




MANUAL OF AERODROME CERTIFICATION PROCEDURES

First Edition - 2008


Issued under the authority of the Director General of Civil Aviation

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MANUAL OF AERODROME CERTIFICATION PROCEDURES

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 civil aviation activities under its jurisdiction are carried out in strict compliance with the Standards & Recommended Practices contained in the eighteen Annexes to the Convention on International Civil Aviation in order to maintain the required aviation standards.

As per the standards of the Annex 14 to the Convention, 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 31st 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.

The regulatory requirements to be satisfied by the Aerodrome Operators for the certification of an aerodrome are specified in the ASN 96. This manual mainly describes the requirements and procedures used by the CAA to process applications for the issue or surrender of aerodrome certificates. The manual further describes the procedure which should be followed by an aerodrome operator for the application of an Aerodrome Certificate. It is designed to ensure that the required standards are applied when an Aerodrome Certificate is issued, cancelled, suspended or surrendered.

It is expected that the applicant of an Aerodrome Certificate will be benefited by this manual as it explains the administrative procedure involved so that process would be independent and transparent. This Authority may, without any prior notice, change the content of this manual as appropriate, to suit the administrative requirements followed by dissemination of such changes to the holders of the manual.

Acting Director General of Civil Aviation
Civil Aviation Authority of Sri Lanka
No.64, Galle Road,
Colombo 03.

3rd March 2008

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DEFINITIONS

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

Aerodrome certificate - certificate issued by the Director General of Civil Aviation under Section B of these regulations for operation of an aerodrome.

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

Aerodrome Manual - a manual included in an application for aerodrome certificate pursuant to these regulations and includes any amendments to the manual accepted by the CAASL.

Aerodrome operator - in relation to certificated aerodrome, the Aerodrome Certificate holder.

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

Certified aerodrome - an aerodrome whose operator has been granted an aerodrome certificate.


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

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

NOTAM – A notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.

ABBREVIATIONS

A&NS	-	Aerodromes & Navigation Services
AI	-	Aerodrome Inspector
AIP	-	Aeronautical Information Publication
AIS	-	Aeronautical Information Services
ASN	-	Aviation Safety Notice
CAASL	-	Civil Aviation Authority of Sri Lanka
DD	-	Deputy Director
FOI	-	Flight Operations Inspector
ICAO	-	International Civil Aviation Organization
N/A	-	Not Applicable

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1.1 About this Manual

1.1.1 Introduction


This manual describes the regulations and procedures used by the CAASL to process applications for the issue or surrender of aerodrome certificates in Sri Lanka. It is designed to ensure that the required standards are applied when an aerodrome certificate is issued, cancelled, suspended or surrendered.

This manual:

- Defines the regulations that govern aerodrome certification
- Clearly sets out:
 - The responsibilities of CAASL staff
 - Standards and procedures CAASL staff must follow when processing applications for the issue, cancellation, suspension or surrender of aerodrome certificates
 - Requirements for compliance and enforcement.

Adherence to the standards and procedures will ensure that:


- Aerodrome certificates are issued, cancelled, suspended or surrendered in an effective, efficient and consistent manner
- Aerodrome certificates are issued in a common legal format
- Effective and consistent compliance and enforcement action is taken.

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1.2 Legislative Controls (Requirements with regard to the certification of Aerodromes are specified in ASN 96)

1.2.1 Certificate Issue - Controls

- Requirement 4.1 Defines when an aerodrome certificate is required.
- Requires an aerodrome operator of an aerodrome used for domestic air transport operations to have an aerodrome certificate by 31st December 2012 if the maximum passenger seating capacity of the aircraft employed in the operation exceeds 30 seats.
- Permits an aerodrome operator to apply for an aerodrome certificate although the aerodrome operator is not otherwise required to be an aerodrome certificate holder.
- Requirement 4.2 Permits to make an application to the DGCA for an aerodrome certificate to operate a specific aerodrome.
- Requires the application to be in an approved format and be accompanied by an aerodrome manual
- Requirement 4.3 Defines the rules for granting an aerodrome certificate and details CAASL criteria for the issue of certificates.
- Requirement 4.4 Authorizes DGCA to refuse to grant an aerodrome certificate.
- Requirement 4.5 Authorizes DGCA to endorse condition on an aerodrome certificate.
- Requirement 4.6 Specifies the validity period of an aerodrome certificate.
- Requirement 5.3 Defines the information to be included in the Aerodrome Manual.
- Requirement 6.1 Requires aerodrome operators to comply with standards, any imposed conditions and to ensure that the operations and maintenance of the aerodrome are carried out with a reasonable degree of care and diligence.

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1.2.2 Certificate Surrender


Controls

Requirement 4.7 Requirements for the cancellation of an aerodrome certificate at the request of an aerodrome operator.

1.2.3 Compliance and Enforcement

Controls

Requirement 4.8 Empowers DGCA to cancel or suspend an aerodrome certificate if a condition of the certificate has been breached or the aerodrome facilities, operations or maintenance are not of the standard required for safety of air navigation.

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2. ISSUING CERTIFICATE

2.1 Certificate issuing process

2.1.1 Key Elements of the Certificate Issuing Process

Purpose To ensure that aerodrome certificates are correctly and consistently issued using a common legal format by describing the:

- Process for issuing aerodrome certificates
- Legislation governing their issue
- Staff responsibilities
- Forms and letters used.

Controls

Requirement 4.1 Defines when an aerodrome certificate is required.

Requires an aerodrome operator of an aerodrome used for domestic air transport operations to have an aerodrome certificate by 31st December 2012 if the maximum passenger seating capacity of the aircraft employed in the operation exceeds 30 seats.

Permits an aerodrome operator to apply for an aerodrome certificate although the aerodrome operator is not otherwise required to be an aerodrome certificate holder.

Requirement 4.2 Permits to make an application to the DGCA for an aerodrome certificate to operate a specific aerodrome.


