? Is the operator's copy available to authorized persons during normal business hours?	ASN 096 - 5.2.2 ASN 096 - 5.2.3 ASN 096 - 5.2.1 ASN 096 - 5.2.2		
Does the manual consist of more than 1 document? If yes, is there adequate cross-reference between documents? Are other copies kept in electronic form?	ASN 096 - 5.2.4		
Has DGCA accepted the manual?	ASN 096 - 5.6.1		
Are omitted sections covered by reason for non-applicability?	ASN 096 - 5.3.3		
Are details of exemptions included?	ASN 096 - 5.3.2		
Are details of conditions included?	ASN 096 - 5.3.2		
Does the manual include a procedure to ensure that it will be amended whenever necessary to maintain its accuracy? Does the manual include a procedure to ensure that it will comply with any directions that DGCA may give to amend the manual?	ASN 096 - 5.4.2 ASN 096 - 5.4.2		
Does the manual include a procedure to ensure that the operator will advise DGCA of any amendments?	ASN 096 - 5.5.1		
Has a person been appointed to be controller of the manual?	ASN 096 - 6.2		




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Activity and objective	Regulatory/standards reference	Status[Y/N]	Comments
Does the manual have details of the persons who hold copies of it? And procedures for ensuring that updates of the manual are distributed to all holders?	ASN 096 - 6.2 ASN 096 - 6.2		
Can a reader tell when changes have been made to the manual?	ASN 096 - 5.1.2		
Can a reader tell if the manual is up to date?	ASN 096 - 5.1.2		
And procedures for ensuring that any deviations from the manual that are made to ensure the safety of aircraft are reported to DGCA.	ASN 096 – 6.7.2		

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### 12.1.2 Audit Checklist - Aerodrome Manual Part 2. Information about the Aerodrome Site

Activity and objective	Regulatory /standards reference	Status[Y/N]	Comments
Does the aerodrome manual contain relevant data in Section 2 for the aerodrome site?	ASN 096 - Part 2		
Does Section 2 of the manual contain: a plan of the aerodrome showing main facilities including location of each wind direction indicator? a plan showing aerodrome boundaries? a plan showing distance of the aerodrome from the nearest city, town or populous area and position of the aerodrome? the location of any aerodrome facilities and equipment outside the aerodrome boundary?	ASN 096 - Part 2		
Does Section 2 of the manual contain either  details of the land certificate(s) for the aerodrome site or details of the control over (eg, lease agreements) the property on which the aerodrome is located?	ASN 096 - part 2		

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### 12.1.3 Audit Checklist - Aerodrome Manual Part 3. Information to be notified to AIS

*Does the manual contain the following information?*


Can the aerodrome operator verify it?

*Does information in the manual correlate with published AIP data?*

Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
<b>Subsection 3.1 General information:</b>			
The name of the aerodrome;	ASN 096 - Part 3, 3.1		
The town or city where the aerodrome is located;	ASN 096 - Part 3, 3.1		
The geographic coordinates of the aerodrome reference point (WGS 84);	ASN 096 - Part 3, 3.1		
The elevation of the aerodrome, and geoid undulation;	ASN 096 - Part 3, 3.1		
The elevation of: each threshold and the geoid undulation; the elevation of the runway end and any significant high or low points along the runway; the highest elevation of the touchdown zone for a precision approach runway:	ASN 096 - Part 3, 3.1		
The aerodrome reference temperature;	ASN 096 - Part 3, 3.1		
Details of the aerodrome beacon;	ASN 096 - Part 3, 3.1		
The name of the aerodrome operator and the address and telephone numbers at which the aerodrome operator may be contacted at all times;	ASN 096 - Part 3, 3.1		
Local information: The hours of operation, if applicable; The available ground services; Any special procedures; Any local precautions.	ASN 096 - Part 1(C)		
Geographical co-ordinates and top elevation for each significant obstacle in the approach and take-off climb areas, in the circling area			

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Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
and in the vicinity of the aerodrome;	ASN 096 - Part 3, 3.2		
Contact information for the aerodrome co-ordinator of the disabled aircraft recovery plan, and statement of capability to remove the largest disabled aircraft using on-airport equipment.	ASN 096 - Part 3, 3.2		
<b>Subsection 3.2 Aerodrome dimensions and related information:</b>			
The true bearing of each runway and the runway designation number;	ASN 096 - Part 3, 3.2		
Magnetic variation in degrees, date of information and annual change;			
The length, width and slopes of each runway;	ASN 096 - Part 3, 3.2		
Location of displaced threshold if any;	ASN 096 - Part 3, 3.2		
Geographical co-ordinates of each threshold;	ASN 096 - Part 3, 3.2		
Runway surface type	ASN 096 - Part 3, 3.2		
Type of runway (instrument, non-instrument)	ASN 096 - Part 3, 3.2		
Obstacle free zone available (applicable instrument runways)	ASN 096 - Part 3, 3.2		
Dimensions and surface type for RESA and stopways;	ASN 096 - Part 3, 3.2		
The length, width and surface type of the graded and overall runway strip;	ASN 096 - Part 3, 3.2		
Dimensions, ground profile and surface type of clearways when provided;	ASN 096 - Part 3, 3.2		
The pavement surface type and its strength rating in PCN system;	ASN 096 - Part 3, 3.2		
The runway declared distances for each runway;	ASN 096 - Part 3, 3.2		
The intersection take-off distances for each runway if available;	ASN 096 - Part 3, 3.2		
Length, width, surface type and numbering system of taxiways	ASN 096 - Part 3, 3.2		
Taxiway pavement strength in PCN system	ASN 096 - Part 3, 3.2		
Location and designation of any standard taxi routes;	ASN 096 - Part 3, 3.2		
Geographical co-ordinates of any appropriate taxiway centre line points	ASN 096 - Part 3, 3.2		
Apron surface type, pavement strength and aircraft stand numbers;	ASN 096 - Part 3, 3.2		

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Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
Geographical co-ordinates for aircraft stands;	ASN 096 - Part 3, 3.2		
The Aerodrome Obstacle Chart Type A details as applicable	ASN 096 - Part 3, 3.2		
Aerodrome RFFS Category;	ASN 096 - Part 3, 3.2		
Location and frequency for any VOR checkpoints;	ASN 096 - Part 3, 3.2		
Locations and elevations for any established pre-flight altimeter check positions;	ASN 096 - Part 3, 3.2		
<b>Subsection 3.2 Information about visual aid systems:</b>			
The type of runway lighting, if any, for each runway	ASN 096 - Part 3, 3.2		
The type of approach lighting;	ASN 096 - Part 3, 3.2		
The visual approach slope indicator system for each runway, if any;	ASN 096 - Part 3, 3.2		
Is portable lighting available and listed?	ASN 096 - Part 3, 3.2		
The type of lighting for taxiways;	ASN 096 - Part 3, 3.2		
The type of lighting for aprons;	ASN 096 - Part 3, 3.2		
Other visual control and guidance aids for runways, taxiways and aprons (RWY holding position, intermediate holding position and stop bars);	ASN 096 - Part 3, 3.2		
Details of the system of marking runway, taxiway and apron elements;	ASN 096 - Part 3, 3.2		
Availability of standby power, switching arrangements and changeover times;	ASN 096 - Part 3, 3.2		
A description of the visual docking guidance systems at any aprons used by aircraft conducting international operations, and the aircraft parking positions where the systems are installed;	ASN 096 - Part 3, 3.2		

**Note:** See ICAO Annex 15 for specifications about data elements and required degrees of accuracy


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## 12.1.4 Audit Checklist - Aerodrome Manual, Part 4 Aerodrome Operating Procedures

### 12.1.4.1 Section 4.1 Aerodrome Reporting Procedure

Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
<b>Aerodrome Manual</b>			
Does the manual contain details of the arrangements for reporting any changes that may affect aircraft operations to AIS and local air traffic services?	ASN 096 – 6.3, 6.11.4		
And for recording the reporting of changes during and outside the normal hours of aerodrome operation?	ASN 096 - Part 4, 4.1		
Does it include the contact details for the persons and organizations to which changes are to be reported?	ASN 096 - Part 4, 4.1		
And the name of the reporting officer responsible for reporting the changes and the telephone numbers for contacting him or her during and after working hours?	ASN 096 - Part 4, 4.1		
And the process for ensuring that the reporting officer is trained in accordance with the aerodrome standards in Sri Lanka?	ASN 096 – 6.3		
And the arrangements for reporting changes of aerodrome information published in AIP to AIS and CAA?	ASN 096 – 6.11.2		
And for ensuring that the notification to AIS is in writing?	ASN 096 – 6.11.3		
And the procedures for issuing NOTAMs?	ASN 096 - Part 4, 4.1		
Including NOTAMs for temporary or permanent changes in the physical condition of the aerodrome that may affect the safety of aircraft?	ASN 096 – 6.11.4		
And any other occurrence relating to the operation or maintenance of the aerodrome that may affect the	ASN 096 – 6.11.4		

