**Islamic Republic of Afghanistan**
**Civil Aviation Authority**

# AFGHANISTAN CIVIL AVIATION REGULATIONS

# AERODROMES

# PART 12

**31 MAR 2016**

**Revision 3.0**

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Director General
Civil Aviation Authority

Approved:

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# AMENDMENTS

The table below provides a record of amendments.

| Location | Date | Description | Entered by |
|---|---|---|---|
| Introduction | 31 MAR 2016 | Update of references | |
| Introduction | 31 MAR 2016 | Added references to Aerodrome Standards Manual and Heliport Standards Manual | |
| 12.1.2 | 31 MAR 2016 | Update of Definitions | |
| 12.5(b) | 31 MAR 2016 | Update of references | |
| 12.6.14 | 31 MAR 2016 | Added references | |
| 12.6.27 | 31 MAR 2016 | Update of reference | |
| 12.10.3 | 31 MAR 2016 | Added reference | |
| 12.12 | 31 MAR 2016 | Added reference | |
| 12.13.3 | 31 MAR 2016 | Update of reference | |
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# INTRODUCTION

Part 12 provides regulations for the certification of Aerodromes and Heliports and the issuance of operating certificates. It is presented in 13 sections dealing with Aerodrome Certification, Aerodrome Manual, Aerodrome Design Requirements, Obligations of Aerodrome Operator, Operation of a Heliport, Heliport Certification, Heliport Manual, Heliport Design Requirements and Obligations of a Heliport Operator.

These Regulations in conjunction with the Afghan Civil Aviation Directives CAD-AGA-001 Aerodrome Standards Manual and CAD-AGA-006 Heliports Standards Manual incorporate the principles, Standards and Recommended Practices (SARPs) as articled in Annex 14 Volume I,6th Edition, Corrigendum 1, Amendment 11B and Vol II, 4th Edition, Amendment 6to the Chicago Convention.

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# PART 12 AERODROMES

## 12.1 GENERAL

*ICAO Annex 14 Volume I and II; ICAO Doc. 9774*

### 12.1.1 APPLICABILITY

This Part shall apply to:

(a) civil aerodromes and heliports;

(b) military airports serving civil aircraft operations; and

(c) those portions of joint-use or shared-use airport under the control of an individual or civil entity and serving civil aircraft operations of any class or category.

### 12.1.2 DEFINITIONS AND ABBREVIATIONS

(a) Definitions are contained in ACAR Part 1.

(b) The following definitions are included temporary and being effective unless the respective terms have been amended in Part 1.

(1) IBIS = ICAO Bird Strike Information System

### 12.1.3 ESTABLISHMENT OF AERODROMES IN AFGHANISTAN

(a) The Director General Civil Aviation may approve the establishment and development of aerodromes anywhere in Afghanistan following established inter-governmental consultation procedures if applicable.

(b) Roads, approaches, apparatus, equipment, buildings and other accommodations in connection to such aerodromes shall be maintained by the owners in conformity with these regulations and any other requirement as may be prescribed by the ACAA from time to time.

### 12.1.4 OPERATION OF AERODROMES IN AFGHANISTAN

12.1.4.1 CIVIL AERODROMES

(a) No person shall operate an aerodrome in Afghanistan specified in section 12.3.1 for take-off and landing of aeroplanes unless such person is a holder of an Aerodrome Certificate granted by the ACAA under these Regulations.

(b) The provision of 12.1.4.1 (a) above does not include aerodromes owned by the Government which are designated in the Afghanistan Aeronautical Information Publication as airstrip and notified as available for take-off and landing of such aircraft in respect of which the DGCA has given permission for the particular to take-off or land in accordance with any conditions subject to which such permission may have been granted shall be subject to safety oversight by the ACAA.

(c) Operations of airstrips not designated in the Afghanistan Aeronautical Information Publication shall be at the users' discretion.

12.1.4.2 MILITARY AERODROMES

(a) Subject to the approval of the Ministry of Defence, a military Airport and shared-use airport may be authorised by the ACAA for use by civil aircraft, upon acceptance/approval of a written application by an individual or civil entity intending to use the facility for civil aviation purposes.

(b) The approval or authorisation referred to in 12.1.4.2 (a) above may be granted under such condition and for such period, which the ACAA may determine, if the ACAA is satisfied that the

provisions of this regulation have been met and the use of such Airport by such operator will not jeopardise aviation safety.

### 12.1.5 RESTRICTIONS

12.1.5.1 NIGHT CURFEW

The ACAA shall restrict or prohibit flights by night from, or at any aerodrome at which adequate facilities for night flights are lacking; or where the terrain or other objects in the vicinity of the aerodrome could cause a hazard to the operation of aeroplanes or helicopters used in night flights.

12.1.5.2 OTHER

The ACAA shall restrict or prohibit operation at an aerodrome either absolutely or subject to any exceptions or conditions that the ACAA shall specify, if the restriction is necessary for aviation safety and/or in the public interest.