Requires the application to be in an approved format and be accompanied by an aerodrome manual

Requirement 4.3 Defines the rules for granting an aerodrome certificate and details CAASL criteria for the issue of certificates.

Requirement 4.4 Authorizes DGCA to refuse to grant an aerodrome certificate.

Requirement 4.6 Specifies the validity period of an aerodrome certificate.

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Requirement 5.3 Defines the information to be included in the Aerodrome Manual.

Requirement 6.1 Requires aerodrome operators to comply with standards, any imposed conditions and to ensure that the operations and maintenance of the aerodrome are carried out with a reasonable degree of care and diligence.

Staff and Responsibilities

Staff	Delegation	Responsibilities
Deputy Director/ A&NS	SLCAP 5250, Section AE, Page 4 - 7	Assigns an inspector to a particular certification task. (DD/A&NS may nominate himself or herself)
Assigned Aerodrome Inspector	Regulation 4.3	Recommends to issue the Aerodrome Certificate
Flight Operations Inspector		Undertakes the necessary operational assessment

Forms and sample letters required

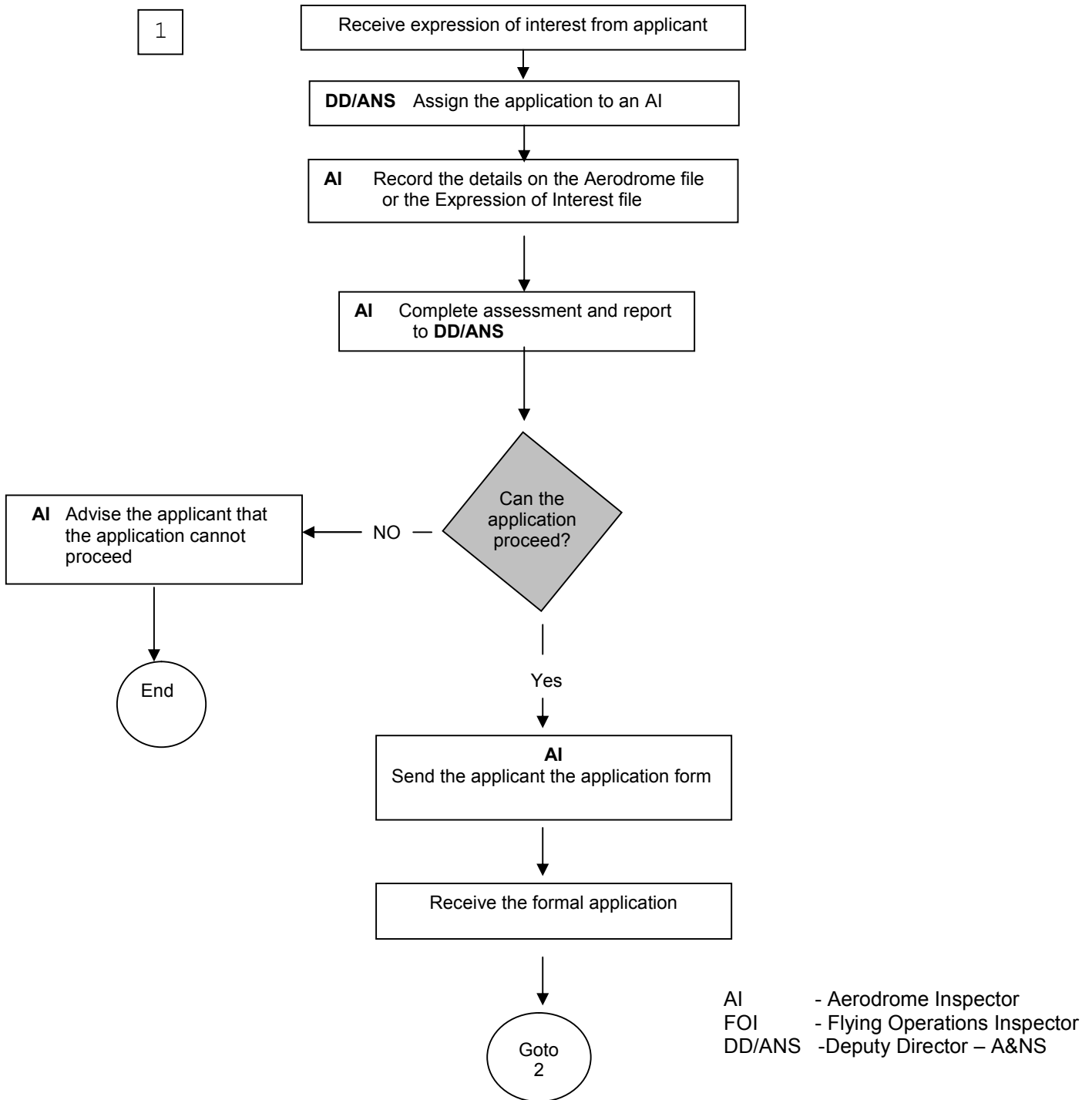
Forms

Aerodrome Certificate Register (Maintained by Aerodrome Inspector)
Application for Aerodrome Certificate
Certificate Issue Checklist
PAPI Flight Check Record
Airport Lighting Flight Check Record
Aerodrome Manual
Aerodrome Certification and Surveillance Checklist

