



**Islamic Republic of Afghanistan
Civil Aviation Authority**

MANUAL OF AERODROME CERTIFICATION PROCEDURES

**AFGHAN CIVIL AVIATION DIRECTIVE
(CAD)**

CAD-AGA-004.0

Aerodromes

30 APR 2014

Revision 0

H.E. Capt. Hamid
Director General
Civil Aviation Authority

Approved: _____



Intentionally Left Blank



Table of Contents

0	Administration and Control	11
0.1	Abbreviations	11
0.2	Record of Revision	12
1	Introduction	16
1.1	About this Manual	16
1.1.1	Introduction	16
1.1.2	Identification and Classification of Contents	16
1.1.3	Amendment Procedure for the Manual	16
1.2	Definitions	17
1.3	Legislative Controls	17
1.3.1	Certificate Issue	17
1.3.2	Certificate Surrender	18
1.3.3	Certificate Transfer	18
1.3.4	Certificate Amendment	18
1.3.5	Compliance and Enforcement	18
2	Issuing Certificate	19
2.1	Certificate issuing process	19
2.1.1	Key Elements of the Certificate Issuing Process	19
2.1.2	Certificate Issuing Process Flowchart	21
2.2	Dealing with Expressions of Interest	22
2.2.1	Key Elements of the Process to deal with Expressions of Interest	22
2.2.2	Guidelines for Dealing with Expressions of Interest	23
2.2.3	Procedures for Dealing with Expressions of Interest	24
2.3	Assessing a Formal Application	24
2.3.1	Key Elements of the Process of Assessing a Formal Application	24
2.3.2	Guidelines for Assessing a Formal Application	25
2.3.3	Procedures for Assessing a Formal Application	25
2.4	Assessing the Aerodrome Facilities	26
2.4.1	Key Elements of the Process of Assessing Aerodrome Facilities	26
2.4.2	Guidelines for Assessing the Aerodrome Facilities	26
2.4.3	Procedures for Assessing the Aerodrome Facilities	27
2.5	Issuing or Refusing an Airport Certificate	27
2.5.1	Key Elements in Issuing or Refusing an Airport Certificate	27
2.5.2	Guidelines for Issuing or Refusing an Aerodrome Certificate	28



2.5.3	Procedures for Issuing or Refusing an Aerodrome Certificate	29
2.5.4	Procedures for Advising ACAA and the Industry of a Newly Certified Aerodrome ..	30
2.6	Advising AIP and Industry of Certified Aerodrome	30
2.6.1	Key Elements of the Process of Advising ACAA and the Industry of a Newly Certificated Aerodrome	30
3	Surrender of an Aerodrome Certificate	33
3.1	Overview of the Surrender Process	33
3.1.1	Key Elements of the Surrender Procedures	33
3.1.2	Surrender Process Flowchart	34
3.2	Receiving Notification of Surrender of the Aerodrome Certificate from the Aerodrome Operator	34
3.2.1	Key elements of the Process of Receiving Notification from the Aerodrome Operator.....	34
3.2.2	Guidelines for Receiving Notification from the Aerodrome Operator	35
3.2.3	Procedures for Receiving Notification from the Aerodrome Operator	36
3.3	Assessing a Surrender Request	36
3.3.1	Key Elements of the Process of Assessing the Request to Surrender a Certificate.....	36
3.3.2	Guidelines for Assessing the Request to Surrender a Certificate.....	37
3.3.3	Procedures for Assessing the Request to Surrender a Certificate	37
3.4	Advising about Surrendered Aerodrome Certificates	38
3.4.1	Key Elements of the Process of Notifying the ACAA	38
3.4.2	Procedures for Notifying ACAA/Aviation Industries.....	38
4	Transferring an Aerodrome Certificate	39
4.1	Overview of the Transfer Process	39
4.1.1	Key Elements of the Transfer Process	39
4.1.2	Transfer Process Flowchart.....	40
4.2	Processing Transfers	41
4.2.1	Guidelines for Processing Certificate Transfers	41
4.2.2	Procedures for Processing Certificate Transfers	43
5	Amendment to the Aerodrome Certificate	44
5.1	Overview of the Amendment Process.....	44
5.1.1	Key Elements of the Amendment Process	44
5.1.2	Amendment Process Flowchart.....	45
5.2	Processing Amendments.....	45
5.2.1	Guidelines for Processing Aerodrome Certificate Amendments	45



5.2.2	Procedures for Processing Amendment to the Certificate	47
6	Compliance and Enforcement.....	48
6.1	Canceling or Suspending an Aerodrome Certificate	48
6.1.1	Key Elements of the Process of Canceling or Suspending an Aerodrome Certificate.....	48
6.1.2	Procedures for the Suspension or Cancellation of an Aerodrome Certificate.....	49
6.2	Advising about Cancellation of Aerodrome Certificates	50
6.2.1	Key Elements of the Process of Notifying ACAA	50
6.2.2	Procedures for Notifying ACAA/ Aviation Industries	51
7	Sample Letters	52
7.1	Grant of an Aerodrome Certificate.....	52
7.2	Refusal to Grant an Aerodrome Certificate.....	53
7.3	Cancellation by Surrender	54
7.4	Consent to Transfer an Aerodrome Certificate	55
7.5	Transfer Confirmation of an Aerodrome Certificate	56
7.6	Non-consent to Transfer of Aerodrome Certificate	57
7.7	Amendment of an Aerodrome Certificate	58
7.8	Non-consent to Amend an Aerodrome Certificate	59
7.9	Warning Notification	60
7.10	Suspension of an Aerodrome Certificate	61
7.11	Cancellation of an Aerodrome Certificate	62
8	Checklist.....	63
8.1	Aerodrome Certificate Issue Checklist.....	63
8.2	Aerodrome Certificate Surrender Checklist	64
8.3	Aerodrome Certificate Transfer Checklist.....	65
8.4	Aerodrome Certificate Amendment Checklist	67
8.5	Aerodrome Certificate Suspension or Cancellation Checklist	69
9	Aerodrome Certificate Application Form.....	71



Intentionally Left Blank



List of Tables

Table 2-1: Certificate Issuing Process	20
Table 2-2: Dealing with expressions of interest	23
Table 2-3: Procedures for dealing with expressions of interest.....	24
Table 2-4: Assessing a formal application	25
Table 2-5: Assessing the aerodrome facilities	26
Table 2-6: Issuing or refusing an Aerodrome Certificate.....	28
Table 2-7: Advising AIP and Industry of a newly Certificated Aerodrome	31
Table 3-8: Surrender process.....	33
Table 3-9: Receiving notification of surrender of the Aerodrome Certificate	35
Table 3-10: Assessing a surrender request.....	37
Table 3-11: Advising about surrendered Aerodrome Certificates.....	38
Table 4-12: Key elements of the transfer process	39
Table 5-13: Amendment process	44
Table 6-14: Canceling or Suspending an Aerodrome Certificate	49
Table 6-15: Advising about cancellation of Aerodrome Certificates	51



Intentionally Left Blank



List of Figures

Figure 2-1: Certificate Issuing Process Part 1.....	21
Figure 2-2: Certificate Issuing Process Part 2.....	22
Figure 2-3: Aerodrome Certificate	32
Figure 3-4: Surrender process.....	34
Figure 4-5: Transfer process	40
Figure 4-6: Aerodrome Certificate of Transfer	43
Figure 5-7: Amendment process	45



Intentionally Left Blank



0 Administration and Control

The following list contains key abbreviations used in this document, as well as others likely to be in common use in the respective area.

0.1 Abbreviations

ACAA	Afghan Civil Aviation Authority
ACAR	Afghan Civil Aviation Regulation
AIP	Aeronautical Information Publication
AIS	Aeronautical Information Services
ASM	Aerodrome Standards Manual
DDG	Deputy Director General
DG	Director General
DOA	Department of Aerodromes
FOI	Flight Operations Inspector
ICAO	International Civil Aviation Organization
N/A	Not Applicable

[illegible]



Intentionally Left Blank



Foreword

The Islamic Republic of Afghanistan 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 the Civil Aviation Authority of Afghanistan, Civil Aviation Regulation – airport certificates must be obtained:

- [1] The operator of the airport that may be used for public purpose as per the national need must obtain the Airport Certificate.
- [2] The Airport Certificate must be obtained to operate international public air transportation service at any airport of Afghanistan.
- [3] An application may also be submitted for the airport certificate to operate domestic airport except as referred to ACAR Part 12.3.1.

The Director General of the Afghan Civil Aviation Authority will issue an Airport Certificate only after confirming the fulfillment of the requirement under ACAR Part 12.3. The regulatory rules and existing aerodrome physical facilities, its staff, equipment, and procedures shall be investigated in-depth by ACAA against the requirement under ACAR Part 12.

In order to issue an Airport Certificate the ACAA 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, equipment's, procedures and equipment's as per the regulatory Rules.

The regulatory Rules to be satisfied by the Aerodrome Operators for the certification of an aerodrome are specified in the ACAR Part 12. This manual mainly describes the Rules and procedures used by the ACAA to process applications for the issue, transfer, surrender and amendment of airport certificates. The manual further describes the procedure which should be followed by an aerodrome operator for the application of an Airport Certificate. It is designed to ensure that the required standards are applied when an Airport Certificate is issued, transferred, suspended or cancelled and surrendered.