### 12.1.6 PROHIBITIONS

12.1.6.1 PARKING

Except with the approval of the aerodrome operator, no aircraft operator shall park or abandon used or unused aircraft on the airside of the aerodrome.

12.1.6.2 ACCESS

Except with the approval of the certified aerodrome operator, no person shall:

(a) drive a vehicle into restricted areas of the aerodrome, or the terminal building; or

(b) obstruct an entrance to or passage in the terminal building in such a manner as to inconvenience other aerodrome users.

12.1.6.3 GENERAL

No person shall, on a certified aerodrome:

(a) obstruct or interfere with the authorised use of the aerodrome;

(b) obstruct any employee of the aerodrome operator acting in the execution of his or her duty in relation to the aerodrome;

(c) throw, leave, or drop anything capable of causing injury to any person or damage to property;

(d) dump any waste matter whatsoever elsewhere other than a place designated and approved for the purpose by the aerodrome operator;

(e) commit any nuisance, disorderly, or indecent act, write, draw or affix any profane, obscene or abusive materials on aerodrome;

(f) spill or release substances capable of causing air, water, or soil pollution.

12.1.6.4 PERMISSION

Except with permission of the certified aerodrome operator, no person shall:

(a) interfere or tamper with any part of the aerodrome or any equipment associated with the operation of the aerodrome;

(b) gain access through restricted structures;

(c) carry out trade of any level and magnitude including foreign exchange;

(d) advertise in the aerodrome;

(e) handle passengers and baggage, however any exclusive ground handling service contracts are in addition subject to the approval of the Director General Civil Aviation;

(f) confront passengers and aerodrome users for unsolicited service.

12.1.6.5 FUELING

Except with the approval of the aerodrome operator, no person shall supply any fuel to any aircraft except at a place and in a manner approved by the aerodrome operator.

12.1.6.6 EXCEPTIONS

The aerodrome operator shall subject any approval granted under this subsection to compliance with such conditions as the aerodrome operator may impose in order to safeguard the safety of persons and property on the aerodrome.

### 12.1.7 OBSTACLE LIMITATIONS

12.1.7.1 GENERAL

Any person who proposes any of the following construction or alteration shall notify the ACAA:

(a) any high-rise construction or alteration above the ground level at its site;

(b) any construction or alteration which extends above an obstacle limitation surface prescribed in Chapter 4 of the Aerodrome Standards Manual;

(c) any highway, railroad or other transverse way for mobile objects of which if adjusted upwards 4.8m for roads and highways, 5.4m for railroads or the height of the highest mobile object that would traverse the road will not exceed the standard of paragraph (b) of this section;

(d) any construction or alteration on any of the following:

(1) airport, heliport or landing facility;

(2) an airport under construction that is subject of a notice or proposal on file with the ACAA.

12.1.7.2 AERONAUTICAL STUDY

An aeronautical study shall be conducted by the ACAA of any construction or alteration for which a notice is submitted under subsection 12.1.7.1 to determine the effect of the proposal upon the operation of air navigation facilities and the safe and efficient use of the navigable airspace.

12.1.7.3 STUDY CONDUCT

The study may include the physical and electromagnetic radiation effect the proposal may have on the operation of air navigation facility.

### 12.1.8 REGISTER OF CERTIFICATES

12.1.8.1 REGISTER

(a) The ACAA shall maintain a register of all aerodrome certificates issued under these Regulations.

(b) The ACAA shall also maintain a register of all aerodromes situated in Afghanistan whether certified or not.

12.1.8.2 PARTICULARS

The registers shall contain the following particulars –

(a) the full name, and if any, the trade name of the holder of the certificate;

(b) the postal address of the holder of the certificate or owner of the aerodrome;

(c) the name and the location of the aerodrome;

(d) the number of the certificate issued (for certified aerodromes);

(e) file reference number of the initial and each subsequent safety inspection record and audit report in respect of each aerodrome certified;

(f) the nationality of the holder of the certificate or owner of the aerodrome.

12.1.8.3 RECORDING

The particulars referred to in section 12.1.8.2 will be recorded in the register within seven (7) days from the date on which the certificate was issued by the ACAA.

12.1.8.4 REPOSITORY

The register shall be kept in a safe place at the office of the Director General.

12.1.8.5 ACCESS TO RECORDS

Persons who intend to access the register for the purpose of obtaining information shall apply in writing to the ACAA and shall pay the appropriate search fees as may be prescribed by the ACAA.

## 12.2 EXEMPTIONS

(a) The ACAA may exempt, in writing, an aerodrome operator from complying with specific provisions of these Regulations.

(b) Before the ACAA decides to exempt the aerodrome operator, the ACAA must take into account all safety related aspects.

(c) An exemption is subject to the aerodrome operator complying with the conditions and procedures specified by the ACAA in the Aerodrome Certificate as being necessary in the interest of safety.

(d) When an aerodrome does not meet the requirement of a standard or practice specified in the Aerodrome Standards Manual, these Regulations and other relevant documents, the ACAA may determine, after evaluating the aeronautical studies conducted by the Aerodrome Operator, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant Regulations.