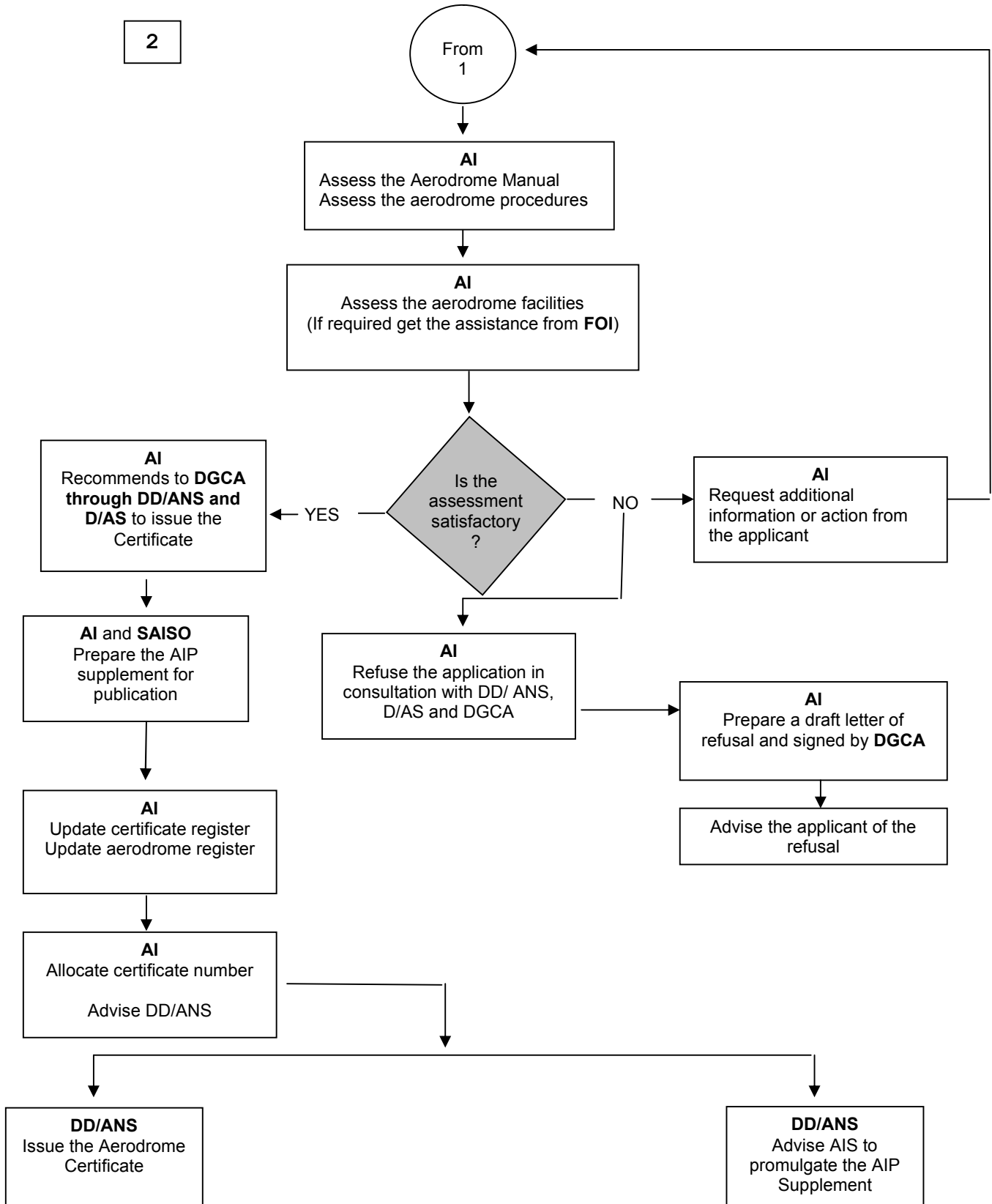
Sample Letters


Grant of certificate
Refusal to grant certificate

2.1.2 Certificate Issuing Process Flowchart



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2.2 Dealing with Expressions of Interest

2.2.1 Key Elements of the Process to deal with Expressions of Interest


Purpose	To ensure that all expressions of interest from aerodrome operators are registered.
	To assign an Aerodrome Inspector to the application.
	To give applicants basic information about the aerodrome certification process.

Controls

Requirement 4.1	Defines when an aerodrome certificate is required.
	Requires an aerodrome operator of an aerodrome used for domestic air transport operations to have an aerodrome certificate by 31 st December 2012 if the maximum passenger seating capacity of the aircraft employed in the operation exceeds 30 seats.
	Permits an aerodrome operator to apply for an aerodrome certificate although the aerodrome operator is not otherwise required to be an aerodrome certificate holder.
Requirement 4.4	Authorizes DGCA to refuse to grant an aerodrome certificate.
Requirement 4.5	Authorizes DGCA to endorse conditions on an aerodrome certificate.
Requirement 4.6	Specifies the validity period of an aerodrome certificate.

Staff and Responsibilities

Staff	Delegation	Responsibilities
Deputy Director (A&NS)	SLCAP 5250, Section AE, Page 4 - 7	Assign the task to the Aerodrome Inspector
Assigned Aerodrome Inspector	SLCAP 5250, Section AE, Page 4 - 7	Respond to the expression of interest

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Forms and Letters Involved

Forms	Application for an Aerodrome Certificate
Sample Letters	N/A
Timeframe	Expression of interest should be responded within 30 days of their receipt

2.2.2 Guidelines for Dealing with Expressions of Interest

When Is a Certificate Required?

The operator of an aerodrome intended for international air transport operations shall be in possession of an aerodrome certificate.

As of 31st December 2012, an operator of an aerodrome intended for domestic operations for public use shall obtain an aerodrome certificate if the maximum passenger seating capacity of the aircraft employed in the operation exceeds 30 seats.

Who May Make the Application?

Any aerodrome operator may apply for an aerodrome certificate.

Who May Act as the Assigned Aerodrome Inspector (AI)?

Any Aerodrome Inspector (AI) with the required experience and qualifications. The DD/A&NS may decide it and assign him or herself as the Assigned Aerodrome Inspector.

Advice to Applicants

The assigned AI must advise the applicant that he or she must submit a formal application using the standard application form for an Aerodrome Certificate, with a copy of the Aerodrome Manual.

Note: 1. the relevant reference for the standards is ASN No.99.

Standards The applicant should also be advised to obtain and refer the CAA Aerodrome Standards (ASN No. 99) and the relevant Regulations (ASN No. 92 and 96) to ensure that certification standards are understood and can be met.