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safety of aircraft?			
And the arrangements for keeping records of reports made?	ASN 096 – Part 4, 4.1		
<b>Record Keeping</b>			
List of documents checked (e.g. NOTAM, AIP Amendment records etc.).	ASN 096 – Part 4, 4.1		
Is the operator maintaining records in accordance with the aerodrome manual?	ASN 096 – Part 4, 4.1		
Are records of staff training available?	ASN 096 – 6.3		
<b>Facilities</b>			
Are adequate and suitable staff and resources available?	ASN 096 – 6.6		
Has the reporting officer been trained in accordance with the ASN 99?	ASN 096 – 6.3		
<b>Procedures</b>			
Are reports made to AIS in accordance with the manual or changes in the physical condition of the aerodrome? And for changes to published information? And for obstacles?	ASN 096 – 6.3		
Are reports made by the persons identified in the manual?	ASN 096 – 6.3		
Are their contact details in accordance with the manual?	ASN 096 – Part 4, 4.1		
Are staff members aware of safety requirements related to reporting?			
Are conditions or exemptions complied with?	ASN 096 – 7.0		
<b>Product Check</b>			
Does the field condition confirm any existing or recent NOTAMs?	ASN 096 – Part 4, 4.1		
<b>Feedback</b>			
Are reporting related incidents noted, reported and			



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followed up?

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### 12.1.4.2 Section 4.2, Access to Aerodrome Movement Area

Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
<b>Aerodrome Manual</b>			
Does the manual contain particulars of information about preventing the unauthorized entry of persons, vehicles, equipment, plant or animals, or other things that may endanger aircraft safety, into the movement area?	ASN 096 – Part 4, 4.2		
Does it include details of the arrangements for controlling airside access?	ASN 096 – Part 4, 4.2		
And the names and roles of the persons who are responsible for controlling access to the movement area and the telephone numbers for contacting them during and after working hours?	ASN 096 – Part 4, 4.2		
<b>Record Keeping</b>			
List of documents checked (e.g. Reporting Officer's Logbook etc.).			
Is the operator maintaining records in accordance with the aerodrome manual?			
<b>Facilities</b>			
Are adequate and suitable staff and resources available?	ASN 096 – 6.6		
Are physical control measures in place in accordance with the aerodrome manual?			
<b>Procedures</b>			
Are the arrangements for controlling airside access in accordance with the manual?	ASN 096 – Part 4, 4.2		
Are the appropriate persons carrying out this function in accordance with the manual?	ASN 096 – Part 4, 4.2		
Is the staff aware of safety requirements related to unauthorised entry?	ASN 096 – Part 4, 4.2		

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Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
Are any conditions or exemptions complied with?	ASN 096 – 7.0		
<b>Product Check</b>			
Was airside control observed to be effective and in accordance with the manual?	ASN 096 – Part 4, 4.2		
<b>Feedback</b>			
Are unauthorised entry incidents noted, reported and followed up?			


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### 12.1.4.3 Section 4.3 Aerodrome Emergency Plan

Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
<b>Aerodrome Manual</b>			
Does the manual contain details of the members of the aerodrome emergency committee and contact details for each member?	ASN 096 – Part 4, 4.3		
Does the committee include a representative from all emergency services that would be likely to be asked to assist in an emergency?	ASN 096 – Part 4, 4.3		
Does it contain a description of the role of each emergency service organization involved in the plan?	ASN 096 – Part 4, 4.3		
And details of the activation, control and coordination of the emergency service organisations during an emergency?	ASN 096 – Part 4, 4.3		
And the aerodrome's emergency facilities and arrangements to keep them in readiness?	ASN 096 – Part 4, 4.3		
And the operational response to an emergency including any arrangements for aerodrome access and assembly areas?	ASN 096 – Part 4, 4.3		
And the response to a local stand-by call out?	Emergency Plan		
And the response to a full emergency call out?	Emergency Plan		
And the arrangements to return the aerodrome to operational status after an emergency?	ASN 096 – Part 4, 4.3		
What are the arrangements for a periodic review (at least once per year) in consultation with the organization referred to in the plan?	ASN 096 – Part 4, 4.3		
And arrangements for reviewing actual emergencies or exercises as soon as practicable to assess the plan's adequacy and take corrective action?	ASN 096 – Part 4, 4.3		
Does the manual include the arrangements for testing the aerodrome emergency plan with a full-scale exercise at least every 2 years?	ASN 099 – 9.1.13		

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Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
And arrangements to ensure that the exercise tests the coordination of the emergency services and the adequacy of the procedures and facilities provided for in the plan?	ASN 099 – 9.1.12		
Does the manual observe human factor principles?	ASN 099 – 9.1.6		
Does the manual include arrangements for partial exercises in the intervening year between full-scale exercises?	ASN 099 – 9.1.13		
<b>Record Keeping</b>			
List of documents checked.			
Is the operator maintaining records in accordance with the aerodrome manual?			
<b>Facilities</b>			
Are adequate and suitable staff and resources available?	ASN 096 – 6.6		
<b>Procedures</b>			
Are the current membership and contact arrangements for the Aerodrome Emergency Committee in accordance with the manual?	ASN 096 – Part 4, 4.3		
Is the frequency of meetings in accordance with the manual?	ASN 096 – Part 4, 4.3		
Are all of the necessary participating/responding agencies adequately represented?	ASN 096 – Part 4, 4.3		

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### 12.1.4.4 Section 4.4 Aerodrome Rescue and Fire Fighting Service (RFFS)

Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
<b>Aerodrome Manual</b>			
Does the manual include procedures for meeting the needs of a RFFS, including the information on facilities, equipment, personnel and vehicles?	ASN 096 – Part 4, 4.4		
Is the category determination process stated clearly? Is the category determined in accordance with the standards for international or domestic requirements?	ASN 099 – 9.2 ASN 099 – 9.2.3		
Is provision made for difficult terrain environments?	ASN 099 – 9.2.2		
Is provision made for category coverage during periods of reduced frequency of operations?	ASN 099 – 9.2.7		
Does the manual provide information about the quantities of water available for foam production and complementary agents?	ASN 099 – 9.2.11		
And is the quantity of foam provided on vehicles in proportion to the quantity of water provided?	ASN 099 – 9.2.11		
Does the manual provide information about operational objectives?			
Does the training have human performance and team co-ordination components?	ASN 099 – 9.1.6		
Does the manual provide for provision of suitable protective clothing and respiratory equipment for staff?	ASN 099 – 9.2.1		
<b>Record Keeping</b>			
List of documents checked.			
Is the operator maintaining records in accordance with the aerodrome manual and/or Fire Service Manual SOPs?			

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Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
<b>Facilities</b>			
Are adequate and suitable staff and resources available?	ASN 099 – 9.2.1		
Is the Fire Station adequate to house all vehicles and equipment?	ASN 099 – 9.2.29		
Is access from the Fire Station(s) to the movement area clear and direct?	ASN 099 – 9.2.28		
Is static water storage provided at strategic locations?	ASN 099 – 9.2.14		
Are adequate access roads from runway ends to airport perimeter/ security fences provided (crash roads)?	ASN 099 – 9.2.26		
Are facilities for difficult terrain considerations provided?	ASN 099 – 9.2.2		
Is the communication system suitable and effective?	ASN 099 – 9.2.29		
Are the fire alarm systems suitable and capable?	ASN 099 – 9.2.32		
Is the Number of RFFS vehicles adequate?	ASN 099 – 9.2.33		
<b>Procedures</b>			
Are the current procedures specified in the manual able to be verified?			
Are procedures for training adequate?			
Procedures for testing equipment provided?			
Is the actual response time able to be verified from actual tests?			
Is the communication system tested in accordance with the manual?			
Are alarm systems tested for serviceability?			
Are maintenance procedures appropriate for vehicles, equipment and building facilities?			
<b>Product Check</b>			
Do field inspections of RFFS facilities and records confirm on-going compliance with existing procedures?			
<b>Feedback</b>			
Are RFFS-related hazards, incidents and accidents noted, reported and followed up			

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### 12.1.4.5 Section 4.5 Inspections of movement area and obstacle limitation surfaces

Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
<b>Aerodrome Manual</b>			
Does the manual include procedures for safety inspections of the movement area and obstacle limitation surfaces?	ASN 096 – Part 4, 4.5		
Does the manual include particulars of the arrangements for carrying out serviceability inspections during and after working hours?	ASN 096 – Part 4, 4.5		
Does it include arrangements for measurement of runway friction?	ASN 096 – Part 4, 4.5		
Does it include arrangements for measurement of water depth?	ASN 096 – Part 4, 4.5		
Does it include details of the intervals at which the inspections are carried out?	ASN 096 – Part 4, 4.5		
And the times of the inspections?	ASN 096 – Part 4, 4.5		
And the arrangements for keeping an inspection logbook?	ASN 096 – Part 4, 4.5		
And the place where the logbook is kept?	ASN 096 – Part 4, 4.5		
And details of the serviceability inspection checklist?	ASN 096 – Part 4, 4.5		
And a process for ensuring that the inspections are carried out by suitably trained staff?	ASN 096 – 6.6		
And the arrangements for communicating with air traffic control during the inspections (if appropriate)?	ASN 096 – Part 4, 4.5		
And the arrangements for reporting the results of the inspections?	ASN 096 – Part 4, 4.5		
And the arrangements for taking prompt follow-up action to ensure correction of unsafe conditions?	ASN 096 – Part 4, 4.5		
And the arrangement for ensuring that if any facility is considered to need a technical inspection that it is carried out?	ASN 096 – Part 4, 4.5		
And the names and roles of the persons who are responsible for carrying out the inspections and the telephone numbers for contacting them during and after working hours?	ASN 096 – Part 4, 4.5		

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Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
<b>Record Keeping</b>			
List of documents checked.			
Is the operator maintaining records in accordance with the aerodrome manual?			
Does the operator maintain records of staff training?			
<b>Facilities</b>			
Are adequate and suitable staff and resources available?	ASN 096 – 6.6		
Are inspections carried out by the persons identified in the manual?			
Are those persons appropriately trained in accordance with the aerodrome standards in Sri Lanka?			
<b>Procedures</b>			
Are serviceability inspections carried out during and after working hours in accordance with the manual?	ASN 096 – Part 4, 4.5		
Is the time and frequency of inspections in accordance with the manual?	ASN 096 – Part 4, 4.5		
Is the logbook kept in accordance with the manual? (Check for location and format).	ASN 096 – Part 4, 4.5		
Is the checklist used in accordance with the manual?	ASN 096 – Part 4, 4.5		
Is the method of communicating with ATC during inspections in accordance with the manual?	ASN 096 – Part 4, 4.5		
Is prompt follow-up action taken to correct unsafe conditions in accordance with the manual?	ASN 096 – Part 4, 4.5		
Are any conditions or exemptions complied with?	ASN 096 – 7.0		
<b>Product Check</b>			
Does the field condition of a sample of the aerodrome facilities confirm the results of the serviceability inspections?			
<b>Feedback</b>			
Are inspection related incidents noted, reported and followed up?	ASN 096 – Part 4, 4.5		




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### 12.1.4.6 Section 4.6 Visual Aids, Lighting and Electrical Systems

Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
<b>Aerodrome Manual</b>			
Does the manual contain procedures to ensure that the lighting system and VASIS are planned, installed and maintained in accordance with the Manual?	ASN 096 – Part 4, 4.6		
Does the manual contain details of the arrangements for carrying out lighting inspections and the checklist for inspections?	ASN 096 – Part 4, 4.6		
Does this include obstacle lighting?	ASN 096 – Part 4, 4.6		
Does it include the arrangements for recording the results of inspections?	ASN 096 – Part 4, 4.6		
Are there arrangements for taking follow-up action to correct deficiencies?	ASN 096 – Part 4, 4.6		
Are there the arrangements for carrying out routine maintenance and emergency maintenance?	ASN 096 – Part 4, 4.6		
Are there arrangements for stand-by power if available?	ASN 096 – Part 4, 4.6		
Are there particulars of any other method of dealing with partial or total system failure?	ASN 096 – Part 4, 4.6		
And the names and roles of the persons who are responsible for the inspection and maintenance of the lighting and the telephone numbers for contacting them during and after working hours?	ASN 096 – Part 4, 4.6		
<b>Record Keeping</b>			
List of documents checked (e.g. Lighting inspection and maintenance records).			
Is the operator maintaining records in accordance with the aerodrome manual?			
Are technical inspection reports filed and is there evidence of			

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Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
recommendations and findings being acted on?			
<b>Facilities - See Facilities worksheet for serviceability check.</b>			
Are adequate and suitable staff and resources available?	ASN 096 – 6.6		
Are spare parts available as detailed in the aerodrome manual?			
<b>Procedures</b>			
Are lighting inspections carried out in accordance with the manual?	ASN 096 – Part 4, 4.6		
Are the checklists used in accordance with the manual?	ASN 096 – Part 4, 4.6		
Are deficiencies followed up in accordance with the manual?	ASN 096 – Part 4, 4.6		
Is routine and emergency maintenance carried out as per the manual?	ASN 096 – Part 4, 4.6		
Are arrangements for standby power in accordance with the manual?	ASN 096 – Part 4, 4.6		
Are other arrangements for dealing with partial or total system failure in accordance with the manual?	ASN 096 – Part 4, 4.6		
Are conditions or exemptions complied with?	ASN 096 – 7.0		
<b>Product Check</b>			
Does sample of aerodrome lighting checked during audit, comply with Aerodrome Standards in Sri Lanka			
Is a PAPI / VASI installed if required?			
Are the necessary elements of a lighting system installed?			
<b>Feedback</b>			
Are lighting related incidents noted, reported and followed up?			

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### 12.1.4.7 Section 4.7 Maintenance of movement area

Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
<b>Aerodrome Manual</b>			
Does the manual contain particulars of the procedures for the routine maintenance of movement area surfaces and drainage systems to ensure that their performance will not be degraded?	ASN 096 – Part 4, 4.7		
Does it include the arrangements for the maintenance of paved and/or unpaved runways and associated, shoulders and safety areas?	ASN 096 – Part 4, 4.7		
Does it include the arrangements for the maintenance of paved and or unpaved taxiways and associated shoulders?	ASN 096 – Part 4, 4.7		
Does it include the arrangements for the maintenance of associated runway and taxiway strips?	ASN 096 – Part 4,4.7		
Does the manual provide particulars about regular runway friction testing?	ASN 096 – Part 4, 4.5		
<b>Record Keeping</b>			
List of documents checked.			
Is the operator maintaining records in accordance with the aerodrome manual?			
<b>Facilities</b>			
Are adequate and suitable staff and resources available?	ASN 096 – 6.6		
Has the operator provided sufficient and adequate equipment?			
<b>Procedures</b>			
Are maintenance activities on or near the movement area controlled in accordance with the manual?	ASN 096 – Part 4, 4.8		
Is ground maintenance carried out in accordance with schedules or routines documented in the manual?	ASN 096 – Part 4, 4.7		

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Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
Is the staff aware of safety requirements related to movement areas?	ASN 096 – Part 4, 4.8		
Are conditions or exemptions complied with?	ASN 096 – 7.0		
<b>Product Check</b>			
Are procedures conducted in accordance with work safety arrangements?			
Are visual aids and pavement markings in a condition expected from the scheduled maintenance programme?			
Are pavement surfaces free of surface irregularities?			
<b>Feedback</b>			
Are maintenance-related incidents noted, reported and followed up?			

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### 12.1.4.8 Section 4.8 Aerodrome Work Safety

Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
<b>Aerodrome Manual</b>			
Does the manual contain particulars of the procedures for planning and safely carrying out aerodrome works (including works that may have to be carried out at short notice)?	ASN 096 – Part 4, 4.8		
And steps taken to ensure safety standards are met?	ASN 096 – Part 4, 4.8		
And the process for ensuring that any works safety officers have been trained in accordance with the Aerodrome Standards in Sri Lanka?	ASN 096 – Part 4, 4.8		
Does it include the distribution list for the method-of-working plan?	ASN 096 – Part 4, 4.8		
And the arrangements for telling aircraft operators and other aerodrome users of the method-of-working plan and the telephone numbers for contacting those operators and users during and after working hours?	ASN 096 – Part 4, 4.8		
And the arrangements for communicating with air traffic control and aircraft during the carrying out of the works?	ASN 096 – Part 4, 4.8		
And the names, telephone numbers and roles of the persons and organisations responsible for planning and carrying out the works, and the arrangements for contacting those persons and organisations at all times?	ASN 096 – Part 4, 4.8		
<b>Record Keeping</b>			
List of documents checked.			
Is the operator maintaining records in accordance with the aerodrome manual?			
<b>Facilities</b>			
Are adequate and suitable staff and resources available?	ASN 096 – 6.6		
Are suitable visual aids available for marking works sites and			

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Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
unserviceable areas?			
<b>Procedures</b>			
Are works planned and documented in accordance with the manual?	ASN 096 – Part 4, 4.8		
Is consultation for works planning and MOWP production in accordance with the manual?	ASN 096 – Part 4, 4.8		
Is notice of works given in accordance with the manual?	ASN 096 – Part 4, 4.8		
Is the staff aware of safety requirements during works?	ASN 096 – Part 4, 4.8		
Are any conditions or exemptions complied with?	ASN 096 – 7.0		
<b>Product Check</b>			
Is the interface with ATC and/or air traffic in accordance with the manual?			
Are works being conducted in accordance with the MOWP?			
Are works within runway strip carried out in accordance with the manual?			
Are other works including time-limited works carried out in accordance with the manual?			
Are time limited works done under supervision of a Works Safe Officer?			
<b>Feedback</b>			
Are works related incidents noted, reported and followed up?			