(e) Deviation from these Regulations and the conditions and procedures referred to in section 12.3.11 shall be set out in an endorsement on the Aerodrome Certificate and published in the AIP.

*ICAO Annex 14 Vol. I, Chapter 1.2.1*
*ICAO Doc. 9774, Chapter 3 Section E*

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# 12.3 AERODROME CERTIFICATION

*ICAO Doc. 9774, Chapter 3, Section B*

## 12.3.1 REQUIREMENT FOR AN AERODROME CERTIFICATE

All Aerodromes in Afghanistan used for international and domestic operations shall be certified in accordance with these Regulations.

(a) The operator of an aerodrome designated for public use shall be in possession of an aerodrome certificate. This also applies to aerodromes owned by corporate entities engaged in business activities.

(b) An aerodrome certificate is required if:

(1) the maximum take-off mass of the aircraft exceeds 4.000 kg or carries more than 9 passengers; or

(2) the aerodrome is designated for night operations.

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

*ICAO Doc. 9774, Chapter 3, Section B.1*

## 12.3.2 APPLICATION FOR AN AERODROME CERTIFICATE

An application for the issuance of an Aerodrome Certificate shall be made to the ACAA in the form and manner prescribed by the ACAA. The application shall include:

(a) an exposition which must contain:

(1) a statement signed by the chief executive officer, on behalf of the applicant's organisation, confirming that the exposition and any included manuals define the organisation and demonstrate its means and methods for ensuring ongoing compliance with this ACAR; and is to be complied with at all times;

(2) the titles and names of the senior person or persons;

(3) the duties and responsibilities of the senior person or persons referred to in (ii) including matters for which they have responsibility to deal directly with ACAA on behalf of the organisation;

(4) an organisation chart showing lines of responsibility of the senior person or persons referred to in (ii);

(5) any limitations on the use of the aerodrome that arise from the aerodrome design or the facilities or services provided at the aerodrome;

(6) each current exemption granted to the applicant from the requirements of this ACAR;

(7) the procedures for controlling, amending and distributing the exposition; and

(8) the procedure for ensuring that their exposition is amended to remain a current description of the aerodrome and its associated plans, programmes, services, systems, procedures, and facilities.

(b) the Aerodrome manual;

(c) the plans of the Aerodrome including obstacle chart as specified inIS 12.4.2.2.

(d) security clearance from the Government;

(e) written approval from the town planning authority;

(f) Environmental Impact Assessment approval from the National Environmental Protection Agency (NEPA);

(g) the appropriate fee as prescribed by the ACAA; and

(h) adequate insurance cover.

*ICAO Doc. 9774, Chapter 3, Section B.2*

### 12.3.3 GRANT OF AN AERODROME CERTIFICATE

(a) Subject to the provisions in sections 12.3.3 (b) and 12.3.4, the ACAA may approve the application and accept/approve the aerodrome manual submitted under section 12.3.2 and grant an aerodrome certificate to the applicant.

(b) Before granting an aerodrome certificate, the ACAA shall be satisfied that:

(1) the applicant and his or her staff have the necessary competence and experience to operate and maintain the aerodrome properly;

(2) the aerodrome manual prepared for the applicant's aerodrome and submitted with the application contains all the relevant information;

(3) the aerodrome facilities, services and equipment are in accordance with the standards specified in the Aerodrome Standards Manual and these Regulations;

(4) the aerodrome operating procedures make satisfactory provision for the safety of aircraft; and

(5) an acceptable safety management system is in place at the aerodrome.

*ICAO Doc. 9774, Chapter 3, Section B.3.1 and B.3.2; Chapter 4.5*

### 12.3.4 REFUSAL TO GRANT AN AERODROME CERTIFICATE

If the ACAA refuses to grant an Aerodrome Certificate to an applicant, the ACAA shall give the applicant a written notice stating the reasons for the refusal, not later than 14 days after the date of refusal.

*ICAO Doc. 9774, Chapter 3, Section B.3.3; Chapter 4.5*

### 12.3.5 DURATION OF AN AERODROME CERTIFICATE

An Aerodrome Certificate remains in force for a period of three years, unless it is suspended or revoked by the ACAA.

*ICAO Doc. 9774, Chapter 3, Section B.5*

### 12.3.6 RENEWAL OF AN AERODROME CERTIFICATE

An aerodrome operator shall ensure that renewal of his or her Aerodrome Certificate is commenced not less than 90 days to the date of expiration of his or her certificate.

### 12.3.7 SUSPENSION OF AN AERODROME CERTIFICATE BY THE ACAA

(a) The ACAA shall, by written notice to the holder of an aerodrome certificate; suspend an aerodrome certificate if:

(1) a condition to which the certificate is subject has been breached; or

(2) the aerodrome facilities, operations or maintenance are not of the standard required in the interests of the safety of air navigation; or

(3) the aerodrome operator's safety management system is found to be inadequate; or

(4) it is in the interest of operational safety; or

(5) all other means for timely correction of the unsafe condition or ensuring safe aircraft operations have not yielded the required results; or

(6) the technical proficiency or qualifications of the aerodrome operator to perform the duties to meet the critical safety requirements in accordance with the regulations are found inadequate; or

(7) the operator resists or is unwilling to take action to correct or mitigate the condition affecting aviation safety; or

(8) the operator willfully fails to perform an already agreed upon corrective action and suspension of the certificate is the last resort to avoid unsafe operations in the aerodrome movement area.