2.2.3 Procedures for Dealing with Expressions of Interest


DD/ANS	Assigned AI
Assign an AI to deal with the expression of interest.	<ol style="list-style-type: none"> 1. Record the expression of interest details in the relevant file. 2. If the application cannot proceed, advise the applicant. 3. If the application can proceed, advise the person inquiring, as necessary <ol style="list-style-type: none"> a) To obtain a copies of ASN 92, 96 and 99. 4. Send the applicant an Application form along with the details of fee for an Aerodrome Certificate.

2.3 Assessing a Formal Application

2.3.1 Key Elements of the Process of Assessing a Formal Application

Purpose	Assess the documentation that is supplied by the applicant to ensure that the application meets the requirements of Regulation 4.2.2
Controls	
Requirement 4.2	Permits to make an application to the DGCA for an aerodrome certificate to operate a specific aerodrome Requires the application to be in an approved format and be accompanied by an aerodrome manual
Requirement 4.3	Defines the rules for granting an aerodrome certificate and details CAASL criteria for the issue of certificates.
Requirement 5.3	Defines the information to be included in the Aerodrome Manual.

Staff	Delegation	Responsibilities
Assigned Aerodrome Inspector	SLCAP 5250, Section AE, Page 4 - 7	Makes the initial assessment of the application

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Forms Certificate Issue Checklist
Aerodrome Certification and Surveillance Checklist

Sample Letters N/A

Timeframe The initial assessment should be completed within 30 days of the receipt of the formal application.

2.3.2 Guidelines for Assessing a Formal Application

Aerodrome Certificate Issue Checklist

As you process the application, tick activities successfully completed off the Aerodrome Certificate Issue Checklist.

Aerodrome Manual

Applicants must supply one copy of the Aerodrome Manual with their application. In addition to the Aerodrome Manual, the applicant may be required to supply other supporting evidence to the AI.

The Aerodrome Manual must comply with mandatory regulations regarding its contents and completeness.

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


2.3.3 Procedures for Assessing a Formal Application

Assigned Aerodrome Inspector

Note: As you process the application, complete the relevant parts of the Aerodrome Certificate Issue Checklist to record activity satisfactorily completed to date.

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

1. Make an initial assessment of the application:

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- a) Check that you have received a copy of the applicant's Aerodrome Manual.
 - b) Check the receipt of the payment made to CAASL.
2. Using the Aerodrome Certification and Surveillance checklist, determine whether the applicant's Aerodrome Manual complies with the requirements of the regulations and standards.
 3. Determine whether the Aerodrome Manual satisfactorily indicates that the applicant can properly operate and maintain the aerodrome in accordance with the regulation and standards.

2.4 Assessing the Aerodrome Facilities

2.4.1 Key Elements of the Process of Assessing Aerodrome Facilities


Purpose Complete the assessment of the application by inspecting the facilities at the applicant's aerodrome to ensure that they comply with the mandatory standards (ASN 99).

Controls

Requirement 4.3.2.(a) Requires that the facilities must be in accordance with specified standards before a certificate may be issued

Requirement 6.1 Require the operator to comply with published standards (ASN 99).

Staff	Delegation	Responsibilities
Assigned Aerodrome Inspector	SLCAP 5250, Section AE, Page 4 - 7	Assesses the aerodrome facilities during a visit to the aerodrome
Forms	Certificate Issue Checklist PAPI Check Record Airport Lighting Check Record Aerodrome Certification and Surveillance Checklist	
Sample Letters	N/A	

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Timeframe

The visit to the aerodrome should be made within 90 days of the receipt of the formal application.

2.4.2 Guidelines for Assessing the Aerodrome Facilities

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

The AI may request assistance from various needed specialists, e.g. flight operations, air traffic services, fire service officer, electrical engineering and so on to assess particular aerodrome facilities including lighting, visual aids and observation from the air during day and night.

The facilities must comply with the published standards.

2.4.3 Procedures for Assessing the Aerodrome Facilities

Assigned Aerodrome Inspector

1. Obtain copies of the Aerodrome Certification and Surveillance Checklists.
2. With the other specialists as required, visit the aerodrome, inspect the facilities to ensure that they comply with the ASN 99:
 - a. Assess each item listed on the checklists.
 - b. As you make the inspection, record the results of the inspection on the appropriate checklists. Note comments, if required.
4. Complete the assessment of the Aerodrome Manual. (See Section 2.3.3 assessing the applicant's Aerodrome Manual.)
5. At the end of the inspection, complete the relevant parts of the Certificate Issue Checklist to record activity satisfactorily completed to date.

2.5 Issuing or refusing an Aerodrome Certificate


2.5.1 Key Elements in Issuing or Refusing an Aerodrome Certificate

Purpose:

To advise the applicant of the results of the assessment.

To complete the administrative action required when an application is approved.

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Controls:

Requirement 4.3 &	Specifies the requirements for notifying the decision
Requirement 4.4	to issue, or refusal to issue, a certificate
Requirement 4.5	Allows DGCA to endorse conditions, in the interest of safety, on an aerodrome certificate at issue.

Staff

Delegation Responsibilities

Assigned Aerodrome Inspector	SLCAP 5250, Section AE, Page 4 - 7	Maintains the Aerodrome Certificate Register. Advises the applicant of the results of the assessment. Recommends the issuance of the aerodrome certificate, if appropriate.
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Forms

Aerodrome Certificate Register
Aerodrome Certificate - Sample Certificate
Refusal to grant of certificate - Sample Letter

Timeframe

The administrative action to issue or refuse the certificate should be completed within 120 days of the receipt of the formal application.

The Aerodrome Certificate will be issued to the Successful Applicant within 14 days of a decision being made.

The notification of the decision to refuse a certificate must be sent to the applicant within 14 days of a decision being made.


2.5.2 Guidelines for Issuing or Refusing an Aerodrome Certificate

Issue of the Certificate Number

The newly certified aerodrome is allocated the next available number on the Aerodrome Certificate Register.