It is expected that the applicant of an Airport 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 rules followed by dissemination of such changes to the holders of the manual.



Intentionally Left Blank



1 Introduction

1.1 About this Manual

1.1.1 Introduction

This manual describes the Rules and procedures used by the ACAA to process applications for the issue or surrender of aerodrome certificates in the Islamic Republic of Afghanistan. It is designed to ensure that the required standards are applied when an airport certificate is issued, transferred, suspended or cancelled and surrendered.

This manual:

- defines the Rules that govern airport certification;
- clearly sets out:
 - the responsibilities of ACAA staff;
 - standards and procedures ACAA staff must follow when processing applications for the issue, transfer, suspension or cancellation and surrender of airport certificates;
 - rules for compliance and enforcement.

Adherence to the standards and procedures will ensure that:

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

1.1.2 Identification and Classification of Contents

The format of this Manual will permit incorporation of amendments in the form of additions or deletions or substitution. Contents are segregated by chapters, subject headings, reference serial number, page numbers, revision numbers and date of issue.

1.1.3 Amendment Procedure for the Manual

Amendments to the Manual will be incorporated on the authority of the ACAA. The Department of Aerodromes (DOA) will take steps to introduce necessary amendments to the existing provisions in the Manual or incorporate new provisions following the decisions of the ACAA.

Proposal for amendment to an existing provision in the Manual can originate from the DOA, an operator, the ACAA directorates/departments and any other competent person at any time. Such amendments will be incorporated into the Manual, if approved by the ACAA, after due deliberations on such proposal(s).

The DOA will circulate the amended page(s) of the Manual amongst the concerned stake holders immediately following a formal adoption of an amendment or addition.



Summary of all revisions will be recorded in the History of Revisions provided at the beginning of the Manual, for tracking purposes.

1.2 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.
- **Airport/Aerodrome certificate** – certificate issued by the ACAA under ACAR Part 12 and other relevant rules.
- **Aerodrome facilities and equipment** – facilities and equipment inside or outside the boundaries of an aerodrome those 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 Rules and includes any amendments to the manual accepted by the ACAA.
- **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.
- **Maneuvering 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 maneuvering 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.

1.3 Legislative Controls

Rules with regard to the certification of airports are specified in ACAR Part 12.

1.3.1 Certificate Issue *Controls*

Part 12.3.1 defines when an airport certificate must be obtained:

- [1] the operator of the airport that may be used for public purpose as per the national need must obtain the Airport Certificate;
- [2] the Airport Certificate must be obtained to operate international public air transportation service at any airport of Afghanistan;



[3] an application may also be submitted for the airport certificate to operate domestic airport except as referred to in ACAR Part 12.3.

Part 12.3.2 permits to make an application to the ACAA for an airport certificate to operate a specific aerodrome; and

requires the application to be in a prescribed format and be accompanied by an aerodrome manual and additional documentation as required.

Part 12.3.3 defines the rules for granting an airport certificate and details ACAA criteria for the issue of certificates.

Part 12.3.4 authorizes the ACAA to refuse to grant an airport certificate.

Part 12.3.11 authorizes the ACAA to endorse condition on an aerodrome certificate.

Part 12.3.5 specifies the validity period of an aerodrome certificate.

Part 12.4.2 defines the information to be included in the Aerodrome Manual.

Part 12.6.2 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.

1.3.2 Certificate Surrender

Controls

Part 12.3.10 authorizes the ACAA to cancel an airport certificate at the request of an aerodrome operator.

1.3.3 Certificate Transfer

Controls

Part 12.3.9 permits an airport certificate to be transferred, provided that ACAA consents in writing.

1.3.4 Certificate Amendment

Controls

Part 12.3.12 permits an airport certificate to be amended, provided that ACAA consents in writing.

1.3.5 Compliance and Enforcement

Controls

Part 12.3.7/8 empowers the ACAA to suspend or revoke 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.



2 Issuing Certificate

2.1 Certificate issuing process

2.1.1 Key Elements of the Certificate Issuing Process

Purpose

- To ensure that airport certificates are correctly and consistently issued using a common legal format by describing the:
 - Process for issuing airport certificates
 - Legislation governing their issue
 - Staff responsibilities
 - Forms and letters used.

Controls

Part 12.3.1 defines when an airport certificate must be obtained:

- [1] the operator of the airport that may be used for public purpose as per the national need must obtain the Airport Certificate;
- [2] the Airport Certificate must be obtained to operate international public air transportation service at any airport of Afghanistan;
- [3] an application may also be submitted for the airport certificate to operate domestic airport except as referred to in ACAR Part 12.3.

Part 12.3.2 permits to make an application to the ACAA for an airport certificate to operate a specific aerodrome; and
requires the application to be in a prescribed format and be accompanied by an aerodrome manual and additional documentation as required.

Part 12.3.3 defines the rules for granting an airport certificate and details ACAA criteria for the issue of certificates.

Part 12.3.4 authorizes the ACAA to refuse to grant an airport certificate.

Part 12.3.11 authorizes the ACAA to endorse condition on an aerodrome certificate.

Part 12.3.5 specifies the validity period of an aerodrome certificate.

Part 12.4.2 defines the information to be included in the Aerodrome Manual.

Part 12.6.2 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.

*Process*

Staff	Delegation	Responsibilities
DOA		Recommends to issue the Airport Certificate
Flight Operations Inspector		Undertakes the necessary operational assessment
Forms and Letters involved		
Forms	Airport Certificate Register (Maintained by DOA) Application for Airport Certificate Certificate Issue Checklist PAPI Flight Check Record Airport Lighting Flight Check Record Aerodrome Manual Airport Certification and Surveillance Checklist	
Sample Letters	Grant of certificate Refusal to grant certificate	
Timeframe		
Timeframe	Decision to be made within 60 days after submitting complete application	