(b) Before suspending an Aerodrome Certificate, the ACAA shall give to the holder a "show cause notice" that:

(1) sets out the facts and circumstances that, in the opinion of the ACAA, would justify the suspension; and

(2) invites the holder to show cause, in writing within 14 days after the date of the notice, why the certificate should not be suspended.

(c) The ACAA shall take into account any written submission that the holder makes to the ACAA within the time allowed.

*ICAO Doc. 9774, Chapter 5.2.5.6*

### 12.3.8 REVOCATION OF AN AERODROME CERTIFICATE BY THE ACAA

(a) The ACAA shall, by written notice given to the holder of an aerodrome certificate, revoke an aerodrome certificate if:

(1) the aerodrome operator is incapable or unwilling to carry out corrective action or has committed or repeated serious violations; or

(2) the aerodrome operator has demonstrated a lack of responsibility, such as deliberate and flagrant acts of non-compliance or falsification of records jeopardizing aviation safety; or

(3) the aerodrome operator has made it convincingly clear that the continued operation of the aerodrome will be detrimental to the public interest.

(b) Before revoking an Aerodrome Certificate, the ACAA shall give to the holder a "show cause notice" that:

(1) sets out the facts and circumstances that, in the opinion of the ACAA, would justify the revocation;

(2) invites the holder to show cause, in writing, within 14 days after the date of the notice, why the certificate should not be revoked; and

(3) Notwithstanding the provisions of paragraph 12.3.8 (b) (2), if the ACAA finds that immediate revocation is required for the safety of air transportation, the ACAA may revoke the Aerodrome Certificate, without stay on the date stipulated by the ACAA.

(c) The ACAA shall take into account any written submission that the holder makes to the ACAA within the time allowed.

*ICAO Doc. 9774, Chapter 5.2.5.7*

### 12.3.9 TRANSFER OF AN AERODROME CERTIFICATE

(a) The ACAA may approve the transfer of an Aerodrome Certificate when:

(1) the current holder of the Aerodrome Certificate notifies the ACAA in writing, at least 90 days before ceasing to operate the Aerodrome;

(2) the current holder of the Aerodrome Certificate notifies the ACAA in writing, of the name of the transferee;

(3) the transferee applies to the ACAA in writing, within 90 days before the current holder of the Aerodrome Certificate ceases to operate the aerodrome; and

(4) the requirements set out in paragraph 12.3.3 (b) are met by the transferee.

(b) If the ACAA does not consent to the transfer of an Aerodrome Certificate, it shall notify the transferee in writing, of its reasons not later than 30 days after making that decision.

*ICAO Doc. 9774, Chapter 3, Section B.7; Chapter 4.7*

### 12.3.10 VOLUNTARY SURRENDER OF AN AERODROME CERTIFICATE

(a) The holder of an Aerodrome Certificate shall give the ACAA not less than 30 days written notice of the date on which the certificate is to be surrendered in order that suitable action can be taken.

(b) The ACAA shall cancel the certificate on the date specified in the notice.

*ICAO Doc. 9774, Chapter 3, Section B.6*

### 12.3.11 ENDORSEMENT OF CONDITIONS OF AN AERODROME CERTIFICATE

(a) The ACAA, when granting the Aerodrome Certificate shall endorse the Conditions for the type and use of the aerodrome and other details in the Aerodrome Certificate.

(b) The general and specific conditions to be endorsed on the aerodrome certificate are as contained in the Aerodrome Standards Manual.

### 12.3.12 AMENDMENT OF AN AERODROME CERTIFICATE

Provided that the requirements of subsection 12.3.3 (b) have been met, the ACAA shall amend an Aerodrome Certificate when:

(a) there is a change in the ownership or management of the aerodrome; or

(b) there is a change in the use or operation of the aerodrome; or

(c) there is a change in the boundaries of the aerodromes; or

(d) the holder of the Aerodrome Certificate requests amendment.

*ICAO Doc. 9774, Chapter 3, Section B.9; Chapter 4.8*

### 12.3.13 INTERIM AERODROME CERTIFICATE

(a) The ACAA shall issue an Interim Aerodrome Certificate to the applicant referred to in section 12.3.2 or the proposed transferee of an Aerodrome Certificate referred to in section 12.3.9 authorising the applicant or transferee to operate an Aerodrome if the ACAA is satisfied that:

(1) an Aerodrome Certificate in respect of the aerodrome shall be issued to the applicant or transferred to the transferee as soon as the application procedure for the grant or transfer of an Aerodrome Certificate has been completed; and

(2) the grant of the Interim Certificate is in the public interest and is not detrimental to aviation safety.