Types of Notification

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

- Notification that the application is successful
- Advice that additional steps need to be taken by the applicant prior to further assessment of the application. (This advice is a variation of the notification that an application has been unsuccessful. The certificate may be granted if subsequent assessment shows that the applicant has corrected all deficiencies.)
- Notification that the application has been unsuccessful.

Notes: For a successful application, conditions may be placed on an aerodrome certificate in accordance with the regulations. If conditions are being considered, the AI should consult the DD/ANS.

Certificates will be granted for two years.

Refusal to Issue an Aerodrome Certificate

The decision to refuse an application may be a reviewable decision. Unsuccessful applicants must be advised in writing of the reasons for the refusal to grant the certificate.


The notification of refusal to grant a certificate must be sent to the applicant within 14 days of making the decision. Applicants who have been advised to take steps to correct any deficiencies before an aerodrome certificate can be issued are responsible for advising the CAASL when the deficiencies have been rectified (Report of corrective action taken).

2.5.3 Procedures for Issuing or Refusing an Aerodrome Certificate

Assigned Aerodrome Inspector

1. Advise the DD/ANS of the outcome of the assessment.
2. Collate all associated paperwork on the Aerodrome File on the completion of all previous steps.
3. Notify the applicant of the outcome of the assessment: The advice may be that:


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- The applicant needs to take steps to rectify specified deficiencies prior to approval of the formal application
 - The application for a certificate is approved
 - The application is refused.
4. If the aerodrome operator needs to rectify specific deficiencies before the application can be considered further:
 - a. Advise the applicant of the steps needs to be taken — for example, amend the Aerodrome Manual or make changes to facilities in order to comply with standards.
 5. When the application has been approved, update the Aerodrome Certificate Register.
 6. Allocate the certificate number. This is the next sequential number on the Aerodrome Certificate Register.
 7. Prepare, sign by DGCA and dispatch the certificate along with the covering letter and the operator's copy of the Aerodrome Manual.
 8. If grounds exist for refusing the application:
 9. Prepare a "refusal to grant certificate" letter stating reasons, and advising the applicant to appeal the decision.

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

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

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Aerodrome Certificate

This certificate authorizes

{Certificate Holder's Name}

to operate


{Aerodrome Name}

This certificate is issued under the provisions of Requirement 4.3 stated in the ASN 96. The operation and use of the aerodrome is subject to the Air Navigation Act, the Air Navigation Regulations, and any relevant directions issued by the Director General of Civil Aviation, including any conditions endorsed on the reverse of this document. This certificate is valid for two years until surrendered, suspended or cancelled.

Certificate Number:

Signed:

Dated:

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2.5.4 Procedures for Advising CAASL and the Industry of a Newly Certified Aerodrome

Assigned Aerodrome Inspector

1. Notify the Aeronautical Information Service (AIS), providing information about the aerodrome for inclusion in AIP and NOTAM through DD/ANS.
2. Notify NOTAM Office of nominated reporting officers of the aerodrome operator.
3. Place a copy of the Aerodrome Certificate in the Aerodrome File.
4. Complete an Aerodrome Profile Sheet and place a copy in the Aerodrome File.
5. Incorporate the aerodrome into the aviation safety surveillance plan in accordance with local procedures.

DD/ANS

1. Arrange for surveillance planning.

3. Surrender of an Aerodrome Certificate

3.1 Overview of the Surrender Process

3.1.1 Key Elements of the Surrender Process

Purpose: To ensure that aerodrome certificates are surrendered correctly and consistently using a common legal format by describing the:

- o Process for surrendering aerodrome certificates
- o Legislation governing their surrender
- o Staff responsibilities
- o Forms used.

To ensure that when a certificate is surrendered, all actions required to maintain the ongoing safety of aviation operations are taken into account.

Controls

Requirement 4.1 Establishes that an aerodrome operator is the aerodrome certificate holder in the case of a certified aerodrome.

Requirement 4.7 Requirements for the cancellation of an aerodrome certificate at the request of an aerodrome operator.

Staff

Delegation Responsibilities

Assigned Aerodrome Inspector

SLCAP 5250, Section AE, Page 4 - 7
 Recommends to DGCA through DD/ANS to cancel the aerodrome certificate.
 Adjusts on-going surveillance accordingly.