Table 2-1: Certificate Issuing Process



2.1.2 Certificate Issuing Process Flowchart

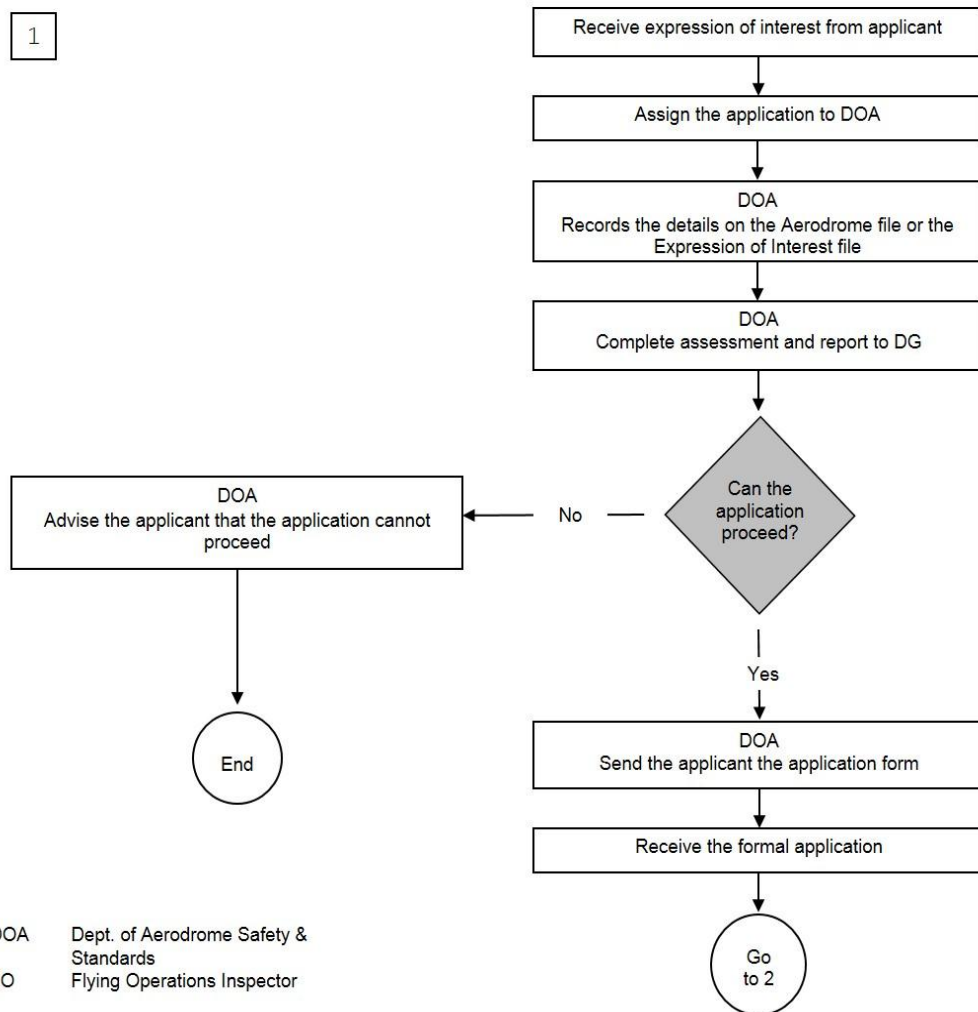


Figure 2-1: Certificate Issuing Process Part 1

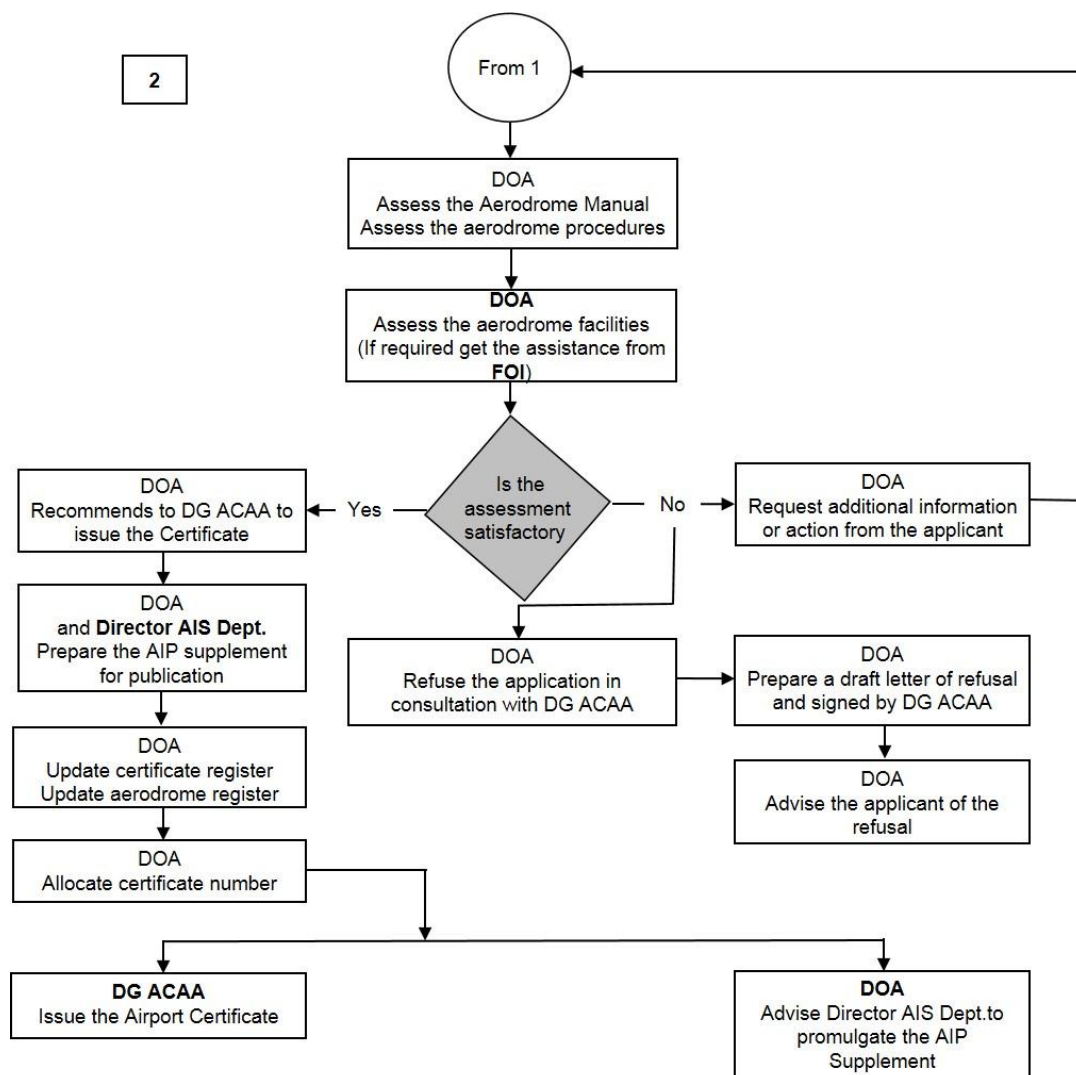


Figure 2-2: Certificate Issuing Process Part 2

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 assess the application by Department of Aerodromes;
- To give applicants basic information about the airport certification process.

Controls

Part 12.3.1 defines when an airport certificate must be obtained.

- [1] The operator of the airport that may be used for public purpose as per the national need must obtain the Airport Certificate.



- [2] The Airport Certificate must be obtained to operate international public air transportation service at any airport in the state.
- [3] An application may also be submitted for the airport certificate to operate domestic airport except as referred to in Part 12.3.1.

Part 12.3.4 authorizes the ACAA to refuse to grant an airport certificate.

Part 12.3.11 authorizes the ACAA to endorse condition on an aerodrome certificate.

Part 12.3.5 specifies the validity period of an airport certificate.

Process

Staff	Delegation	Responsibilities
DOA		Respond to the expression of interest
Forms and Letters involved		
Forms	Application for an Airport Certificate	
Sample Letters	N/A	
Timeframe		
Timeframe	Expression of interest should be responded within 30 days of their receipt	

Table 2-2: Dealing with expressions of interest

2.2.2 Guidelines for Dealing with Expressions of Interest

When Is a Certificate Required?

An airport certificate must be obtained.

- [1] The operator of the airport that may be used for public purpose as per the national need must obtain the Airport Certificate;
- [2] The Airport Certificate must be obtained to operate international public air transportation service at any airport of Afghanistan;
- [3] An application may also be submitted for the airport certificate to operate domestic airport except as referred to in Part 12.3.1.

Who May Make the Application?

Any aerodrome operator may apply for an airport certificate.

Who May Act as the Member of the DOA for Aerodrome Certification?

Officials from Civil, Electrical, Mechanical Fire, disciplines with required experience and qualifications;

Who May Act as the Member Secretary of the DOA for Aerodrome Certification?

Senior Official the Department with the required experience and qualifications;



Advice to Applicants

The DOA must advise the applicant that the aerodrome operator must submit a formal application using the standard application form for an Airport Certificate, with three copies of the Aerodrome Manual.

Note: *The relevant reference for the standards is Aerodrome Standards Manual (ASM).*

Standards: *The applicant should also be advised to obtain and refer the ASM and the ACAA regulations to ensure that certification standards are understood and can be met.*

2.2.3 Procedures for Dealing with Expressions of Interest

DG ACAA	DOA
Assign tasks to DOA 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 to obtain copies of ACAA regulations and ASM. 4. Send the applicant an Application form along with the details of fee for an Airport Certificate.

Table 2-3: Procedures for dealing with expressions of interest

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 regulations.

Controls

Part 12.3.2 permits to make an application to the ACAA for an airport certificate to operate a specific aerodrome; and
requires the application to be in a prescribed format and be accompanied by an aerodrome manual.

Part 12.3.3 defines the rules for granting an airport certificate and details ACAA criteria for the issue of certificates.

Part 12.4.2 defines the information to be included in the Aerodrome Manual.



Process

Staff	Delegation	Responsibilities
DOA	Letter issued by DG ACAA	Makes the initial assessment of the application
Forms and Letters involved		
Forms	Certificate Issue Checklist Airport Certification and Surveillance Checklist	
Sample Letters	N/A	
Timeframe		
Timeframe	The initial assessment should be completed within 30 days of the receipt of the formal application.	

Table 2-4: Assessing a formal application

2.3.2 Guidelines for Assessing a Formal Application

Airport Certificate Issue Checklist

During the process of the application, tick those activities successfully completed off the Airport 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 DOA.

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

The DOA must be satisfied that the airport 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

Department of Safety and Standard - DOA

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

When the completed Application form for an Airport Certificate is received:

- [1] Make an initial assessment of the application:
 - a) Check that you have received a copy of the applicant's Aerodrome Manual
 - b) Check the receipt of the payment made to ACAA.
- [2] Using the Airport Certification and Surveillance checklist, determine whether the applicant's Aerodrome Manual complies with the requirements of the ACAA ACAA regulations and Standards (ASM).



- [3] Determine whether the Aerodrome Manual satisfactorily indicates that the applicant can properly operate and maintain the aerodrome in accordance with the Regulations 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 (ASM).

Controls

Part 12.3.3 (b) (iii) requires that the facilities must be in accordance with specified standards before a certificate may be issued.

Part 12.6.2 requires the operator to comply with published standards (ASM).

Process

Staff	Delegation	Responsibilities
DOA	Letter issued by DG ACAA	Assesses the aerodrome facilities during a visit to the aerodrome
Forms and Letters involved		
Forms	Airport Certificate Issue Checklist PAPI Check Record Airport Lighting System Check Record Airport Certification and Surveillance Checklist	
Sample Letters	N/A	
Timeframe		
Timeframe	Site visit to the aerodrome should be made within 30 days of the receipt of the formal application.	

Table 2-5: Assessing the aerodrome facilities

2.4.2 Guidelines for Assessing the Aerodrome Facilities

- To complete the assessment, the DOA must visit the aerodrome.
- The DOA should assess 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

Department of Aerodromes - DOA

- [1] Obtain copies of the Airport Certification and Surveillance Checklists.
- [2] Visit the aerodrome; inspect the facilities to ensure that they comply with the published standards (ASM):
 - a) Assess each item listed on the checklists.
 - b) As you make the inspection, record the results of the inspection on the appropriate checklists. Note comments, if required.
- [3] Complete the assessment of the Aerodrome Manual. (See Section 2.3.3 assessing the applicant's Aerodrome Manual.)
- [4] 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 Airport Certificate

2.5.1 Key Elements in Issuing or Refusing an Airport Certificate

Purpose:

- To advise the applicant of the results of the assessment.
- To complete the administrative action required when an application is approved.