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### 12.1.4.9 Section 4.9 Apron management

Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
<b>Aerodrome Manual</b>			
Does the manual contain particulars of the procedures for aircraft parking control, if established?	ASN 096 – Part 4, 4.9		
Does it include the arrangements between air traffic control and apron management?	ASN 096 – Part 4, 4.9		
And the arrangements for allocating aircraft parking positions?	ASN 096 – Part 4, 4.9		
And the arrangements for initiating engine start and ensuring clearances for aircraft pushback?	ASN 096 – Part 4, 4.9		
And details of the marshalling service?	ASN 096 – Part 4, 4.9		
And the leader van service or follow-me service?	ASN 096 – Part 4, 4.9		
<b>Record Keeping</b>			
List of documents checked.			
Is the operator maintaining records in accordance with the aerodrome manual?			
<b>Facilities</b>			
Are suitable staff available to control aircraft parking?	ASN 096 – 6.6		
Are suitable staff and facilities available to design parking layouts and marking?			
Are staff available to provide leader van service if required?			
<b>Procedures</b>			
Is the staff aware of safety requirements relating to clearances and blast?	ASN 096 – Part 4,4.9		
Are parking positions allocated in accordance with the manual?	ASN 096 – Part 4,4.9		
Are engine starts and push backs initiated in accordance with the manual?	ASN 096 – Part 4,4.9		
Are any conditions or exemptions complied with?	ASN 096 – 7.0		

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Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
<b>Product Check</b>			
Are the visual docking systems in accordance with the manual?			
Are the aircraft parking markers and markings in accordance with the manual?			
<b>Feedback</b>			
Are aircraft parking related incidents noted, reported and followed up?			



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### 12.1.4.10 Section 4.10 Apron safety management

Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
<b>Aerodrome Manual</b>			
Does the manual contain particulars of the procedures for management of safe apron operations?	ASN 096 – Part 4, 4.10		
Does it include the arrangements protection from jet and propeller blast?	ASN 096 – Part 4, 4.10		
Does the manual contain procedures for enforcing safety precautions during aircraft re-fuelling?	ASN 096 – Part 4, 4.10		
Does the manual contain procedures for ensuring the apron is swept to remove debris?	ASN 096 – Part 4, 4.10		
Does the manual contain procedures in regard to reporting incidents and accidents on an apron?	ASN 096 – Part 4, 4.10		
<b>Record Keeping</b>			
List of documents checked.			
Is the operator maintaining records in accordance with the aerodrome manual?			
<b>Facilities</b>			
Are suitable staff available to control monitor and/or supervise apron safety activities?	ASN 096 – 6.6		
<b>Procedures</b>			
Is the staff aware of safety requirements relating to clearances and blast?	ASN 096 – Part 4, 4.10		
Are the organisational responsibilities and control arrangements in accordance with the manual?	ASN 096 – Part 4, 4.10		
Are cleaning and sweeping actions taken in accordance with the	ASN 096 – Part 4, 4.10		



Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
manual?			
Are refueling activities initiated and conducted in accordance with the manual?	ASN 096 – Part 4, 4.10		
Are any conditions or exemptions complied with?	ASN 096 – 7.0		
<b>Product Check</b>			
Are the visual docking systems in accordance with the manual?			
Are the aircraft and tug operator guidance markings in accordance with the manual?			
Are apron surfaces in a condition consistent with specified procedures?			
<b>Feedback</b>			
Are apron safety incidents noted, reported and followed up?			


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### 12.1.4.11 Section 4.11 Airside Vehicle Control

Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
<b>Aerodrome Manual</b>			
Have procedures been established at the aerodrome for the control of surface vehicles operating on or near the movement area?	ASN 096 – Part 4, 4.11		
If established, does the manual include details of the applicable traffic rules including speed limits?	ASN 096 – Part 4, 4.11		
And the means of enforcement of the rules?	ASN 096 – Part 4, 4.11		
And the method of instructing and testing drivers in relation to the applicable traffic rules?	ASN 096 – Part 4, 4.11		
<b>Record Keeping</b>			
List of documents checked (e.g. Airside Driving Handbook, Records of Airside Driver Testing and Licenses etc.).			
Is the operator maintaining records in accordance with the aerodrome manual?			
<b>Facilities</b>			
Are adequate and suitable staff and resources available to test drivers, issue permits and monitor driving?	ASN 096 – 6.6		
Are copies of driving rules available and in accordance with the manual?			
<b>Procedures</b>			
Are applications in accordance with the manual?	ASN 096 – Part 4, 4.11		
Is driver testing in accordance with the manual?	ASN 096 – Part 4, 4.11		
Is monitoring carried out in accordance with the manual?	ASN 096 – Part 4, 4.11		
Are sanctions imposed in accordance with the manual?	ASN 096 – Part 4, 4.11		
Are any conditions or exemptions complied with?	ASN 096 – 7.0		

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Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
<b>Product Check</b>			
Are permits/ licences carried in accordance with the manual?			
Are driving rules being observed?			
Are vehicles marked/ lit and approvals attached in accordance with the manual?			
Are correct radio procedures being used?			
<b>Feedback</b>			
Are airside vehicle incidents noted, reported and followed up?			

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## Audit Checklist - Aerodrome Manual, Part 4 Aerodrome Operating Procedures and Safety Measures

### 12.1.4.12 Section 4.12 Wildlife Hazard Management

Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
<b>Aerodrome Manual</b>			
Does the manual contain particulars of the procedures to deal with danger to aircraft operations caused by the presence of birds or animals on or near the aerodrome?	ASN 096 – Part 4, 4.12		
Does it include details of the arrangements for assessing any bird or animal hazard?	ASN 096 – Part 4, 4.12		
And the arrangements for the removal of any bird or animal hazard?	ASN 096 – Part 4, 4.12		
And the names and roles of the persons responsible for dealing with bird or animal hazards, and the telephone numbers for contacting them during and after working hours?	ASN 096 – Part 4. 4.12		
<b>Record Keeping</b>			
List of documents checked.			
Is the operator maintaining records in accordance with the aerodrome manual? (Check records of bird count, bird strikes and inspections etc.)			
<b>Facilities</b>			
Are adequate and suitable staff and resources available?	ASN 096 – 6.6		
Is equipment available in accordance with the manual?			
Are licenses and permits available in accordance with the manual?			
<b>Procedures</b>			
Is monitoring carried out in accordance with the manual?	ASN 096 – Part 4, 4.12		
Is harassment carried out in accordance with the manual?	ASN 096 – Part 4, 4.12		
Is environmental management undertaken in accordance with the manual?	ASN 096 – Part 4, 4.12		
Is the staff aware of safety requirements related to bird and animals	ASN 096 – Part 4, 4.12		

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Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
hazards?			
Are conditions or exemptions complied with?	ASN 096 – 7.0		
<b>Product Check</b>			
Do the field situation and ESIRs correspond with logbook entries?			
Is environmental management in accordance with the manual?			
<b>Feedback</b>			
Are bird and animal hazard related incidents noted, reported and followed up?			