Forms

Checklist for Cancellation by Surrender

Sample Letters

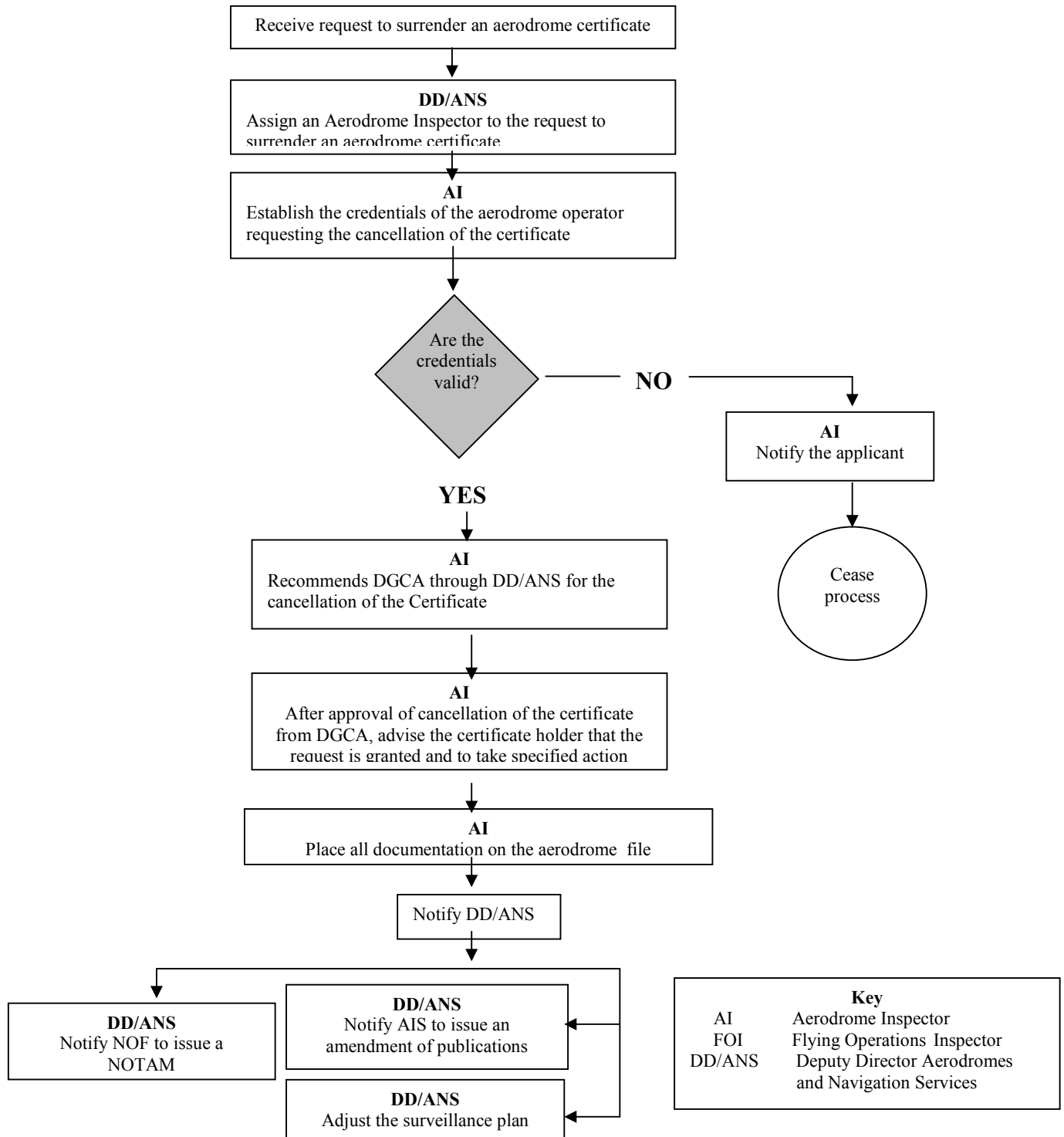
Letter of cancellation by surrender

Timeframe

The aerodrome certificate should be cancelled on the date specified by the aerodrome operator.



3.1.2 Surrender Process Flowchart



3.2 Receiving Notification of Surrender of the Aerodrome Certificate from the Aerodrome Operator

3.2.1 Key elements of the Process of Receiving Notification from the Aerodrome Operator

Purpose: Provide the procedures for processing the receipt of a request for surrender of an aerodrome certificate.

Controls:

Requirement 4.1 Establishes that the aerodrome operator is the certificate holder


Requirement 4.7 Requirements for the cancellation of an aerodrome certificate at the request of the holder

Staff	Delegation	Responsibilities
DD/ANS	SLCAP 5250, Section AE, Page 4 - 7	Assigns the request for a cancellation to an Aerodrome Inspector.
Assigned Aerodrome Inspector	SLCAP 5250, Section AE, Page 4 - 7	Confirms the credentials of the person making the request to cancel. Confirms the surrender date of effect.

Forms Checklist for Cancellation by Surrender

Sample Letters None

Timeframe Certificate surrender action is to be completed at least 30 days before the date specified by the operator to cancel the Certificate.

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3.2.2 Guidelines for Receiving Notification from the Aerodrome Operator

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

An aerodrome operator must give DGCA at least 90 days written notice of the cancellation date.

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

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

The surrender or cancellation of an aerodrome certificate may affect:

- Certain regular public transport (RPT) operations into the aerodrome
- Continuing general aviation safety
- CAASL aerodrome surveillance activity.


3.2.3 Procedures for Receiving Notification from the Aerodrome Operator

DD/ANS

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

Aerodrome Inspector

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 the request for the cancellation of certificate.
 - b. Specified when cancellation should become effective.

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If no date is specified, the certificate cancellation date is the date 60 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.

3.3 Assessing a Surrender Request

3.3.1 Key Elements of the Process of Assessing the Request to Surrender a Certificate

Purpose: To ensure that a request for surrender of the aerodrome certificate by the aerodrome operator is properly made.

To ensure that aerodrome certificates are consistently surrendered using a common legal format

To ensure that the safety of aviation is not compromised at an aerodrome where the certificate has been surrendered.

Controls:


Requirement 4.7 Requirements for the cancellation of an aerodrome certificate at the request of an aerodrome operator.

Staff	Delegation	Responsibilities
<i>Assigned Aerodrome Inspector</i>	SLCAP 5250, Section AE, Page 4 - 7	Determines that the request is from the aerodrome certificate holder.
Forms	Aerodrome Certificate Surrender Checklist	
Sample Letters	Letter of cancellation by surrender	
Timeframe	The applicant must receive the notification of cancellation prior to the date nominated by the aerodrome operator	

3.3.2 Guidelines for Assessing the Request to Surrender a Certificate

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


3.3.3 Procedures for Assessing the Request to Surrender a Certificate

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Assigned Aerodrome Inspector

1. 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 sufficient information:
 - Are there regular public transport (RPT) operations at the aerodrome?
 - Are there any changes to the details of the reporting officer?
 - 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?
2. 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 DGCA to enable cancellation of the certificate.
 - 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, D/AS and place a copy in the appropriate aerodrome file.
 4. Send the letter of notification to the aerodrome operator before the nominated surrender date (if specified) — see the sample letter of cancellation by surrender of an aerodrome certificate.
 5. When you have the original certificate:
 - a. Mark it as cancelled by completing the following actions using ink:

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- 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 on the appropriate aerodrome file or a copy of the cancelled certificate.