Controls:

Part 12.3.3/4 specifies the requirements for notifying the decision to issue, or refusal to issue, a certificate

Part 12.3.11 allows the ACAA to endorse conditions, in the interest of safety, on an aerodrome certificate at issue.

*Process*

Staff	Delegation	Responsibilities
DOA	Letter issued by DG ACAA	Maintains the Airport Certificate Register. Advises the applicant of the results of the assessment. Recommends the issuance of the airport certificate, if appropriate.
Forms and Letters involved		
Forms	Airport Certificate Register Airport Certificate - Sample Certificate Refusal to grant of certificate - Sample Letter	
Sample Letters	N/A	
Timeframe		
Timeframe	The administrative action to issue the certificate should be completed within 60 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 administrative action to refuse the certificate should be completed within 60 days of the receipt of the formal application. The notification of the decision to refuse a certificate must be sent to the applicant within 14 days of a decision being made.	

Table 2-6: Issuing or refusing an Aerodrome Certificate

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 Airport Certificate Register.

Types of Notification

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

- Notification that the 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 endorsed on an Aerodrome Certificate in accordance with the ACAA regulations. If conditions are being considered, the DOA should consult with DG. Certificates will be granted for 3 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 74 days of the receipt of the formal application.

Applicants who have been advised to take steps to correct any deficiencies before an Aerodrome Certificate can be issued are responsible for advising the ACAA when the deficiencies have been rectified (Report of corrective action taken).

2.5.3 Procedures for Issuing or Refusing an Aerodrome Certificate

DOA

- [1] Advise the DG 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:
 - 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 airport operator needs to rectify specific deficiencies before the application can be considered further:
 - 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 DG ACAA 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:



- 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 60 days of the receipt of the formal application.

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

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

- [1] Notifies the Aeronautical Information Service (AIS), providing information about the aerodrome for inclusion in AIP and NOTAM;
- [2] Notifies NOTAM Office and nominated reporting officers of the airport 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 surveillance programme in accordance with local procedures;
- [6] Arranges for surveillance planning

2.6 Advising AIP and Industry of Certified Aerodrome

2.6.1 Key Elements of the Process of Advising ACAA and the Industry of a Newly Certificated Aerodrome

Purpose

- To ensure that all other relevant branches of ACAA and the aviation industry are notified of the aerodrome’s new certificated status.

Controls

Part IS 12.4.2 requires an aerodrome operator to provide particulars of the aerodrome (as stated in the Aerodrome Manual) for publication in the AIP.

Process

Staff	Delegation	Responsibilities
DOA		Places copies of the Aerodrome Certificate in the aerodrome file. Inform the relevant branches of ACAA and the aviation industry (if required) about the aerodrome’s certificated status. Co-ordinate publication of the status in AIP.
Forms and Letters involved		



Forms	Aerodromes Profile Sheet for the publication in AIP
Sample Letters	N/A
Timeframe	
Timeframe	ACAA internally and the aviation industry (if required) externally must be notified of the newly certificated aerodrome at the same time as the certificate is issued.

Table 2-7: Advising AIP and Industry of a newly Certificated Aerodrome



Aerodrome Certificate

Certificate Number:

This certificate authorizes

{Certificate Holder's Name}

to operate

{Aerodrome Name}

{Latitude and longitude of ARP}

This certificate is issued under the provisions of Part 12 of the Afghan Civil Aviation Regulations by the Afghan Civil Aviation Authority. The operation and use of the aerodrome is subject to the Afghan Civil Aviation Regulations, and any relevant directions issued by the Director General of Afghan Civil Aviation Authority, including any conditions endorsed on the reverse of this document. This certificate is valid for three years until revoked, surrendered, suspended or cancelled.

Signed Dated:

Dated

Figure 2-3: Aerodrome Certificate



3 Surrender of an Aerodrome Certificate

3.1 Overview of the Surrender Process

3.1.1 Key Elements of the Surrender Procedures

Purpose:

- To ensure that Aerodrome Certificates are surrendered correctly and consistently using a common legal format by describing the:
 - Process for surrendering Aerodrome Certificates;
 - Legislation governing their surrender;
 - Staff responsibilities;
 - 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

Part 12.3.1 establishes that an aerodrome operator is the Aerodrome Certificate holder in the case of a certified aerodrome.

Part 12.3.10 rules for the cancellation of an Aerodrome Certificate at the request of an aerodrome operator.

Process

Staff	Delegation	Responsibilities
Members of DOA	Letter issued by DG ACAA	Recommend to DG ACAA to cancel the Aerodrome Certificate.
Forms and Letters involved		
Forms	Checklist for Cancellation by Surrender	
Sample Letters	Letter of cancellation by surrender	
Timeframe		
Timeframe	The Aerodrome Certificate should be cancelled on the specified by the aerodrome operator	

Table 3-8: Surrender process



3.1.2 Surrender Process Flowchart

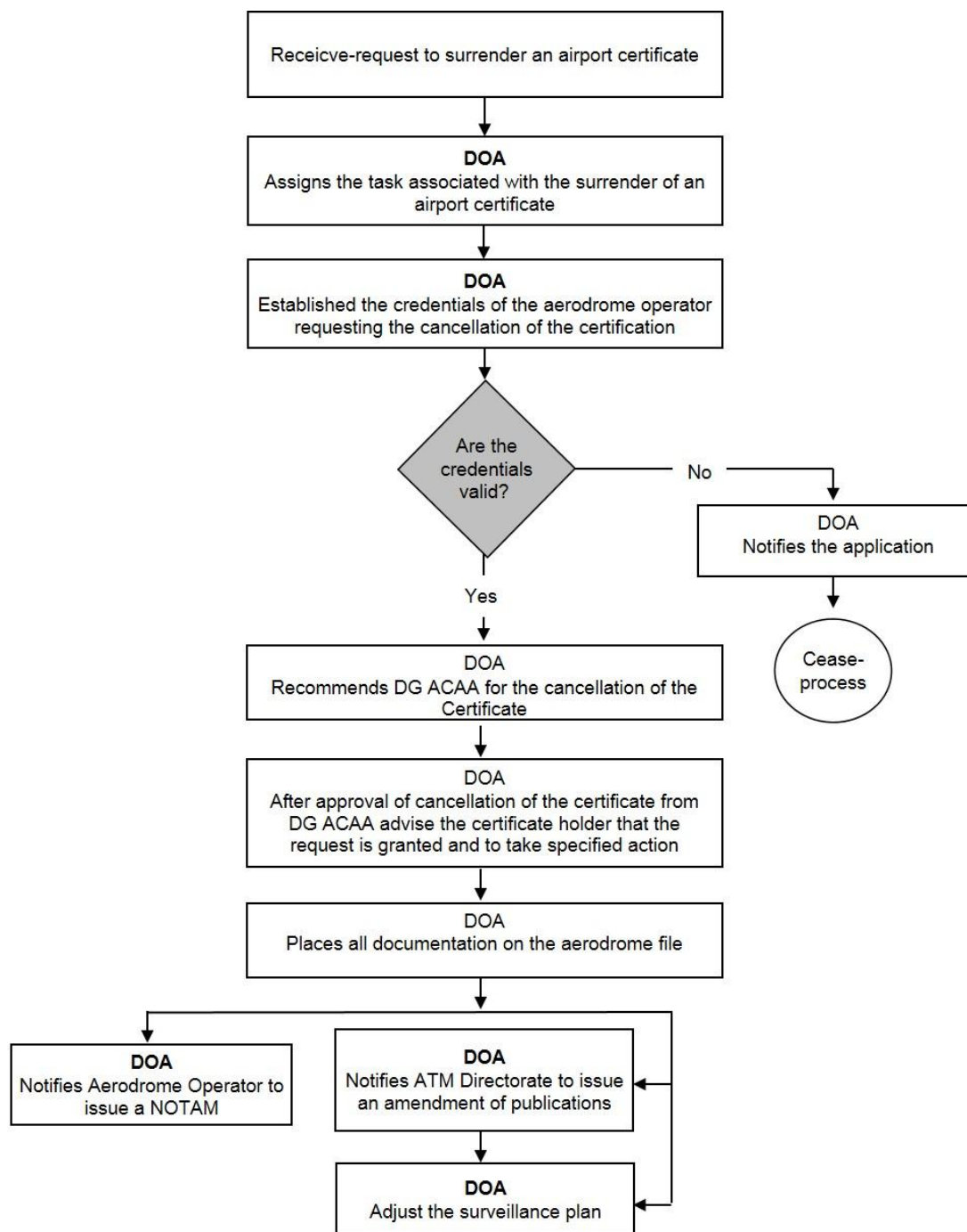


Figure 3-4: Surrender process

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

Part 12.3.1 establishes that the aerodrome operator is the certificate holder.

Part 12.3.10 rules for the cancellation of an Aerodrome Certificate at the request of the holder.