(b) An Interim Aerodrome Certificate issued pursuant to section 12.3.13 (a) shall expire on:

(1) the date on which the Aerodrome Certificate is issued or transferred, or

(2) the expiry date specified in the interim Aerodrome Certificate; Whichever is earlier.

(c) These regulations apply to an Interim Aerodrome Certificate in the same manner as they apply to an Aerodrome Certificate.

*ICAO Doc. 9774, Chapter 3, Section B.8*

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# 12.4 AERODROME MANUAL

*ICAO Doc. 9774, Chapter 3 Section C*

## 12.4.1 PREPARATION OF THE AERODROME MANUAL

(a) The operator of a certified aerodrome shall have a manual to be known as the Aerodrome Manual for the aerodrome.

(b) The Aerodrome Manual shall:

(1) be typewritten or printed, and signed by the aerodrome operator;

(2) be in a format that is easy to revise;

(3) have a system for recording the accuracy of pages or amendments thereto, including a page for logging revisions; and

(4) be organised in a manner that will facilitate the preparation, review and acceptance or approval process.

*ICAO Doc. 9774, Chapter 3 Section C.1*

## 12.4.2 INFORMATION TO BE INCLUDED IN THE AERODROME MANUAL

The operator of the aerodrome shall include the following particulars in an aerodrome manual as provided inIS 12.4.2, to the extent that they are applicable to the aerodrome, under the following parts:

12.4.2.1 PART 1: GENERAL

General information set out in Part 1 of theIS 12.4.2on the purpose and scope of the aerodrome manual; the legal requirement for an aerodrome certificate and an aerodrome manual as prescribed in the national regulations; conditions for use of the aerodrome; the aeronautical information services available and the procedures for their promulgation; the system for recording aircraft movements and the obligations of the aerodrome operator;

12.4.2.2 PART 2: PARTICULARS OF THE AERODROME SITE

Particulars of the aerodrome site as set out in Part 2 of theIS 12.4.2of these regulations;

12.4.2.3 PART 3: PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE (AIS)

Particulars of the aerodrome required to be reported to the aeronautical information service as set out in Part 3 of theIS 12.4.2of these regulations;

12.4.2.4 PART 4: PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES

The aerodrome operating procedures and safety measures as set out in Part 4 of theIS 12.4.2of these regulations. These shall include references to air traffic procedures such as those relevant to low visibility operations. Air traffic management procedures are normally published in the air traffic services manual with a cross-reference to the aerodrome manual;

12.4.2.5 PART 5: AERODROME ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM

Details of the aerodrome administration and the safety management system as set out in Part 5 of theIS 12.4.2of these regulations.

Further guidance is contained in the Generic Aerodrome Manual.

*ICAO Doc. 9774, Chapter 3 Section C.3*

### 12.4.3 LOCATION OF THE AERODROME MANUAL

(a) The aerodrome operator shall provide the ACAA with a complete and current copy of the Aerodrome Manual.

(b) The aerodrome operator shall keep at least one complete and current copy of the Aerodrome Manual at the aerodrome and one copy at the operator's principal place of business if other than the aerodrome.

(c) The aerodrome operator shall make a copy of the Aerodrome Manual available for inspection by authorised officers of the ACAA.

*ICAO Doc. 9774, Chapter 3 Section C.2*

### 12.4.4 AMENDMENT OF THE AERODROME MANUAL

(a) To maintain the accuracy of the Aerodrome Manual, the ACAA shall issue a written directive to an aerodrome operator requiring the operator to alter or amend the manual in accordance with that directive.

(b) The aerodrome operator shall alter or amend the Aerodrome Manual, whenever necessary, in order to maintain the accuracy of the information in the manual.

(c) The aerodrome operator shall submit in writing a proposed amendment to its Aerodrome Manual to the ACAA at least 30 days before the proposed effective date of the amendment or alteration, unless a shorter filing period is allowed by the ACAA.

(d) In the case of amendments initiated by the ACAA, the ACAA shall notify the operator of the certified aerodrome of the proposed amendment, in writing, fixing a reasonable period within which the operator may submit written information, views, and arguments on the amendment. After considering all relevant materials presented, the ACAA shall notify the operator within 30 days of any amendment adopted, or rescind the notice. The amendment becomes effective not less than 30 days after the operator receives notice of it.

(e) Notwithstanding the provisions of paragraph (d) of this section, if the ACAA finds there is an emergency requiring immediate action with respect to the safety of air transportation, the ACAA shall issue amendment, effective without stay on the date the operator receive notice of it. In such a case, the ACAA shall incorporate the findings of the emergency and a brief statement of the reason for the findings in the notice of the amendment.

*ICAO Doc. 9774, Chapter 3 Section C.4 and C.5*

### 12.4.5 THE ACAA'S ACCEPTANCE OR APPROVAL OF THE AERODROME MANUAL

The ACAA shall accept or approve the Aerodrome Manual and any amendments thereto, provided they meet the requirement of this part.