6. Update the Aerodrome Certificate Register.

3.4 Advising about Surrendered Aerodrome Certificates

3.4.1 Key Elements of the Process of Notifying DGCA


Purpose: To ensure that the safety of aviation is not compromised at the uncertified aerodrome.

To advise members of the aviation industry to take appropriate action if they wish to use the aerodrome.

Staff	Delegation	Responsibilities
Assigned Aerodrome Inspector	SLCAP 5250, Section AE, Page 4 - 7	Notifies relevant CAASL sections and the aviation industry that an aerodrome is no longer certified.
Forms	None	
Sample Letters	None	
Timeframe		CAASL internal sections and the aviation industry must be notified of the surrender of the aerodrome certificate at least seven days prior to the cancellation of the certificate.


3.4.2 Procedures for Notifying CAASL/Aviation Industries

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Assigned Aerodrome Inspector

1. Notify NOTAM Office (NOF):
 - To issue a NOTAM canceling the certified status of the aerodrome
2. Notify the Aeronautical Information Service (AIS) through DD/ANS to issue an amendment of AIP.
3. Amend the Aerodrome Certificate Register.
4. Amend aerodrome file and surveillance records.

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4. Compliance and Enforcement

4.1 Canceling or Suspending an Aerodrome Certificate

4.1.1 Key Elements of the Process of Canceling or Suspending an Aerodrome Certificate

Purpose: To ensure that aerodrome certificates are consistently suspended or cancelled using a common legal format

To ensure that the safety of aviation is not compromised at an aerodrome where the certificate has been suspended or cancelled.

Controls:

Requirement 4.8 Empowers the DGCA to suspend or cancel an aerodrome certificate if DGCA is satisfied that certain grounds exist.


Cause for Action

In regard to aerodrome certificates, action may be instituted if DGCA is satisfied that 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;

Staff	Delegation	Responsibilities
<i>Assigned Aerodrome Inspector</i>	SLCAP 5250, Section AE, Page 4 - 7	Conduct aerodrome surveillance audit and inspections. Take necessary steps of enforcement action.
Forms	Aerodrome Inspection Report	

Sample Letters
 Letter of Warning Notice
 Letter of Suspension of the Certificate
 Letter of Cancellation of the Certificate

	Aerodrome Certification Manual	SLCAP 2000	
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Timeframe

The DGCA shall give a period of 60 days for rectifying the deficiencies identified by the AI during inspection.

The DGCA shall give warning letter to the Certificate Holder before suspension of the Certificate providing another 60 days to rectify those deficiencies.

If the Certificate Holder fails to rectify those deficiencies within the time period given by the DGCA, action will be taken to suspend the Certificate for 60 days.

If the Certificate Holder fails to rectify those deficiencies within the suspension period then the Certificate will be cancelled upon the decision of DGCA effective from the date decided by DGCA.

4.1.2 Procedures for the Suspension or Cancellation of a Certificate


Assigned Aerodrome Inspector

1. Using the Aerodrome Certificate Suspension or Cancellation Checklist


- a. Check that AI has given to the Aerodrome Operator a period of 60 days to rectify all deficiencies identified during inspection before issuing warning letter to suspend the certificate.
- b. Check that AI has given 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:

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- a. Notifying the suspension or cancellation of the certificate
 - b. In case of cancellation of the certificate, instructing the 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.
3. Prepare and forward the letter for DGCA's 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.
 5. When you have the original certificate document:
 - b. Mark it as cancelled by completing the following actions using ink:
 - Draw a line through the document.
 - Write Cancelled and the date of the cancellation on the document.
 - Sign the document.
 - b. Place the original certificate document on the appropriate aerodrome file.
 6. Update the Aerodrome Certificate Register.

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4.2 Advising about Cancellation of Aerodrome Certificates

4.2.1 Key Elements of the Process of Notifying CAASL

Purpose: To ensure that the safety of aviation is not compromised at the uncertified aerodrome.


To advise members of the aviation industry to take appropriate action if they wish to use the aerodrome.

Staff	Delegation	Responsibilities
Assigned Aerodrome Inspector	SLCAP 5250, Section AE, Page 4 - 7	Notifies relevant CAASL sections and the aviation industry that an aerodrome is no longer certified.
Forms	None	
Sample Letters	None	
Timeframe	CAASL internal sections and the aviation industry must be notified of the cancellation of the aerodrome certificate at least seven days prior to the cancellation of the certificate.	

4.2.2 Procedures for Notifying CAASL/ Aviation Industries

Assigned Aerodrome Inspector

1. Notify AIS:
 - To issue a NOTAM canceling the certified status of the aerodrome
2. Notify the AIS through DD/ANS to issue an amendment of AIP.
3. Amend the Aerodrome Certificate Register.
4. Amend aerodrome file and surveillance record.

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5. Sample Letters

5.1 Grant of an Aerodrome Certificate

{File reference}

Date:

{Applicant's name}

{Aerodrome name}

{Aerodrome address}

Dear {Sir/Madam},

ISSUE OF CERTIFICATE TO OPERATE (Name of aerodrome)

This has reference to your letter {number} dated {dd/mm/yy} and your application for a certificate to operate {name of aerodrome}. Your application has been approved and the Aerodrome Certificate is ready for collection.

Your aerodrome will {now/continue to} be subject to regular routine surveillance by this Authority under the requirements expressed in the aerodrome surveillance program.

If you have any queries regarding this certificate or any other aerodrome-related matters please contact this Authority.


Yours faithfully,

{Signature}

{Name}

Director General of Civil Aviation

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5.2 Refusal to Grant an Aerodrome Certificate

{File reference}

Date:

{Applicant's name}

{Aerodrome name}

{Aerodrome address}


Dear *{Sir/Madam}*,

REFUSAL OF APPLICATION FOR AERODROME CERTIFICATE

This has reference to your letter *{number}* dated *{dd/mm/yy}* and your application for a certificate to operate *{name of aerodrome}*. Your application has been assessed in accordance with the requirements of the CAASL and has been refused due to the following reason(s):

{Delete whichever is not applicable}

- a. Following an inspection of the aerodrome facilities and equipment, this office has found that they do not meet the required standards specified for a certified aerodrome.
- b. Following an assessment of the aerodrome's operating procedures this office has found that they do not make satisfactory provision for the safety of aircraft.
- c. Following an assessment of the Aerodrome Manual we have found that it does not contain the particulars set out in Requirement 4.3 specified in ASN 96.