Process

Staff	Delegation	Responsibilities
DOA	Letter issued by DG ACAA	Assigns the task associated with the surrender of an Aerodrome Certificate to DOA. Confirms the credentials of the person making the request to cancel. Confirms the surrender date of effect.
Forms and Letters involved		
Forms	Checklist for Cancellation by Surrender	
Sample Letters	None	
Timeframe		
Timeframe	Certificate surrender action is to be completed at least 45 days before the date specified by the operator to cancel the Certificate.	

Table 3-9: Receiving notification of surrender of the Aerodrome Certificate

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 the ACAA at least 30 days written notice of the cancellation date.

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

If the aerodrome operator contacts the ACAA 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 is 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
- ACAA aerodrome surveillance activity.



3.2.3 Procedures for Receiving Notification from the Aerodrome Operator

DOA

- [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:
 - Clearly stated the request for the cancellation of certificate.
 - Specified when cancellation should become effective.

If no date is specified, the certificate cancellation date is the date 30 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 the certificate of which has been surrendered.

Controls

Part 12.3.10 rules for the cancellation of an Aerodrome Certificate at the request of an aerodrome operator.

Process

Staff	Delegation	Responsibilities
DOA		Determines that the request is from the Aerodrome Certificate holder.
Forms and Letters involved		
Forms	Aerodrome Certificate Surrender Checklist	
Sample Letters	Letter of cancellation by surrender	
Timeframe		



Timeframe	The applicant must receive the notification of cancellation prior to the date nominated by aerodrome operation.
-----------	---

Table 3-10: Assessing a surrender request

3.3.2 Guidelines for Assessing the Request to Surrender a Certificate

The ACAA must cancel an Aerodrome Certificate when it is properly requested.

3.3.3 Procedures for Assessing the Request to Surrender a Certificate

DOA

[1] Using the Aerodrome Certificate Surrender Checklist:

- Check that the aerodrome operator has given at least 30 days' notice.
- Check that the operator has provided sufficient information:
 - o Are there regular public transport (RPT) operations at the aerodrome?
 - o Are there any changes to the details of the reporting officer?
 - o 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:

- notifying the cancellation of the certificate;
- directing aerodrome operator to return the original certificate document to the the ACAA to enable cancellation of the certificate;
- advising aerodrome operator to carry out any actions necessary in the interests of aviation safety.

[3] Prepare and forward the letter for DG ACAA signature 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:

- Mark it as cancelled by completing the following actions using ink:
 - o draw a line through the certificate;
 - o write Cancelled and the date of the cancellation on the certificate;
 - o sign the certificate.
- 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 the ACAA

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.

Process

Staff	Delegation	Responsibilities
DOA		Notifies relevant ACAA sections and the aviation industry that an aerodrome is no longer certified.
Forms and Letters involved		
Forms	None	
Sample Letters	None	
Timeframe		
Timeframe	ACAA 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.	

Table 3-11: Advising about surrendered Aerodrome Certificates

3.4.2 Procedures for Notifying ACAA/Aviation Industries

DOA

[1] Notify NOTAM Office of aerodrome operator:

- To issue a NOTAM canceling the certified status of the aerodrome.

[2] Notify the Aeronautical Information Service (AIS) of ACAA to issue an amendment of AIP.

[3] Amend the Aerodrome Certificate Register.

[4] Amend aerodrome file and surveillance records



4 Transferring an Aerodrome Certificate

4.1 Overview of the Transfer Process

4.1.1 Key Elements of the Transfer Process

Purpose

To ensure that Aerodrome Certificates are transferred correctly and consistently issued using a common legal format nationally by describing the:

- Consent to transfer Aerodrome Certificates
- Legislation governing their transfer
- Staff responsibilities
- Forms and letters used.

Controls

Part 12.3.9 permits an Aerodrome Certificate to be transferred, provided the ACAA consents in writing; and

requires the ACAA to state in writing the reasons for not giving consent.

Process

Staff	Delegation	Responsibilities
DOA	Letter issued by DG ACAA	Assign the task DOA to deal with the request to transfer the Aerodrome Certificate. Initiate the process for transfer of the Aerodrome Certificate.
Forms and Letters involved		
Forms	Aerodrome Certificate Transfer Checklist Aerodrome Certificate Transfer Notification Aerodrome Certificate Transfer Certificate	
Sample Letters	Letter of consent to transfer of Aerodrome Certificate Letter confirming the transfer of an Aerodrome Certificate Letter of non-consent to transfer of an Aerodrome Certificate	
Timeframe		
Timeframe	N/A – see the timeframe for the individual task.	

Table 4-12: Key elements of the transfer process



4.1.2 Transfer Process Flowchart

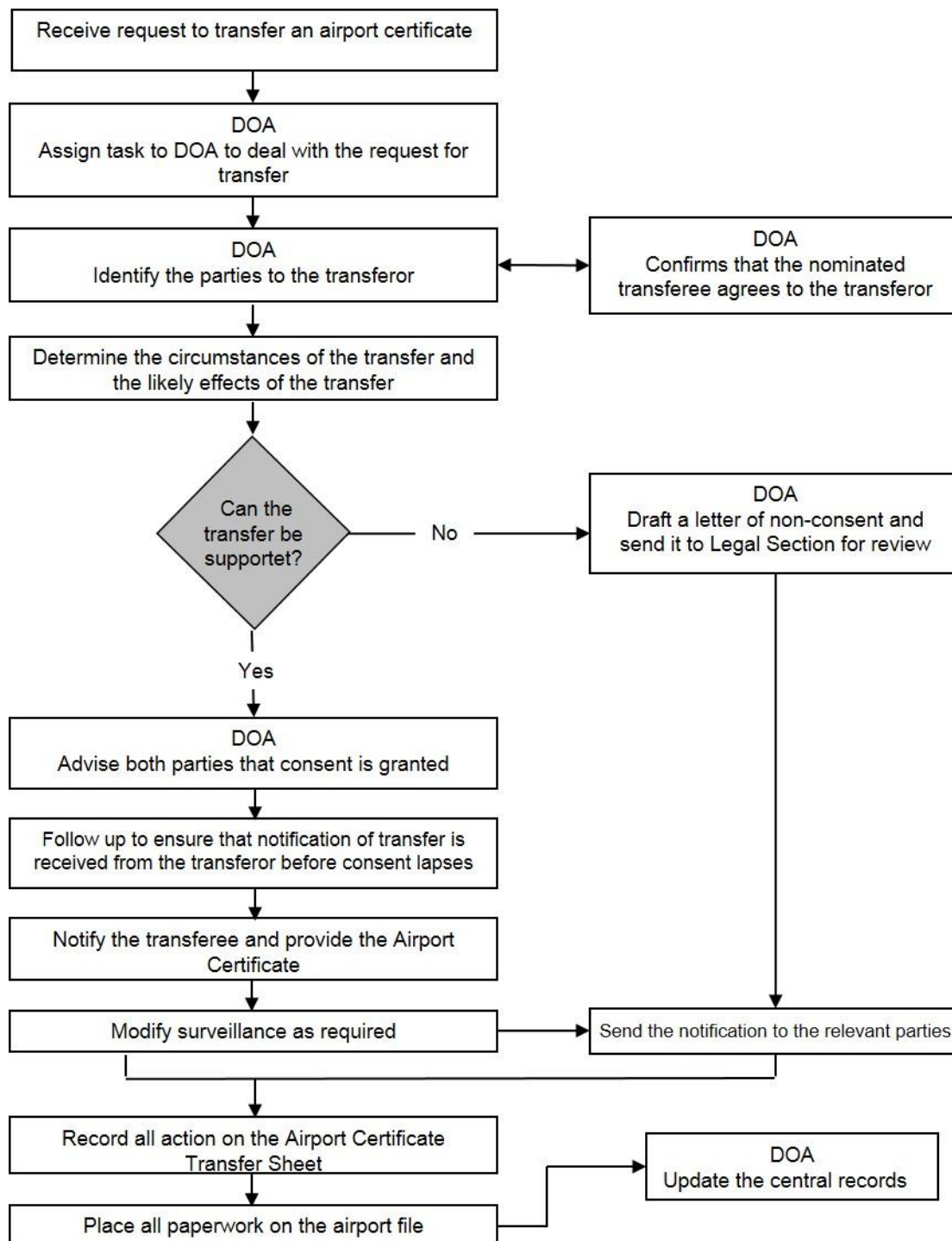


Figure 4-5: Transfer process



4.2 Processing Transfers

4.2.1 Guidelines for Processing Certificate Transfers

How Requests for a Transfer of Aerodrome Certificate May Be Made

The aerodrome operator (transferor/transferee) must make requests in writing for ACAA's consent to transfer an Aerodrome Certificate prior to 90 days of expiry of the Aerodrome Certificate.

Reasons for a Transfer of an Aerodrome Certificate

An aerodrome operator may request ACAA's consent to transfer of the certificate when, for example:

- changes to local government arrangements result in a transfer of responsibilities between municipal authorities
- the establishment of a specific Aerodrome Board with members drawn from various community sources to own and operate an aerodrome.
- an aerodrome operator wants to transfer operational responsibility to another party.
- an aerodrome facility is leased – for example, the lease of ACAA aerodromes to alternative operators.

Criteria for a Transfer of an Aerodrome Certificate

Consent to a transfer may be given only if ACAA is satisfied that the person to whom the certificate will be transferred is able to properly operate and maintain the aerodrome.