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## Audit Checklist - Aerodrome Manual, Part 4 Aerodrome Operating Procedures and Safety Measures


### 12.1.4.13 Section 4.13 Obstacle Control

Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
<b>Aerodrome Manual</b>			
Does the manual contain particulars of the procedures for establishing OLS for the aerodrome in accordance with the Aerodrome Standards in Sri Lanka?	ASN 096 – Part 4, 4.13		
And for taking all reasonable measures to monitor the OLS?	ASN 096 – Part 4, 4.13		
And for detecting obstacles as quickly as possible?	ASN 096 – Part 4, 4.13		
Including objects, buildings, structures?	ASN 096 – Part 4, 4.13		
And for monitoring the Type A chart take-off surfaces for obstacles?	ASN 096 – Part 4, 4.13		
And the procedures for monitoring building developments (in relation to the height of buildings and other structures) within the horizontal limits of the obstacle limitation surfaces?	ASN 096 – Part 4, 4.13		
And the arrangements with DGCA, local planning authorities and other relevant organizations in relation to the approval of building developments that may infringe the obstacle limitation surfaces?	ASN 096 – Part 4, 4.13		
Including the process for asking DGCA to assess proposed obstacles? (If applicable to the aerodrome)	ASN 096 – Part 4, 4.13		
And for reporting obstacles by NOTAM including amended declared distances?	ASN 096 – Part 4, 4.13		
<b>Record Keeping</b>			
List of documents checked.			
Is the operator maintaining records in accordance with the aerodrome manual? (Check OLS survey data, Inspection logbooks, Obstacle control reporting (NOTAM) etc.)			
<b>Facilities</b>			
Are adequate and suitable staff and resources available?	ASN 096 – 6.6		

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Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
Are OLS surveys conducted by an appropriately trained or qualified person?			
<b>Procedures</b>			
Is the OLS monitored in accordance with the manual?	ASN 096 – Part 4, 4.13		
Are type A surfaces monitored in accordance with the manual?	ASN 096 – Part 4, 4.13		
Is monitoring conducted for temporary and permanent structures?	ASN 096 – Part 4, 4.13		
Are the procedures for liaising with other authorities being followed?	ASN 096 – Part 4, 4.13		
Are an conditions or exemptions complied with?	ASN 096 – 7.0		
<b>Product Check</b>			
Is OLS plan prepared in accordance with the MOS?			
Do survey records agree with published information?			
Does field condition appear to reflect survey data and published information?			
Do obstacle related NOTAMs reflect field condition?			
<b>Feedback</b>			
Are obstacle control incidents noted, reported and followed up?			




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### 12.1.4.14 Section 4.14 Removal of Disabled Aircraft

Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
<b>Aerodrome Manual</b>			
Does the manual contain particulars of the procedures for removing an aircraft that is disabled on or near the movement area?	ASN 096 – Part 4, 4.14		
Does it include details of the roles of the aerodrome operator and the holder of the aircraft's certificate of registration?	ASN 096 – Part 4, 4.14		
And the arrangements for telling the holder of the certificate of registration?	ASN 096 – Part 4, 4.14		
And the arrangements for liaising with air traffic control	ASN 096 – Part 4, 4.14		
And the arrangements for obtaining equipment and persons to remove the aircraft?	ASN 096 – Part 4, 4.14		
And the names and roles of the persons who are responsible for arranging for the removal of an aircraft which is disabled, and the telephone numbers for contacting them during and after working hours?	ASN 096 – Part 4, 4.14		
<b>Record Keeping</b>			
List of documents checked.			
Is the operator maintaining records in accordance with the aerodrome manual?			
<b>Facilities</b>			
Are adequate and suitable staff and resources available?	ASN 096 – 6.6		
<b>Procedures</b>			
Are the arrangements for contacting the certificate of registration in accordance with the manual?	ASN 096 – Part 4, 4.14		

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Are the arrangements for liaising with ATC in accordance with the manual?	ASN 096 – Part 4, 4.14		
Are the arrangements for obtaining equipment and persons to remove the aircraft in accordance with the manual?	ASN 096 – Part 4, 4.14		
Are any conditions or exemptions complied with	ASN 096 – 7.0		
<b>Product Check</b>			
If observed, was the removal in accordance with the manual?			
<b>Feedback</b>			
Are disabled aircraft removal incidents noted, reported and followed up?			

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## Audit Checklist - Aerodrome Manual, Part 4 Aerodrome Operating Procedures and Safety Measures

### 12.1.4.15 Section 4.15 Handling of Hazardous Materials


**Note 1** Hazardous materials include explosives, flammable liquids and solids, corrosive liquids, compressed gases, and magnetised or radioactive materials. Hazardous material do not include materials classed by ICAO/IATA as dangerous goods, where freight forwarders and airlines have responsibilities for safe packaging and handling procedures

**Note 2** The arrangements to deal with an accidental spillage of hazardous materials are to be set out in the aerodrome emergency plan.

Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
<b>Aerodrome Manual</b>			
Does the manual contain particulars of the procedures for the safe handling of hazardous materials on the aerodrome?	ASN 096 – Part 4, 4.15		
Does it include the names, telephone numbers and roles of the persons who are to receive and handle hazardous materials?	ASN 096 – Part 4, 4.15		
And the arrangements for special areas on the aerodrome to be set up for the storage of flammable liquids (including aviation fuels) and an other hazardous materials?	ASN 096 – Part 4, 4.15		
And the methods to be followed for the delivery, storage, dispensing and handling of these materials?	ASN 096 – Part 4, 4.15		
<b>Record Keeping</b>			
List of documents checked.			
Is the operator maintaining records in accordance with the aerodrome manual?			
<b>Facilities</b>			
Are adequate and suitable staff and resources available?			

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Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
<b>Procedures</b>			
Are the persons who receive and handle hazardous materials the same as identified in the manual?	ASN 096 – Part 4, 4.15		
Are the procedures for delivery, storage, dispensing and handling of these materials in accordance with the manual?	ASN 096 – Part 4, 4.15		
Is the staff aware of safety requirements related to hazardous materials?	ASN 096 – Part 4, 4.15		
Are any conditions or exemptions complied with?	ASN 096 – 7.0		
<b>Product Check</b>			
Are the arrangements for special areas for storage of hazardous materials in accordance with the manual?			
Are the materials stored correctly?			
<b>Feedback</b>			
Are hazardous material related incidents noted, reported and followed up?			

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## Audit Checklist - Aerodrome Manual, Part 4 Aerodrome Operating Procedures and Safety Measures


### 12.1.4.16 Section 4.16 Low-visibility Operations

Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
<b>Aerodrome Manual</b>			
Does the manual contain particulars of the procedures for aerodrome operator's staff involved in ground activities for low visibility operations?	ASN 096 – Part 4, 4.16		
Does it include the arrangements for: the alerting procedures, airside access restrictions and checks of lighting installations and signs?	ASN 096 – Part 4, 4.16		
Where RVR is determined manually, does the manual contain information about: Measurement methods, reporting procedures, observation positions and personnel requirements including training to be undertaken?	ASN 096 – Part 4, 4.16		
And the names and contact details for the persons responsible?	ASN 096 – Part 4, 4.16		
<b>Record Keeping</b>			
List of documents checked.			
Is the operator maintaining records in accordance with the aerodrome manual?			
<b>Facilities</b>			
Are adequate and suitable staff and equipment available?			
<b>Procedures</b>			
Are visibility measurement arrangements along the runways in accordance with the manual?	ASN 096 – Part 4, 4.16		
Is the staff aware of safety requirements related to low visibility operations?	ASN 096 – 6.6		
<b>Product Check</b>			
Are appropriate signs, gates and warning signs in place for low vis ops			

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Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
in accordance with the manual?			
<b>Feedback</b>			
Are low visibility operationally related incidents noted, reported and followed up?			

**Note:** This section of the manual is intended only to be applicable to processes associated with ground operations in low visibility conditions. It is not intended to replicate procedural arrangements in place for Air traffic Services and Meteorological Officers. Normally low visibility operations are considered to be in effect when conditions area such that ILS Category II or III procedures are in operation.


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### 12.1.4.17 Section 4.17 Protection of Radar & Navigational Aid Sites


Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
<b>Aerodrome Manual</b>			
Does the manual contain particulars of the procedures for the protection of radar and nav aids located on the aerodrome to ensure that their performance will not be degraded?	ASN 096 – Part 4, 4.17		
Does it include the arrangements for the control of activities near radar and navigational aid installations?	ASN 096 – Part 4, 4.17		
And the arrangements, made in consultation with the provider of the navigational aid installation, for the supply and installation of signs warning of hazardous microwave radiation?	ASN 096 – Part 4, 4.17		
And the arrangements for ground maintenance near these installations?	ASN 096 – Part 4, 4.17		
<b>Record Keeping</b>			
List of documents checked.			
Is the operator maintaining records in accordance with the aerodrome manual?			
<b>Facilities</b>			
Are adequate and suitable staff and resources available?	ASN 096 – 6.6		
<b>Procedures</b>			
Are activities near radar and nav aids controlled in accordance with the manual?	ASN 096 – Part 4, 4.17		
Is ground maintenance near these facilities carried out in accordance with the manual?	ASN 096 – Part 4, 4.17		
Is the staff aware of safety requirements related to radar and nav aids?	ASN 096 – Part 4, 4.17		
Are an conditions or exemptions complied with?	ASN 096 – 7.0		
<b>Product Check</b>			

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Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
Are appropriate signs warning of microwave radiation hazards supplied and installed in accordance with the manual?			
<b>Feedback</b>			
Are radar and navaid related incidents noted, reported and followed up?			