*ICAO Doc. 9774, Chapter 3 Section C.6*

### 12.4.6 AERODROME MANUAL CONTROLLER

The aerodrome operator shall appoint a person to be the Aerodrome Manual Controller, whose functions shall include:

(a) keeping a record of persons who hold copies of the whole or part of the Aerodrome Manual;

(b) updating of information in the manual given to those holders referred to in (a).

## 12.5 AERODROME DESIGN REQUIREMENTS

(a) An applicant for or a holder of an Aerodrome Certificate shall provide the ACAA with the following:

(1) physical characteristics;

(2) obstacle limitation surface;

(3) visual aids for navigation, denoting obstacle and the restricted use areas;

(4) Aerodrome equipment and installation; and

(5) an airspace classification appropriate to the characteristics of the aircraft it intends to serve, the lowest meteorological minima for each runway, and the ambient light conditions expected during the operation of aircraft.

(b) The physical characteristics, obstacle limitation surfaces, visual aids, equipment and installation mentioned above in (1), (2), (3) and (4) shall comply with the aerodrome design standards highlighted in Chapters 3though 10 of the Aerodrome Standards Manual.

*ICAO Annex 14 Volume I, Chapter 3 (Physical Characteristics)*
*ICAO Doc. 9157 Part 1 Chapter 5 (Runways)*
*ICAO Doc. 9157 Part 2 Chapter 1 (Taxiways), Chapter 2 (Holdings bays and other bypasses), Chapter 3 (Aprons)*
*ICAO Doc. 9157 Part 3 (Pavements)*
*ICAO Annex 14 Volume I, Chapter 4 (Obstacle Restriction and Removal)*
*ICAO Annex 14 Volume I, Chapter 5 (Visual Aids)*
*ICAO Annex 14 Volume I, Chapter 6 (Visual Aids for Denoting Obstacles)*
*ICAO Annex 14 Volume I, Chapter 7 (visual aids for denoting restricted use areas)*
*ICAO Doc. 9157 Part 4 (Visual Aids)*
*ICAO Annex 14 Volume I, Chapter 8 (Electrical Systems)*
*ICAO Doc. 9157 Part 5 (Electrical Systems)*
*ICAO Annex 14 Volume I, Chapter 9 (Aerodrome Operational Services, Equipment and Installations)*
*ICAO Doc. 9157 Part 6 (Frangibility)*

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# 12.6 OBLIGATIONS OF THE AERODROME OPERATOR

*ICAO Doc. 9774, Chapter 3 Section D*

## 12.6.1 GENERAL

The grant of an Aerodrome Certificate obliges the aerodrome operator to ensure the safety, regularity and efficiency of operations at the aerodrome, to allow authorized officers of the ACAA access to the aerodrome to carry out safety audits, inspections and testing and to be responsible for notifying and reporting to the ACAA as prescribed in these Regulations.

## 12.6.2 COMPLIANCE WITH STANDARDS AND PRACTICES

The aerodrome operator shall comply with the standards specified in the Aerodrome Standards Manual and with any conditions endorsed in the Aerodrome Certificate.

*ICAO Doc. 9774, Chapter 3 Section D.1*

## 12.6.3 COMPETENCE OF OPERATIONAL AND MAINTENANCE PERSONNEL

The aerodrome operator shall employ adequate numbers of qualified and skilled personnel to perform all critical activities for aerodrome operation and maintenance.

*ICAO Doc. 9774, Chapter 3 Section D.2.1*

12.6.3.1 TRAINING PROGRAM

The operator shall train all personnel who accesses movement and safety areas and perform duties in compliance with the Requirements of this Regulation. This training shall be completed prior to the initial performance of such duties for persons to be recruited on or after 1 January 2014 and at least be retrained once every 3 years. The curriculum for initial and recurrent training shall include at least the following areas:

(a) Airport familiarisation, including airport marking, lighting, and signs system;

(b) Procedures for access to, and operation in, movement areas and safety areas;

(c) Airport communications, including radio communication between the air traffic control tower and personnel, use of the common traffic advisory frequency if there is no air traffic control tower or the tower is not in operation, and procedures for reporting unsafe airport conditions;

(d) Duties required under the Aerodrome Operations Manual and the requirements of this regulation;

(e) Any additional subject areas required under sections 12.6.16, 12.6.18, 12.6.20 and 12.6.23 as appropriate;

(f) In respect of aerodrome maintenance, the training of personnel shall include the following areas as appropriate:

(1) Maintenance of runway, taxiway and apron (paved and unpaved);

(2) Runway and taxiway strips and shoulders and runway end safety areas;

(3) Airport drainage and fencing;

(4) Airport Visual aids and electrical systems;

(5) Passenger and Cargo building facilities.

(g) Make a record of all training completed by each individual in compliance with this section that includes, at a minimum, a description and date of training received and provide the ACAA with a copy of this record, if requested;

(h) As appropriate, comply with the following training requirements:

(1) Aircraft Rescue and Firefighting operational requirements;

(2) Ground Vehicles and Pedestrians;

(3) Aerodrome Inspection programme;

(4) Wildlife Hazard management.