Requests for consent to transfer of an Aerodrome Certificate must be tested to determine whether:

- the change should be handled as a genuine transfer; or
- a situation exist which requires the certificate to be surrendered and a new certificate issued to a different entity.

A transfer is appropriate when no significant variation will occur in the day-to-day operations of the aerodrome – that is, when:

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

Criteria for Non-consent

Consent to transfer *must* be refused if ACAA is not satisfied that the person to whom the certificate is proposed to be transferred is able to properly operate and maintain the aerodrome.



Generally, ACAA's policy is that consent to transfer should be refused when significant changes to operational aspects of the aerodrome will be made – for example:

- if the certificate document is conditionally endorsed or the transfer would require conditions to be endorsed on the certificate document;
- reduction of runway, taxiway or apron facilities;
- if the DOA believes:
 - significant revision to the Aerodrome Manual will be necessary as a result of the transfer;
 - the proposed staffing arrangements are not adequate or appropriate.

Note: *If consent is not granted, the DOA should take steps to confirm that the current aerodrome operator can meet the obligations of the certificate. It is possible that a transfer of the certificate should be followed up by the ACAA's surveillance.*

Reviewable Decision

A refusal to consent to a transfer may be reviewable.

ACAA's Legal Section should review any statement of reasons contained in a notice to the applicant before the notice is sent to the applicant.



4.2.2 Procedures for Processing Certificate Transfers

DOA

Use the Aerodrome Certificate Transfer Checklist to monitor and record all actions to process the certificate transfer.

Aerodrome Certificate

Certificate of Transfer

This certifies that the Afghan Civil Aviation Authority, in accordance with the provisions of Part 12 of the Afghan Civil Aviation Regulations has consented to the transfer of the

{Transferee's Name}

to operate

{Aerodrome Name}

The operation and use of the aerodrome is subject to the Civil Aviation Law, the Afghan Civil Aviation Regulations, and any relevant directions issued by the Afghan Civil Aviation Authority, including any conditions endorsed. The original certificate remains in force until revoked, surrendered, suspended or cancelled and transferred.

.....
Dated

Signed

Figure 4-6: Aerodrome Certificate of Transfer



5 Amendment to the Aerodrome Certificate

5.1 Overview of the Amendment Process

5.1.1 Key Elements of the Amendment Process

Purpose

To ensure that Aerodrome Certificates are amended correctly and consistently issued using a common legal format by describing the:

- consent to amend the Aerodrome Certificate;
- legislation governing the amendment of certificate;
- staff responsibilities;
- forms and letters used.

Controls

Part 12.3.12 permits an Aerodrome Certificate to be amended by ACAA, if the following circumstances occur:

- change in the ownership or management of the aerodrome;
- change in the use or operation of the aerodrome;
- change in the boundary of the aerodrome; or
- the holder of the aerodrome certificate requests an amendment.

Process

Staff	Delegation	Responsibilities
DOA	Letter issued by DG ACAA	Assign the task DOA to deal with the request to amend the Aerodrome Certificate. Initiate the process for amendment to the Aerodrome Certificate
Forms and Letters involved		
Forms	Aerodrome Certificate Amendment Checklist Aerodrome Certificate Amendment Notification Amended Aerodrome Certificate	
Sample Letters	Letter of consent to amend the Aerodrome Certificate Letter of non-consent to amend the Aerodrome Certificate	
Timeframe		
Timeframe	N/A – see the timeframe for the individual task.	

Table 5-13: Amendment process



5.1.2 Amendment Process Flowchart

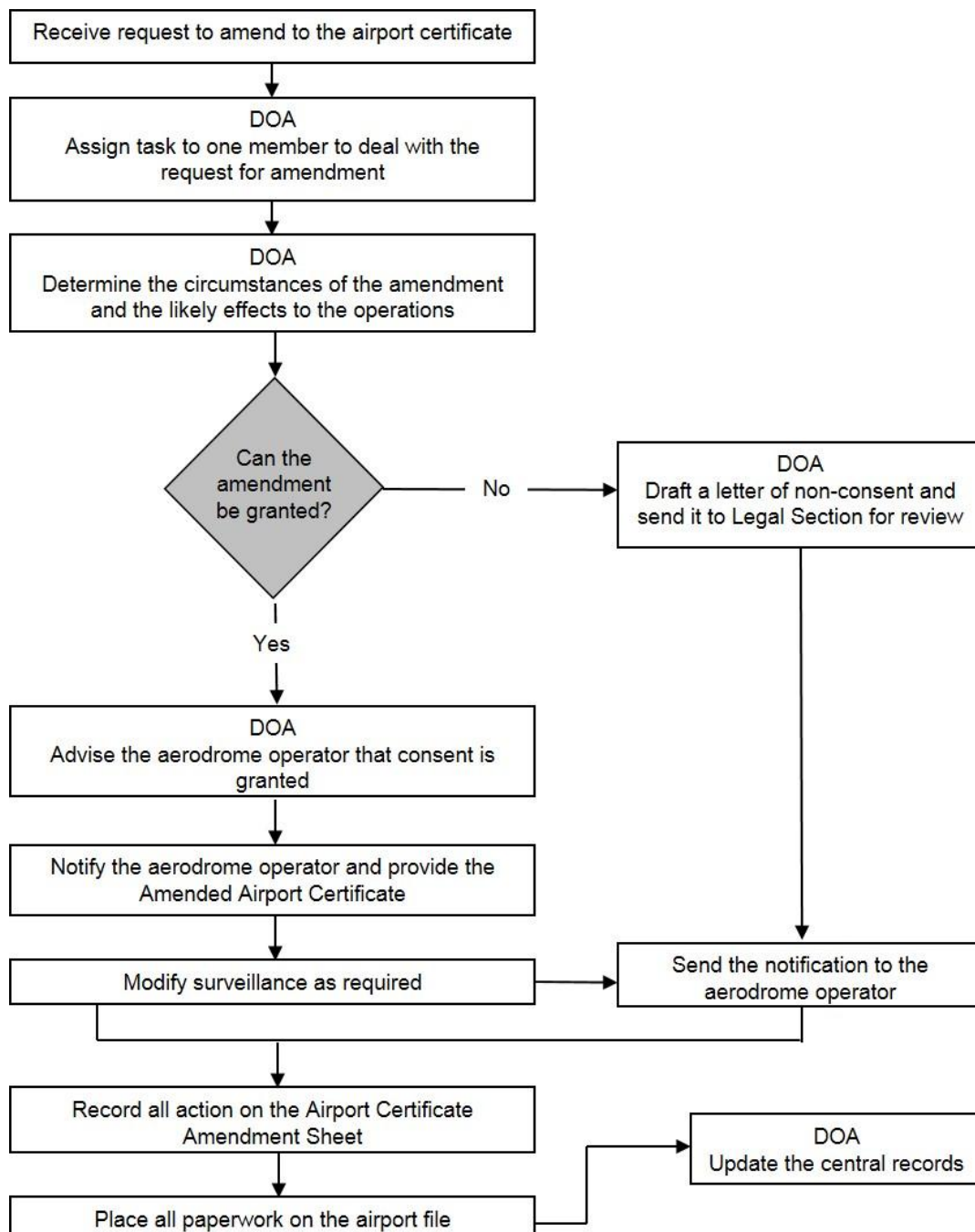


Figure 5-7: Amendment process

5.2 Processing Amendments

5.2.1 Guidelines for Processing Aerodrome Certificate Amendments

How Requests for an Amendment to Aerodrome Certificate May Be Made

The aerodrome operator must make requests for consent to amend an Aerodrome Certificate. ACAA's policy should be that requests for amendment of the Aerodrome Certificate must be made in writing.



Reasons for an Amendment of an Aerodrome Certificate

An aerodrome operator may request ACAA's consent to amend the certificate when:

- there is a change in the ownership or management of the aerodrome;
- there is a change in the use or operation of the aerodrome;
- there is a change in the boundary of the aerodrome; or
- the holder of the aerodrome certificate requests an amendment.

Criteria for an Amendment of an Aerodrome Certificate

Consent to an amendment may be given only if ACAA is satisfied with the reasons submitted by the aerodrome operator.

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

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

Criteria for Non-consent

Consent to amendment must be refused if ACAA is not satisfied with the reasons submitted by the aerodrome operator.

Generally, ACAA's policy is that consent to amendment should be refused when significant changes to operational aspects of the aerodrome will be made – for example:

- if the certificate document is conditionally endorsed or the amendment would require conditions to be endorsed on the certificate document;
- reduction of runway, taxiway or apron facilities;
- if the DOA believes that:
 - a significant revision to the Aerodrome Manual will be necessary as a result of the amendment;
 - the proposed staffing arrangements are not adequate or appropriate.

Note: *If consent is not granted, the DOA should take steps to confirm that the aerodrome operator can meet the obligations of the certificate. It is possible that an amendment of the certificate should be followed up by the ACAA's surveillance.*

Reviewable Decision

A refusal to consent to an amendment may be reviewable.

ACAA's Legal Section should review any statement of reasons contained in a notice to the applicant before the notice is sent to the applicant.