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## 12.1.4.18 List of Aerodrome Facilities

### 1. RUNWAY(S)

Markers and markings  
Pavement condition  
Profile Surface texture (e.g. grooving)  
Roughness  
Cleanliness  
Vegetation height (if grassed)  
Other (cracks, holes, oversized stones, etc.)  
Stopways  
Shoulders  
RESA

### 2. RUNWAY STRIP(S)


RWS obstacles  
Surface condition (graded and overall)  
Clearway  
Markers  
Vegetation height

### 3. TAXIWAYS

Pavement condition  
Roughness  
Cleanliness  
Vegetation height (if grassed)  
Shoulders  
Taxiway strips  
Markers, markings and MAGS  
Other faults

### 4. APRONS

Pavement condition  
Roughness  
Cleanliness  
Vegetation height (if grassed)  
Markings, markers and MAGS  
Aircraft tie-down areas  
Aircraft parking and clearances  
Other (earthing points, vehicle access, etc.)  
Other faults

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## 5. LIGHTING

Note: Lighting inspection carried out Day or Night?

Runway(s)

Runway intermediate holding point or guard lights

Portable

Apron edge

Apron flood

Stand-by power

Wind indicator(s).

PAPI/VASIS

MAGS

Portable lights

Obstacle

Other (beacon, etc.)

## 6. GENERAL


Wind indicators

Signal area

Unserviceability markings and markers available

Boundary fence/access control

Crash roads


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## 12.1.5 Audit Checklist – Aerodrome Manual, Part 5


### 12.1.5.1 Aerodrome Administration

Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
<b>Aerodrome Manual</b>			
Has the aerodrome manual been amended whenever necessary to maintain its accuracy?	ASN 096 - 5.4.1		
Has the operator complied with any directions given by DGCA to amend the manual?	ASN 096 - 5.4.2		
Has the operator told DGCA in writing of an amendment to the manual?	ASN 096 - 5.5.1		
Do the persons identified as holding copies of the manual have their copy?	ASN 096 – 6.2		
Are they up to date?	ASN 096 – 6.2		
<b>Management Structure</b>			
Is the management structure in place according to the aerodrome manual?	ASN 096 – Part 5, 5.1		
<b>Management Responsibility</b>			
Is the person nominated as manual controller carrying out his/her functions?	ASN 096 – 6.2		
Does management have a process in place to ensure that the aerodrome is operated in accordance with the aerodrome manual?	ASN 096 – 6.7.1		
<b>Record Keeping</b>			

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Activity and objective	Regulatory /standards reference	Status [Y/N]	Comments
List of documents checked.			
Are there records of the nomination of persons who are responsible for the operation and maintenance of the aerodrome?			
Are their contact details correct?			
<b>Facilities</b>			
Are there facilities available for training and/or keeping personnel up to date on standards and requirements?	ASN 096 – 6.6		
<b>Procedures</b>			
Is the nominated person ensuring that the conditions attached to any exemption are being complied with?	ASN 096 – 4.5.2		
And that any conditions attached the Certificate are being complied with?	ASN 096 – 4.5.2		
<b>Product Check</b>			
Do records of staff training indicate an ongoing commitment by management?			
Are staff aware of requirements and responsibilities?			
<b>Feedback</b>			
Are staff encouraged to note and report any problems related to the administration?			
And are such reports followed up?			

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## Attachment D - Report on Aerodrome Certification Audit

### 13.1 Report on Aerodrome Certification Audit of XXX International Airport, Sri Lanka {Month/Year}

#### Background

Certification of aerodromes used in International Civil Aviation operations became applicable as of 27 November 2003 under the *standards and recommended practices of Annex 14*. On {Day/Month/Year}, {Name of the Aerodrome Operator} applied to the *Director General of Civil Aviation (DGCA)* for an aerodrome certificate.

Currently the Certification of Aerodromes in Sri Lanka is done by DGCA as per the regulations specified in ASN 96

#### Certification audit

A certification audit team was established for the assessment process. This team consisted of:

- Mr *AAA*, Asst. Director, CAA as Team Leader;
- Mr *BBB*, Aerodrome Inspector, member; and

#### Aerodrome Manual Review

The team commenced the assessment process with a thorough review of the *XXX* Aerodrome Manual submitted by *operators name* in the application process. The manual was reviewed in depth during the period {Day - Day/Month/Year}.

On *Day/Month/Year* a briefing of findings derived from that review was presented to the *name of the officer & Designation* at the CAA office.

#### On-site Audit

The team conducted an extensive audit on-site at *XXX Airport* during the period {Day - Day/Month/Year}. The audit process consisted of


- (a) Pre-audit visit to *XXX Airport* on *Day/Month/Year*.

The team was met by *Mr. DDD* and kindly provided with the necessary facilities including a secure office complete with whiteboard, communication facilities and refreshments.

- (b) Entry meeting

This was conducted on the morning of {Day/Month/Year}. All concerned staff were invited, and a list of attendees is attached at *Attachment - A*. The entry meeting marked the commencement of the audit process. It was held to allow the team to be introduced to the aerodrome operator's staff and to

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allow the Team Leader to provide a briefing on how the audit was planned to proceed, the allowance for minor variations of the audit program if necessary to suit individuals and to explain the steps to be taken by the team and the aerodrome operator both during and after the audit. A copy of the audit programme delivered at the entry meeting is attached as [Attachment – B](#).

(c) Audit activity

This was conducted over the period *{Day - Day/Month/Year}* and comprised observations, inspections and measurements of airport facilities, equipments and procedures, as well as interviews with airport staff and contractors. Checklists supported the audit activity and those used are retained on File No. *{./././}* for future reference. An inspection of the airport at night was conducted on *Day/Month/Year*.

(d) Exit meeting

This was conducted on the afternoon of *Day/Month/Year*. All concerned staff were invited, and a list of attendees is attached as [Attachment - A](#). The exit meeting marked the end of the audit activity at the airport for the team, and was the opportunity for the team to brief the staff of the operator on the findings generated through the audit process. Some *{insert the numbers}* findings were presented; each being assessed either as non-conformance to *National Aerodrome Standard* or non-adherence to recommended practices or other significant safety guidelines. In addition *{insert the numbers}* observations were made which, in the opinion of the team, would contribute to improving safety, regularity and efficiency of the airport if adopted.


(d) Meeting with *Airport Manager, XXX Airport*.

The team was kindly granted an interview with the *Airport Manager* after the exit meeting was completed. This opportunity was used to brief him on the general requirements of aerodrome certification, and to alert him to the process of certification, the regulator's role and the trend of the findings from the audit.

### Audit Findings

From this audit there were:

- *{Number}* instances recorded where facilities, equipment, procedures or other matters did not conform to *National Aerodrome Standards specified in ASN 99* - *{Number}* non-conformances;
- *{Number}* instances recorded where facilities, equipments, procedures or other matters did not adhere to recommended practices or other significant guidelines - *{Number}* non-adherences; and

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- *{Number}* observations made that may be useful in improving airport safety, efficiency or regularity of operations.

The audit findings are attached as [Attachment - C](#).

It is noted that the provisions of *ASN 96* are applicable. *ASN {Number}/Applicable Regulation* imposes an obligation to ensure the physical characteristics, aeronautical ground lights and surface marking colours, obstruction clearing and marking and visual ground aids and equipment at aerodromes conform to *aerodrome standards* and recommendations *in ASN99*, shall be implemented as far as possible.

All of the non-conformances and many on the non-adherences could have been classed as non-compliances under the provision of *requirements in ASN 96*, but the team elected to use the less severe finding classifications to demonstrate our intention of encouraging voluntary compliance rather than threatening enforcement.

We were also mindful of the need to develop awareness of some requirements and that *XXX Airport* staff may need to acquire technical documentation for reference.

### **Conclusion**


As a result of this audit the team is of a view that a recommendation for issue of an Aerodrome Certificate to *XXX International Airport* is *appropriate/not yet appropriate*.

We recommend that the list of findings be provided to *XXX Airport* with a request for a corrective action plan to be provided within a reasonable time, preferably *30 days*.

On receipt of an action plan from *XXX Airport*, the audit activity may be reactivated by *DGCA* with a view to making a certification recommendation if all identified concerns have been satisfactorily remedied, and compliance with the mandatory safety requirements has been achieved.

We recommend also that once certification has been achieved, a surveillance plan be adopted which adopts a narrow scope, high frequency program, with visits planned on a *monthly* interval for various specific topics during the first *12 to 18 months* after certification to enable the regulator to ensure that standards are maintained by offering frequent assistance and feedback to the operator at both operational and executive levels.

*Director General of Civil Aviation* :  
*Day/Month/Year*

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## **ATTACHMENT E - XXX Airport Certification Audit Initial Findings {For Guidance Purpose only}**

An entry meeting was conducted by the [CAA](#) team and concerned staff of [XXX Airport](#) on [Day/Month/Year](#) and an exit meeting was conducted on [Day/Month/Year](#).