12.6.3.2 PROGRAM IMPLEMENTATION

The aerodrome operator shall implement a programme to upgrade the competency of the personnel referred to in section 0.

*ICAO Doc. 9774, Chapter 3 Section D.2.3*

### 12.6.4 AERODROME OPERATION AND MAINTENANCE

(a) Subject to any directives that the ACAA shall issue, the aerodrome operator shall operate and maintain the aerodrome in accordance with the procedures set out in the Aerodrome Manual.

(b) To ensure the safety of aircraft, the ACAA shall give written directives to an aerodrome operator to alter the procedures set out in the Aerodrome Manual.

(c) To ensure the safety and maintenance of the aerodrome facilities the aerodrome operator shall:

(1) provide and maintain navigational visual aids which includes: Airfield Lightings, Markings, Markers and Signs on the runway as prescribed in the Aerodrome Standards Manual;

(2) provide and maintain runway surfaces including but not limited to surfacing and resurfacing, frictional coefficients, aqua planning, pavement bearing strength values of the runway.

(d) An aerodrome operator shall notify the ATC that a runway or portion thereof may be slippery when wet. A runway or portion thereof shall be determined as being slippery when wet, when the friction measurements show that the runway surface friction characteristics as measured by a continuous friction measuring device are below the minimum friction level specified in Table 0-1 of the Aerodrome Standards Manual.

(e) The Aerodrome operator shall coordinate with the ATS provider in order to be satisfied that appropriate air traffic services are available to ensure the safety of aircraft in the airspace associated with the aerodrome. The coordination shall cover other areas related to safety such as aeronautical information services, air traffic services, designated meteorological authorities and security.

*ICAO Doc. 9774, Chapter 3 Section D.3*
*ICAO Annex 14 Chapter 2.9.6*
*ICAO Doc. 9137 Part 2 (pavement surface conditions)*
*ICAO Doc. 9137 Part 9 (Airport Maintenance Practices)*

### 12.6.5 AERODROME OPERATOR'S SAFETY MANAGEMENT SYSTEM

(a) The applicant for, or the holder of, a certificate of operator of certified aerodromes shall establish, maintain and adhere to a safety management system designed in accordance with Part 1: 1.6.

(b) The aerodrome operator shall oblige all users of the aerodrome, including fixed-base operators, ground handling agencies and other organizations that perform activities independently at the aerodrome in relation to flight or aircraft handling, to comply with the requirements laid down by the aerodrome operator with regard to safety at the aerodrome. The aerodrome operator shall monitor such compliance.

(c) The aerodrome operator shall require all users of the aerodrome, including fixed-base operators and other organisations referred to in paragraph 12.6.5 (b), to cooperate in the programme to

promote safety at, and the safe use of, the aerodrome by immediately informing it of any accidents, incidents, defects and faults which have a bearing on safety.

(d) The aerodrome operator may also arrange for an external audit and inspection programme for evaluating other users, including fixed-based operators, ground handling agencies and other organisations working at the Aerodrome.

(e) The aerodrome operator shall comply with the requirements on Safety Management System as led down in his SMS Manual following the guidelines according the Generic Safety Management Manual.

(f) The aerodrome operator shall provide suitable and easily accessible space to be used for the purpose of crew briefing at the airport.

*ICAO Doc. 9774, Chapter 3 Section D.4 and D.5*

### 12.6.6 AERODROME OPERATOR'S INTERNAL SAFETY AUDITS AND REPORTING

(a) The aerodrome operator shall arrange for audits of the safety management system, including inspections of the aerodrome facilities and equipment.

(b) The audits referred to in paragraph (a) above shall be carried out every 12 months, or less, as agreed with the ACAA.

(c) The aerodrome operator shall ensure that the audit reports, including the report on the aerodrome facilities, services and equipment, are prepared by suitably qualified safety personnel

(d) The aerodrome operator shall retain a copy of the report(s) referred to in paragraph (c) above for a period to be agreed with the ACAA. The ACAA shall request a copy of the report(s) for its review and reference.

(e) The report(s) referred to in paragraph (c) above shall be prepared and signed by the persons who carried out the audits and inspections.

*ICAO Doc. 9774, Chapter 3 Section D.5*

### 12.6.7 ACCESS TO THE AERODROME BY AUTHORISED INSPECTORS

(a) Personnel so authorised by the ACAA may inspect and carry out tests on the aerodrome facilities, services and equipment, inspect the aerodrome operator's documents and records and verify the aerodrome operator's safety management system before the Aerodrome Certificate is granted or renewed and, subsequently, at any other time, for the purpose of ensuring safety at the aerodrome.

(b) The ACAA shall carry out periodic inspections and audits on aerodrome facilities, services and equipment in order to meet its continuing surveillance obligation and ensure safety of aerodrome operations.

(c) An aerodrome operator shall, at the request of the person referred to in paragraph (a) above allow access to any part of the aerodrome or any aerodrome facility, including equipment, records, documents and operational personnel, for the purpose referred to in paragraph (a) above.

(d) The aerodrome operator shall cooperate with personnel so authorized by the ACAA in conducting the activities referred to in paragraph (a) above.