5.2.2 Procedures for Processing Amendment to the Certificate

DOA

- [1] DG assign DOA to deal with the request for an amendment to the aerodrome certificate.
- [2] After completion of the amendment update the Aerodrome Certificate Register.
- [3] Use the Aerodrome Certificate Amendment Checklist to monitor and record all actions to process the certificate transfer.



6 Compliance and Enforcement

6.1 Canceling or Suspending an Aerodrome Certificate

6.1.1 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

Part 12.3.7 empowers the ACAA to suspend or cancel an Aerodrome Certificate if ACAA is satisfied that certain grounds exist.

Part 12.6.1 requires that Aerodrome Certificate Holder will be subject to safety audit. According to Part 12.6.6 they shall take place once in every 12 months.

Part 12.6.20 requires 'special inspection to be carried out on as and when required basis, specifically:

- [1] after an accident or incident as defined in ICAO Annex 13;
- [2] during construction, installation and maintenance of safety concerned facilities and equipment;
- [3] any time, when it is believed that it will jeopardize the safety of the aerodrome.

Cause for Action

In regard to Aerodrome Certificates, action may be instituted if the ACAA 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
DOA	Letter issued by DG ACAA	Assign the task to deal with compliance and enforcement action to DOA. Conduct aerodrome surveillance audit and inspections. Take necessary steps of enforcement action.
Forms and Letters involved		
Forms	Aerodrome Inspection Report Aerodrome Certificate Suspension or Cancellation Checklist	
Sample Letters	Letter of Warning Notice Letter of Suspension of the Certificate Letter of Cancellation of the Certification	
Timeframe		
Timeframe	N/A – see the timeframe for the individual task. The ACAA shall give a period of 21 days for rectifying the deficiencies identified by the DOA during inspection. The ACAA shall give warning letter to the Certificate Holder before suspension of the Certificate providing another 14 days to rectify those deficiencies. If the Certificate Holder fails to rectify those deficiencies within 35 days (21+14 days) given by the ACAA, action will be taken to suspend the Certificate for the period specified by the ACAA. If the Certificate Holder fails to rectify those deficiencies within the suspension period then the Certificate will be cancelled upon the decision of ACAA effective from the date decided by ACAA.	

Table 6-14: Canceling or Suspending an Aerodrome Certificate

6.1.2 Procedures for the Suspension or Cancellation of an Aerodrome Certificate DOA

[1] Using the Aerodrome Certificate Suspension or Cancellation Checklist

- check that DOA has given to the Aerodrome Operator a period of 21 days to rectify all deficiencies identified during inspection before issuing warning letter to suspend the certificate;
- check that DOA has given 14 days warning notice before suspension of the Certificate.



- Check the following information:
 - o whether the Aerodrome Operator rectified all deficiencies identified by the ACC within 14 days of the issue of the warning notice;
 - o if the deficiencies are not rectified within 14 days of the issue of the warning letter then issue the letter of suspension of the certificate;
 - o 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 ACAA makes a decision to suspend or cancel the certificate, prepare a letter of notification to the aerodrome operator:
 - notifying the suspension or cancellation of the certificate;
 - in case of cancellation of the certificate, instructing the aerodrome operator to return the original certificate document to the ACAA to enable cancellation of the certificate;
 - advising aerodrome operator to carry out any actions necessary in the interests of aviation safety.
- [3] Prepare and forward the letter for DG ACAA's signature. 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 ACAA.
- [5] When you have the original certificate document:
 - mark it as cancelled by completing the following actions using ink:
 - o draw a line through the document.
 - o write Cancelled and the date of the cancellation on the document.
 - o sign the document.
 - place the original certificate document on the appropriate aerodrome file.
- [6] Update the Aerodrome Certificate Register.

6.2 Advising about Cancellation of Aerodrome Certificates

6.2.1 Key Elements of the Process of Notifying ACAA

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
DOA	Letter issued by DG ACAA	Notifies relevant ACAA sections and the aviation industry that an aerodrome is no longer certified.
Forms and Letters involved		
Forms	None	
Sample Letters	None	
Timeframe		
Timeframe	ACAA 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.	

Table 6-15: Advising about cancellation of Aerodrome Certificates

6.2.2 Procedures for Notifying ACAA/ Aviation Industries

DOA

[1] Notify AIS:

- To issue a NOTAM canceling the certified status of the aerodrome.

[2] Notify the AIS to issue an amendment of AIP.

[3] Amend the Aerodrome Certificate Register.

[4] Amend aerodrome file and surveillance record.



7 Sample Letters

7.1 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/inspection by this Authority under ACAR Part 12.

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 Authority



7.2 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 ACAR Part 12.3 and refused in accordance with the ACAR Part 12.3.4 due to the following reason(s):

{Delete whichever is not applicable}{Give details of each deficiency}

- 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.
- 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.
- Following an assessment of the Aerodrome Manual we have found that it does not contain the particulars set out in ACAR Part 12.4.
- 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 ACAR Part 12.6.

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 ACAR Part 12 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 Authority



7.3 Cancellation by Surrender

{file reference}

Date:

{Certificate holder's name}

{Aerodrome name}

{Aerodrome 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 {number} {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 Rules for the continuing use of your aerodrome, please contact this office.

Yours faithfully,

{Signature}

{Name}

Director General of Civil Aviation Authority



7.4 Consent to Transfer an Aerodrome Certificate

{Note: This letter has to be issued in three exemplars.}

{file reference}

Date:

{Certificate holder's name}

{Aerodrome name}

{Aerodrome address}

Dear {Sir/Madam},

TRANSFER OF AN CERTIFICATE TO OPERATE {Name of aerodrome}

This has reference to your letter {number} dated {dd/mm/yy} requesting transfer of your Aerodrome Certificate {number} for {name of aerodrome} from {transferor} to {transferee}.

The Afghan Civil Aviation Authority consents to this transfer, provided the transfer is executed on or prior to {date/time} or before the expiry of the Aerodrome Certificate.

Three transfer notification forms are enclosed with this letter. Please complete all three with original signatures and then ensure:

- [1] one copy of the signed transfer notification is retained for your records;
- [2] another copy of the signed transfer notification is retained by the transferee; and
- [3] the remaining signed transfer notification is returned to this office.

Additionally, would you please ensure the original Aerodrome Certificate document is passed to the transferee.

Your cooperation in formalizing the transfer of this Aerodrome Certificate in the above manner is appreciated, as, at a future time, it may be important for ACAA to be able to provide evidence of the chain of title.

Yours faithfully,

{Signature}

{Name}

Director General of Civil Aviation Authority



7.5 Transfer Confirmation of an Aerodrome Certificate

{file reference}

Date:

{New aerodrome operator}

{Aerodrome name}

{Aerodrome address}

Dear {Sir/Madam},

TRANSFER CONFIRMATION OF AN AERODROME CERTIFICATE TO OPERATE {Name of aerodrome}

This has reference to the transfer of {aerodrome name} aerodrome from {transferor} to yourself which took effect from {date}.

Please find enclosed a Transferred Aerodrome Certificate. The Transferred Aerodrome Certificate is provided, should you wish to display publicly that you are now the operator of {aerodrome name} aerodrome.

The original Aerodrome Certificate document, with the letter of consent previously copied to you, establishes the legal basis on which you are certified as the operator of {aerodrome name} aerodrome and, additionally, provides evidence of the chain of title for this Aerodrome Certificate.

Please ensure any requirements relating to published information or aerodrome manual data variations associated with the transferred certificate are actioned by NOTAM and/or amendment issue, as appropriate.

Yours faithfully,

{Signature}

{Name}

Director General of Civil Aviation Authority



7.6 Non-consent to Transfer of Aerodrome Certificate

{file reference}

Date:

{Certificate holder's name}

{Aerodrome name}

{Aerodrome address}

Dear {Sir/Madam},

NON-CONSENT TO TRANSFER OF AN CERTIFICATE TO OPERATE {Name of aerodrome}

This has reference to your request for the Afghan Civil Aviation Authority to consent the transfer of Aerodrome Certificate number {number} for {aerodrome name} aerodrome from you to {name of the proposed new certificate holder}.

The ACAA has decided not to consent to the proposed transfer of the Aerodrome Certificate. The ACAA decision is made because

{Insert statement of reasons:

The statement of reasons should refer to your understanding of the relevant law, any findings of fact on which a conclusion depends and your reasoning process. Explanations should be stated clearly, using unambiguous language and should not use vague or legalistic terms. All statements of reasons are to be cleared with legal section before the letter is issued.

Examples of reasons may be that the transfer will involve significant variation to operational procedures, substantial variation to the facilities or to the key personnel.}

You are hereby advised that, subject to the current appeal process you or any person whose interests are affected by this decision may apply to (as required) for a review of the ACAA decision within 35 days from the date of this letter.

You are reminded that you retain all the obligations of aerodrome operator under the current certificate. If you are unable or not prepared to continue to meet these obligations, please advise the concerned official of ACAA of your intentions.

Yours faithfully,

{Signature}

{Name}

Director General of Civil Aviation Authority

**7.7 Amendment of an Aerodrome Certificate**

{file reference}

Date:

{Certificate holder's name}

{Aerodrome name}

{Aerodrome address}

Dear {Sir/Madam},

AMENDMENT OF AN AERODROME CERTIFICATE TO OPERATE {Name of aerodrome}

This has reference to your request for the Afghan Civil Aviation Authority to amend the Aerodrome Certificate number {number} for {aerodrome name} aerodrome.