A summary of the initial findings of the audit was provided for the exit meeting, as per the items listed below.

### **Aerodrome Manual, Part 1**

1. The aerodrome operator is to be responsible for distribution and change management of the Aerodrome Manual. No such system could be identified. This is a non-adherence to [\(ASN 96 Section/Para\)](#).
2. Procedures for review, amendment and notification of changes to the Aerodrome Manual need to be provided. This is a non-adherence to [\(ASN 96 Section/Para\)](#).
3. A procedure for advising of changes in aeronautical information to AIS is referred to but not provided in the manual or elsewhere. This is a non-adherence to [\(ASN 96 Section/Para\)](#).
4. A procedure is required for providing aircraft movement information to [Manager Finance](#). This is a non-adherence to [\(ASN 96 Section/Para\)](#).

### **Aerodrome Manual, Part 2**


5. Map showing aerodrome facilities should include information relating to runway and taxiway designations and runway strip dimensions. This is a non-adherence to [\(ASN 96 Section/Para\)](#).
6. Map showing aerodrome boundary is required. The perimeter is to be clearly defined. A separate map may be provided if necessary. The maps must be clear and legible. Reference to large-scale maps is permissible, but if these are not contained in the manual a reference to their location is to be made in the manual. The lack of an aerodrome boundary map is a non-adherence to [\(ASN 96 Section/Para\)](#).

### **Aerodrome Manual, Part 3**

7. All data provided in the manual needs to be able to be verified prior to forwarding to AIS for publication in AIP. Accuracy and reference of some items could not be substantiated. This is a non-conformance with the standard specified in [\(ASN 99 Section/Para\)](#).
8. Standards for individual data elements are to be as per specifications in [\(ASN 99 Section/Para\)](#).

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9. Data elements about the aerodrome are not to be sourced from AIP but the manual is expected to contain the source information with verification able to be demonstrated on request. This is a non-adherence to [\(ASN 96 Section/Para\)](#).
10. Pavement strength ratings should reflect the actual assessment method, and if technically assessed the procedure used and results achieved should be made available. If no actual test assessment has been made the strength rating should indicate assessment method code 'U'. As pavement strength determination (other than design criteria) could not be demonstrated, publication as a "T" rating is a non-conformance with the standard specified in [\(ASN 99 Section/Para\)](#).
11. All co-ordinates shall be provided to WGS-84 reference. As confirmation was not stated or evident, this is a non-conformance with the standard specified in [\(ASN 99 Section/Para\)](#).

#### **Hazardous materials**


12. References in the manual to Dangerous Goods matters may be removed, as these are not necessary for certification. DG procedures were not audited. (Observation 1)
13. References to handling of explosive cargo may be removed, as the aerodrome operator does not handle explosive cargoes. (Observation 2)
14. Provide reference to agreement between fuel agency and [XXX Airport](#) regarding supply of aviation fuel on the airport. (Observation 3)
15. The audit team was advised that the fuel agency staff perform maintenance on apron facilities from time to time but no procedure exists, so that the aerodrome operator can be assured that such staff are aware of or are required to abide by airport safety rules when so employed. Procedures requiring adequate arrangements for staff to perform fuel system maintenance on apron equipment should be provided. This is a non-adherence to [\(ASN 96 Section/Para\)](#).

#### **Wildlife hazard management**

16. Procedures for monitoring wildlife hazards (including checklists) and arrangements for dealing with wildlife control programs are conducted by staff on a 24 hr roster but are not documented. [Airport Manager](#) indicated that a SOP would be prepared to address the issues. The procedure is required to be incorporated in the aerodrome manual. This is a non-adherence to [\(ASN 96 Section/Para\)](#).

#### **Protection of Radar and Navaid**

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17. The relevant procedure as stated in the aerodrome manual varies from the actual process that is used to manage the conduct of ground maintenance activity in the vicinity of nav aids. Procedure states that nav aids will be withdrawn from service while works are in progress in the vicinity but in fact the work is managed while the nav aids are not operationally required and are selected off, although they remain fully serviceable. In fact the work in the area is ceased and work staff are withdrawn before the nav aids are required to be operated.

The procedure in the manual and the actual procedure in practice should agree. In this case the Aerodrome Operator is not operating and maintaining the aerodrome in accordance with the procedures set out in the manual. This is a non adherence to [\(ASN 96 Section/Para\)](#).

### Airside vehicle control

18. Procedures are under development as responsibilities have recently been reallocated within AASL and between AASL and [Airlines](#). In discussion, it was noted that the proposed procedure would permit SLA to train and test their own staff, with [XXX Airport](#) to issue Driver Licences on application by [Airlines](#).

Before issuing a drivers licence authoring a person to drive on airside, [XXX Airport](#) procedures should incorporate a provision to enable [XXX Airport](#) to be satisfied that the applicant is competent to do so, either by testing all applicants or by approving and auditing [Airlines](#) training. (Observation 4)

19. The team was advised that an enforcement scheme is to be introduced utilizing electronic speed measurement equipment. A procedure for compliance and enforcement of airside traffic rules should also be produced, as the lack of such a procedure is non-adherence to [Document 9774 Appendix 1 4.11\(a\)](#).


Training for airside drivers may incorporate routine or specific refresher training, especially as new facilities such as additional aprons and new aerobridge facilities are introduced. (Observation 5)

### Removal of Disabled Aircraft

20. A new procedure was presented to the team at the audit session. This was reviewed and the following noted.

The procedure should provide clarification of roles and responsibilities for each person undertaking some action in regard to co-ordination of aircraft removal action. Non-adherence to [\(ASN 96 Section/Para\)](#).

The tasks and actions required of the disabled aircraft co-ordinator seem not to be specified in the manual procedure. Non-adherence to [\(ASN 96 Section/Para\)](#).

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The capacity of the airport to remove a disabled aircraft should be stated in terms of the largest aircraft that can be handled with the equipment and facilities readily available on-site and not with equipment that may be supplied from a remote location. Non-adherence to recommended practice in [\(ASN 99 Section/Para\)](#)

Note: The compliance of staff with the new procedure presented was not audited at this time, and only a brief assessment of the new procedure was performed. Future arrangements will be notified regarding audit of this item.

### **Aerodrome Works Safety**

21. Work safety officer positions and functions are described in the manual but no person has been appointed specifically as a work safety officer to ensure compliance with aviation safety. Consequently the actual process is different from the aerodrome manual and so the Aerodrome Operator is not operating and maintaining the aerodrome in accordance with the procedures set out in the manual, which constitutes a non-adherence to [\(ASN 96 Section/Para\)](#).
22. The contractor's Safety Manual specifies that that [ICAO SARPS](#) will be complied with on-site, but the [SARPs](#) were found not to comply because:
  - (a) No [ICAO standard](#) unserviceability markings are in use. Non-conformance with [\(ASN 99 Standard Section/Para\)](#).
  - (b) Unserviceability lights used on project work areas on the apron and taxiway do not comply with [ASN 99 standards](#), flashing lights were noted to be in use as opposed to steady red lights required by [ICAO rules](#). This is a non-conformance with [\(ASN 99 Standard Section/Para\)](#).
  - (c) Markers used to indicate an unserviceable portion of apron or taxiway are fabricated from steel drums. Markers used for such purposes on movement areas are required to be frangible. Non-conformance with [\(ASN 99 Standard Section/Para\)](#).


### **Aerodrome Reporting**

23. The aerodrome manual requires that permanent changes to airport information will be advised directly to [DGCA](#) but does not indicate when such changes will be notified or who is to make the notification. This is a non-adherence to [\(ASN 99 Standard Section/Para\)](#).

### **Civil Engineering Maintenance**

24. Well organized. It is suggested that the procedure should state the requirements for maximum permissible grass height on runway and taxiway strip so that all inspectors are aware of requirements. Safety inspections

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were done by staff from other sections who were not aware of grass height limits. (Observation 6)

25. Friction testing. Testing is done and records of results are maintained but no procedure as to actual process is provided in the manual. This is non-adherence to [\(ASN 99 Standard Section/Para\)](#).

### Standby Power

26. Good. Procedures are clear and full documentation of maintenance and test records was available on request.

### RFFS


27. Initially the manual contained no reference to training requirements. At the audit visit an amendment was provided to address this matter. The amendment needs to be incorporated formally into the Aerodrome Manual.
28. Facilities for static water storage on the airside should be incorporated into the aerodrome plan and the grid map. Non-adherence with [\(ASN 99 Standard Section/Para\)](#).