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d. Due to above fact(s) and the other factors listed below, I wish to regrettably inform you that this office is not satisfied with your ability to operate and maintain the aerodrome as required by Requirement 4.3 specified in ASN 96.

{Give details of each deficiency}

You were advised of the above deficiencies on *{dd/mm/yy}* and your response has led us to the conclusion that you are unable to comply with the requirements for the issuance of an aerodrome certificate. Therefore, your application has been refused.


If you have any queries relating to this matter please contact the undersigned.

Yours faithfully,

{Signature}

{Name}

Director General of Civil Aviation

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5.3 Cancellation by Surrender

{file reference}

Date:

{Certificate holder's name}

{Address}

Dear *{Sir/ Madam}*

SURRENDER OF THE CERTIFICATE TO OPERATE *{Name of aerodrome}*

This has reference to your letter *{number}* dated *{dd/mm/yy}* requesting cancellation of your aerodrome certificate for *{name of aerodrome}*. Your Aerodrome Certificate bearing the number *{xxxx}* *{has been/will be}* cancelled on *{dd/mm/yy}*. We have arranged for a NOTAM to be issued advising cancellation of the certificate.

{Insert the relevant paragraph below.}

As there *{are/are no}* regular public transport operations at your aerodrome after the date of cancellation, it *{will/will not}* be subject to continued regular surveillance from this Authority.

As the aerodrome *{is to be/has been}* closed to all aircraft operations, you are advised to take the following steps.

- Remove the windsock and boundary markers.
- Advise any known local operators
- Display appropriate un-serviceability markers.


If you have any queries regarding the cancellation of the certificate or the legislative requirements for the continuing use of your aerodrome, please contact this office.

Yours faithfully,

{Signature}

{Name}

Director General of Civil Aviation

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5.4 Warning Notification

{file reference}

Date:

{Certificate holder's name}

{Address}

Dear *{Sir/ Madam}*

WARNING NOTICE FOR THE SUSPENSION OF THE AERODROME CERTIFICATE
{name of aerodrome}

This has reference to our letter *{Number}* dated *{dd/mm/yy}*.

As you have failed to rectify the findings mentioned in the above letter within the period stated, this Authority will suspend your Aerodrome Certificate with effect from *{dd/mm/yy}*. (*Note: The date should be 60 days from the date of this letter*)


If you have any queries regarding above, please contact this Authority.

Yours faithfully,

{Signature}

{Name}

Director General of Civil Aviation

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5.5 Suspension of the Aerodrome Certificate

{file reference}

Date:

{Certificate holder's name}

{Address}

Dear *{Sir/ Madam}*

SUSPENSION OF THE AERODROME CERTIFICATE *{name of aerodrome}*

This has reference to our letter *{Number}* dated *{dd/mm/yy}*.

As you have failed to rectify the findings mentioned in the above letter within the period stated, this Authority has decided to suspend your Aerodrome Certificate with effect from *{dd/mm/yy}* for a period of 60 days.

If you fail to rectify the findings within this period, your certificate will be cancelled by this Authority.


If you have any queries regarding above, please contact this Authority.

Yours faithfully,

{Signature}

{Name}

Director General of Civil Aviation

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5.6 Cancellation of the Aerodrome Certificate

{file reference}

Date:

{Certificate holder's name}

{Address}

Dear *{Sir/ Madam}*

CANCELLATION OF THE AERODROME CERTIFICATE *{name of aerodrome}*

This has reference to our letter *{Number}* dated *{dd/mm/yy}*.


As you have failed to rectify the findings mentioned in the letter *{Number}* dated *{dd/mm/yy}* within the period stated in the letters reference *{Numbers and dates}* this Authority has decided to cancel your Aerodrome Certificate with effect from *{dd/mm/yy}*. We have arranged for a NOTAM to be issued in this regard.

{Insert the relevant paragraph below}

As there *{are/are no}* regular public transport operations at your aerodrome after the date of cancellation, it *{will/will not}* be subject to continued regular surveillance from this Authority.

As the aerodrome *{is to be/has been}* closed to all aircraft operations, you are advised to take the following steps.

- Remove the windsock and boundary markers.
- Advise any known local operators
- Display appropriate unserviceability markers.

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If you have any queries regarding the cancellation of certificate or the legislative requirements for the continuing use of your aerodrome, please contact this office.

Yours faithfully,

{Signature}

{Name}

Director General of Civil Aviation

6. Checklist

6.1 Aerodrome Certificate Issue Checklist


The Aerodrome Inspector must complete this checklist to ensure that each step of the aerodrome certificate procedure is completed during issue of the aerodrome certificate. Tick each box to indicate the satisfactory completion of the task. Note the date against each box.

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

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

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

Name:(Aerodrome Inspector)

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6.2 Aerodrome Certificate Surrender Checklist

1. **The aerodrome operator must provide CAASL 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 in the appropriate aerodrome file.

3. **Advise the following 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

4. **Surveillance Update**

- Aerodrome Profile Sheet update
- Surveillance Plan amendment

.....
Aerodrome Inspector

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

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6.3 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.

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- 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 in the appropriate aerodrome file.

6. Surveillance Update

- Aerodrome Profile Sheet updated
- Surveillance Plan amended

.....
Aerodrome Inspector

..... / /
Date

7. Sample Aerodrome Certificate Application Form

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 stated above, I hereby apply for a certificate to operate the aerodrome.

Signed:


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

.....

Name of person making the declaration:

.....

Date://.....

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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.