The ACAA has decided to consent to amend the Aerodrome Certificate.

Please find enclosed an amended Aerodrome Certificate. The previous Aerodrome Certificate document, establishes the legal basis on which you are certified as the operator of {aerodrome name} aerodrome and, additionally, provides evidence of the chain of title for this Aerodrome Certificate.

Please ensure any requirements relating to published information or aerodrome manual data variations associated with the amended certificate are actioned by NO-TAM and/or amendment issue, as appropriate.

Yours faithfully,

{Signature}

{Name}

Director General of Civil Aviation Authority



7.8 Non-consent to Amend an Aerodrome Certificate

{file reference}

Date:

{Certificate holder's name}

{Aerodrome name}

{Aerodrome address}

Dear {Sir/Madam},

NON-CONSENT TO AMEND AN AERODROME CERTIFICATE {Name of aerodrome}

This has reference to your request for the Civil Aviation Authority of xxxx to consent an amendment of Aerodrome Certificate number {number} for {aerodrome name} aerodrome.

The ACAA has decided not to consent to the proposed amendment of the Aerodrome Certificate. The ACAA decision is made because:

{Insert statement of reasons:

The statement of reasons should refer to your understanding of the relevant law, any findings of fact on which a conclusion depends and your reasoning process. Explanations should be stated clearly, using unambiguous language and should not use vague or legalistic terms. All statements of reasons are to be cleared with legal section before the letter is issued.

Examples of reasons may be that the amendment of the certificate will involve significant variation to operational procedures, substantial variation to the facilities or to the key personnel.}

You are hereby advised that, subject to the current appeal process you or any person whose interests are affected by this decision may apply to (as required) for a review of the ACAA decision within 35 days from the date of this letter.

You are reminded that you retain all the obligations of aerodrome operator under the current certificate. If you are unable or not prepared to continue to meet these obligations, please advise the concerned official of ACAA of your intentions.

Yours faithfully,

{Signature}

{Name}

Director General of Civil Aviation Authority



7.9 Warning Notification

{file reference}

Date:

{Certificate holder's name}

{Aerodrome name}

{Aerodrome address}

Dear {Sir/ Madam}

WARNING NOTICE FOR THE SUSPENSION OF AN 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 effective from {dd/mm/yy}. {Note: The date should be 35 days from the date of issue of this letter}

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

Yours faithfully,

{Signature}

{Name}

Director General of Civil Aviation Authority



7.10 Suspension of an Aerodrome Certificate

{file reference}

Date:

{Certificate holder's name}

{Aerodrome name}

{Aerodrome address}

Dear {Sir/ Madam},

SUSPENSION OF AN 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 effective from {dd/mm/yy} for the period specified by the ACAA.

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 Authority



7.11 Cancellation of an Aerodrome Certificate

{file reference}

Date:

{Certificate holder's name}

{Aerodrome name}

{Aerodrome address}

Dear {Sir/ Madam}

CANCELLATION OF AN 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 effective 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.

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

Yours faithfully,

{Signature}

{Name}

Director General of Civil Aviation Authority



8 Checklist

8.1 Aerodrome Certificate Issue Checklist

The DOA 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.

		Date
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 ACAA	<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 ACAA	<input type="checkbox"/>
12.	ACAA 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 ACAA notification completed	<input type="checkbox"/>
19.	Notified AIS	<input type="checkbox"/>

Signature:

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

Name: (DOA)

**8.2 Aerodrome Certificate Surrender Checklist**

1. The aerodrome operator must provide ACAA with written notification of the request to surrender the Aerodrome Certificate. The ACAA 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 ACAA 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 ACAA 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.
 - ☐ DG, an amendment of the Aerodrome Certificate register
4. Surveillance Update
 - ☐ Aerodrome Profile Sheet update
 - ☐ Surveillance Plan amendment

.....
DOA, ACAA

..... / /
Date



8.3 Aerodrome Certificate Transfer Checklist

1. The aerodrome operator must provide ACAA with written notification of the request to transfer the Aerodrome Certificate. The DOA of ACAA who assesses the request may be required to investigate the application further to establish the relevant information.
 - ☐ Transfer date (at least 90 days prior to expiry of the Aerodrome Certificate) specified by the aerodrome operator.
 - ☐ Authority verified – that is, the notification is from the certificate holder or from the transferee and signed.
 - ☐ Are air transport operations being conducted at the aerodrome?
 - ☐ Is the aerodrome to be closed?
 - ☐ Is it necessary for ACAA 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 ACAA and the ACAA's consent to transfer the certificate is not granted
 - ☐ Confirm that the details specified in section 1 of this checklist have been addressed.
 - ☐ Reasons for not granting consent to transfer the Aerodrome Certificate are enclosed.
 - ☐ ACAA confirmation not to transfer the Aerodrome Certificate to transfer-or/transferee issued.
3. The written notification is accepted by ACAA and the ACAA's consent to transfer the certificate is granted
 - ☐ Confirm that the details specified in section 1 of this checklist have been addressed.
 - ☐ ACAA consent to transfer the Aerodrome Certificate issued to transfer-or/transferee.
 - ☐ ACAA confirmation to transfer the Aerodrome Certificate to transferee issued.
 - ☐ Endorse the original certificate document or a copy attached in the aerodrome file as Transferred.
 - ☐ Sign the original transferred certificate document or a copy.
 - ☐ Place the original transferred certificate document or copy in the appropriate aerodrome file.
4. Advise the following details of the transfer of Aerodrome Certificate
 - ☐ Aerodrome Operator in writing the date of transfer of Aerodrome Certificate.
 - ☐ AIS for issuing NOTAM and any changes to the details of the reporting officer.
 - ☐ AIS for amendment to publications.



☐ DOA, an amendment of the Aerodrome Certificate register.

5. Surveillance Update

☐ Aerodrome Profile Sheet update

☐ Surveillance Plan amendment

.....
DOA, ACAA

..... / /
Date



8.4 Aerodrome Certificate Amendment Checklist

1. The aerodrome operator must provide ACAA with written notification of the request to amend the Aerodrome Certificate. The DOA of ACAA who assesses the request may be required to investigate the application further to establish the relevant information.
 - ☐ Amendment 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 ACAA 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 ACAA and the ACAA's consent to amend the certificate is not granted
 - ☐ Confirm that the details specified in section 1 of this checklist have been addressed.
 - ☐ Reasons for not granting consent to amend the Aerodrome Certificate are enclosed.
 - ☐ ACAA confirmation not to amend the Aerodrome Certificate issued.
3. The written notification is accepted by ACAA and the ACAA's consent to amend the certificate is granted
 - ☐ Confirm that the details specified in section 1 of this checklist have been addressed.
 - ☐ ACAA confirmation to amend the Aerodrome Certificate issued.
 - ☐ Endorse the original certificate document or a copy attached in the aerodrome file as Amended.
 - ☐ Sign the amended certificate document.
 - ☐ Place the copy of the amended certificate document in the appropriate aerodrome file.
4. Advise the following details of the amendment of Aerodrome Certificate
 - ☐ Aerodrome Operator in writing the date of amendment of Aerodrome Certificate.
 - ☐ AIS for issuing NOTAM and any changes to the details of the reporting officer.
 - ☐ AIS for amendment to publications.
 - ☐ Relevant officer for amendment of the Aerodrome Certificate register.



5. Surveillance Update

- ☐ Aerodrome Profile Sheet update
- ☐ Surveillance Plan amendment

.....
DOA, ACAA

..... / /
Date



8.5 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 21 days period to rectify all deficiencies identified during inspection of the aerodrome by DOA.
 - ☐ Confirm that the Aerodrome Operator has not rectified the deficiencies within 35 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 14 days Warning Notice
 - ☐ Confirm that the Aerodrome Operator has not rectified the deficiencies within 14 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 specified by the ACAA.
 - ☐ Confirm that the Aerodrome Operator has not rectified the deficiencies within the period of the suspension of the Certificate (period specified by the ACAA) to the satisfaction of the ACAA.
 - ☐ Action shall be taken to cancel the Certificate
4. If ACAA makes a decision to cancel the Certificate:
 - ☐ Prepare and forward the Letter of Cancellation of the Certificate for DG ACAA signature.
 - ☐ 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 ACAA 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 for issuing NOTAM of the cancellation of the Certificate and any changes to the details of the reporting officer.
 - ☐ Advise AIS for amendment to publications.
 - ☐ Advise DG an amendment of the aerodrome certificate register.



-
5. When the Aerodrome Certificate has been cancelled and the Certificate returned to ACAA
- ☐ 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.

.....
DOA, ACAA

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



9 Aerodrome Certificate Application Form

Application for an Aerodrome Certificate

1. Particulars of the Applicant

Full Name:

.....
.....

Address:

.....
.....

Designation:

.....

Phone:

Fax:

Email:.....

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
- 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:/...../.....

Information:

- [1] The application shall include all documents as required by ACAR Part 12.3.2.
- [2] The application shall be submitted to the Director General of Afghan Civil Aviation Authority.
- [3] Documentary evidence in support of all matters in this application may be requested.