### AEP

29. Procedures to return the aerodrome to operational condition after an emergency should be incorporated into the procedures of the aerodrome manual and/or emergency procedures documentation. Currently the procedures only cover cancellation of the emergency and its notification, and does not address the actions necessary to ensure the aerodrome is properly restored to a safe operational status. Non-adherence with [\(ASN 96 Section/Para\)](#) 'after the emergency'

### OLS

30. The process of monitoring is unclear. For example, monitoring of a crane on the new catering building could not identify if it would penetrate the relevant OLS or exceed the approved height for the building. Non-adherence to [\(ASN 96 Section/Para\)](#).
31. A procedure is in the manual for OLS protection against the requirements for current OLS (temporary objects) and future airport development OLS (permanent objects). In fact separate procedures are not used. It is suggested that the section be deleted (Observation 7). In any event the actual procedure used should be document so that the audit can determine if the aerodrome is being operated in accordance with the provisions of the manual. Non-adherence to [\(ASN 96 Section/Para\)](#).
32. Procedure for review of ICAO Type A chart is unclear. Existing chart appears to have been last surveyed in 1999 and many of the identified obstacles are

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trees. No assessment as to any need for resurvey is evident. Non-adherence to [\(ASN 96 Section/Para\)](#).

### Inspection of Aerodrome Facilities

33. The facilities were assessed by taking into account the requirements of [ASN 96](#), which provides that the physical characteristics of aerodromes, aeronautical ground light and surface marking colours, obstruction clearing and marking, visual ground aids and aerodrome equipment, shall conform to the standards prescribed in [ASN 99](#), and the recommended practices therein shall be implemented as far as possible.

34. Runway

(a) Markings

Existing runway markings generally use a striated application method, which is normally only adopted in areas subject to low ground temperatures to reduce the effect of frost heave. Striated markings should only be used where necessary as they reduce the conspicuity of the marking. Non-adherence to [Aerodrome Design Manual \(ADM\) Part 4 Appendix 3 para 24](#).

It was noted that some markings have been repainted using solid block display.


Runway side stripe markings across taxiways are normally broken to reduce confusion to pilots, as permitted by [ASN99/Para](#). In BIA markings are extended across the taxiways but are significantly faded and are obliterated in some areas. It is recommended that the runway side strip markings be broken at taxiway intersections (Observation 8).

35. Taxiways

“B” No runway holding position marking is provided although the taxiway is used to access the runway. Non-conformance with [ASN 99/Para](#)

“C” Aircraft entering the runway using [TWY C](#) are doing so in violation of mandatory instruction ‘NO ENTRY’ signs. Non-conformance with [ASN 99/Para](#). Additionally, the characteristic of the ‘NO ENTRY’ sign is as per the physical characteristics specified in [ASN 99](#). Non-conformance with [ASN 99/Para](#).

“D” No runway holding position marking is provided although the taxiway may be used to access the runway. Non-conformance with [ASN 99/Para](#).

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Old light fittings that extend above the pavement have been allowed to remain in the new widened taxiway pavement surface. Non-conformance with [ASN 99/Para.](#)

*Paralle taxiway* The transition from newly surfaced taxiway shoulder edge to taxiway strip at several locations between the intersections with [TWY D](#) and [TWY E](#) has a drop-off of up to 15 centimetres. This is despite the requirement in [ASN 99](#) that the surface of the taxiway strip should be flush with the taxiway shoulder. Non-conformance to [ASN 99 Section/Para](#)

Along the length of the taxiway system the centerline and edge markings have been permitted to become very faded and are very difficult to observe clearly. An effective maintenance programme does not appear to be in place. Non-adherence with [ASN 99 Section/Para.](#)

### 36. Runway Strip

On the [Airforce](#) side of the runway, the runway strip is obstructed by an apron area 130 metres from runway centreline and a row of military bunkers, fences and barriers up to 101 metres from the runway centerline. Data in the Aerodrome manual and the AIP indicates that a runway strip width of 300 metres is provided.

### 37. Taxiway Strip


In areas where work has recently been undertaken to widen the taxiway fillets, numerous concrete blocks were noted on the strip surface adjacent to the taxiway shoulders. To prevent damage to an aircraft running off the taxiway these items should be removed or made flush with the surface. (Observation 9)

### 38. MAGS “CAT 1” signs at Twy A and E should be mandatory signs incorporating RWY THR identification and TWY location information. The existing incorrect signage is a non-conformance with [\(ASN 99 Section/Para\).](#)

Where intersection take-offs are permitted an appropriate sign should be provided. Non-adherence to [\(ASN 99 Section/Para\)..](#)

Guidance sign characters for some signs are not in accordance with standard characteristics. Characters which are 300 mm in height have a 30 mm stroke width, as opposed to the 48 mm width required. Non-conformance with [\(ASN 99 Appendix para\).](#)

Mandatory instruction signs have a minimum character height of 300 mm instead of the 400 mm height required. Non-conformance with [\(ASN 99 Section/Para\)](#)

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## 39 Aprons

Apron edge markings were noted to be by single yellow lines. The limits for non-load bearing surfaces should be delineated with a taxi side stripe marking which utilizes two yellow lines. The current markings are non-conformances with [\(ASN 99 Section/Para\)](#)

Markings on aprons where increased conspicuity is desired may be enhanced by outlining with black borders. Concrete pavements are generally recognized as providing a poor conspicuity for yellow pavement markings. Markings on new apron "C" do not have black outlines, and aircrew and ground handlers may make complaints. (Observation 9).

### Apron Management

40. The design of the apron parking positions appears to use a combination of elements, some for use by aircrew (pilot position stop line) and some for use of marshallers (nose wheel position markings). The audit team could not establish the relationship of the parking position elements from observation and so cannot comment on the design.
41. It was noted that various aircraft were marshaled onto parking bays where no nose wheel parking position designator was provided, eg A340, MD 11, B767. The audit team was unable to verify if all relevant clearances were provided in such cases.
42. The aerodrome manual indicates that all day-to-day allocation of parking positions is performed by ATC. No information was available to indicate how these allocations were made or how restrictions were known and applied if necessary. Non-adherence to [\(ASN 96 Section/Para\)](#).

The aerodrome manual indicates that [Sri Lankan](#) Airlines Engineering Unit disseminates information to all interested parties about apron parking allocations but it was apparent that some airline representatives have to obtain information by reference to ATC. This is a non-adherence to [\(ASN 96 Section/Para\)](#).

### Apron Safety


43. Procedures relating to apron sweeping and cleaning and general safety oversight appear to be conducted by staff of the operator, but are not yet documented in the manual, so were not audited. This is a non adherence to [\(ASN 96 Section/Para\)](#).

## Attachment F – Audit Finding Form

### AUDIT FINDING FORM Civil Aviation Authority of Sri Lanka

Aerodrome Operator Name:	Location:	File Ref:
Area of the Audit:		Ref. No:
<b>{For Guidance Purpose Only}</b>		
<p>Non-conformance with:  <i>ASN 99 Section/Para</i> "The following data shall be measured or described as appropriate, for each facility provided on the aerodrome".</p>		
<b>{For Guidance Purpose only}</b>		
<ol style="list-style-type: none"> <li>1. The data provided in the Aerodrome Manual, Part 3 is not verifiable by the operator. The Operator has no record of how the aerodrome data has been forwarded to AIS for the publication in the AIP.</li> <li>2. Data elements in the aerodrome manual has been source from the AIP, where as the manual should contain the source information with verifications.</li> <li>3. Pavement strength assessment procedure and the results achieved could not be verified by the operator.</li> </ol>		
Auditor's signature	Auditor's Name	
Date:		
<b>Aerodrome Operator Corrective Action Plan</b>		
<p>Immediate/ Short Term:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Long Term</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
Aerodrome Operator Representative's signature		Date
<b>Response of the Civil Aviation Authority:</b>		
<p>Aerodrome Operator Response Accepted:      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Comments:.....</p> <p>.....</p> <p>.....</p>		
Signature of the authorized officer		Date



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**Audit Follow Up**

Target Completion Date:

Actual Completion Date:

.....  
Signature of the authorized officer

.....  
Date

## Attachment G - Factors Considered when Planning the Surveillance Plan

Factors	Elements	Aerodromes		
		BIA	RMA	
Staff	Working with less than Minimum Required staff			
	OJT			
Equipments	Unserviceabilities of Equipments			
	Introcuction of New Equipments			
	Withdrawal of Existing Equipments			
Procedures	Introduction of New Procedures			
	Withdrawal of Existing Procedures			
Activities in the Airside/BIA	New Constructions			
	Maintenance Activities			
Number of Airside Incidents	Air Side Incidents			
	Number of Bird Strikes/BIA			
	Number of Other Animal Strikes/BIA			
Runway/Taxiway incursions	Runway Incursions/Excursions			
	Taxiway Incursions/Excursions			