*ICAO Doc. 9774, Chapter 3 Section D.6; Chapter 5.2.3.2*

### 12.6.8 REMOVAL OF OBSTRUCTIONS FROM THE AERODROME SURFACE

An aerodrome operator shall remove from the aerodrome surface any vehicle or other obstruction that is likely to be hazardous.

*ICAO Doc. 9774, Chapter 3 Section D.9*

### 12.6.9 WARNING NOTICES

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

(a) post hazard warning notices on any public way that is adjacent to the manoeuvring area; or

(b) if such a public way is not controlled by the aerodrome operator, inform the appropriate body responsible for posting the notices on the public way that there is a hazard.

*ICAO Doc. 9774, Chapter 3 Section D.10*

### 12.6.10 RETENTION OF RECORDS

The Aerodrome operator shall establish and retain personnel training records as prescribed under paragraph 12.6.3.1 (g) and safety inspection records as prescribed in the Aerodrome Inspectors Manual.

### 12.6.11 AERODROME DATA

The Aerodrome operator, in determining and reporting Aerodrome data shall:

(a) ensure adherence to accuracy, integrity and protection requirements set forth in Chapter 2, of the Aerodrome Standards Manual;

(b) maintain the integrity of aeronautical data and avoid the corruption of data at all times;

(c) ensure that data are measured or described appropriately as prescribed in Chapter 2 of the Aerodrome Standards Manual.

*ICAO Annex 14 Volume I, Chapter 2.1 and Appendix 5*
*ICAO Doc. 9137 Part 8 Chapter 22*

### 12.6.12 NOTIFYING AND REPORTING

(a) Notification of inaccuracies in Aeronautical Information Service (AIS) Publications – An Aerodrome Operator shall review all Aeronautical Information Publications (AIPs), AIP Supplements, AIP Amendments, Notices to Airmen (NOTAMs), Pre-flight Information Bulletins and Aeronautical Information Circulars issued by the AIS on receipt thereof and immediately after such reviews shall notify the ACAA of any inaccurate information contained therein that pertains to the Aerodrome.

(b) Notification of changes to the Aerodrome facilities, equipment and level of service planned in advance – An Aerodrome operator shall notify the ACAA, in writing, at least 30 days before effecting any change to the Aerodrome facility or equipment or the level of service at the Aerodrome that has been planned in advance and which is likely to affect the accuracy of the information contained in any AIS publication referred to in paragraph 12.6.12 (a).

(c) Issues requiring immediate notification – Subject to paragraph 12.6.12 (d), an Aerodrome operator shall arrange for the Air Traffic Control and the ACAA to receive immediate notice detailing any of the following circumstances of which the operator has knowledge:

(1) Obstacles, Obstructions and Hazards:

(i) any projections by an object through an obstacle limitation surface relating to the Aerodrome; and

(ii) the existence of any obstruction or hazardous condition affecting aviation safety at or near the Aerodrome;

(2) Level of service – Reduction in the level of service at the Aerodrome as set out in any of the AIS publications referred to in paragraph 12.6.12 (a) above;

(3) Movement area – Closure of any part of the movement area of the Aerodrome; and

(4) Any other condition that could affect aviation safety at the Aerodrome and against which precautions are warranted.

(d) Immediate notification to pilots – When it is not feasible for an Aerodrome operator to arrange for the air traffic control unit and the ACAA to receive notice of a circumstance referred to in paragraph 12.6.12 (c) above, the operator shall give immediate notice direct to the pilots who may be affected by that circumstance.

*ICAO Doc. 9774, Chapter 3 Section D.7*

### 12.6.13 VISUAL AIDS FOR NAVIGATION

The Aerodrome operator shall:

(a) establish procedures to ensure that a system of preventive maintenance and checking of the Aerodrome visual aids such as Wind Direction Indicator, Airfield lighting, Markings, Markers and Signs for navigation is in place;

(b) ensure that each visual aid for navigation provides reliable and accurate guidance to the user;

(c) establish a percentage of allowable serviceable lights that will ensure continuity of guidance to the user;

(d) restore any unserviceable or deteriorated items back into service without undue delay; and

(e) provide and maintain visual aids at the Aerodrome as prescribed in chapter 5 of the Aerodrome Standards Manual.

*ICAO Annex 14 Volume I, Chapter 5*

### 12.6.14 WORKS ON AERODROME

The Aerodrome operator shall:

(a) establish procedures and take precautions to ensure that works carried out on the Aerodrome do not endanger aircraft operations;

(b) appoint one or more trained works safety officers to ensure full compliance with the procedures and precautions in paragraph (a) above;

(c) coordinate work and ensure compliance with safety requirements and standards for routine maintenance, minor or major construction or maintenance works at its Aerodrome, as prescribed in Chapter 4 of the Aerodrome Manual(CAD-AGA-002);

(d) provide liaison between any maintenance team or contractor, ATC and safety works officer so as to ensure compliance with safety rules in the areas of:

(1) R/T procedures to be used;

(2) Isolation of work areas;

(3) General working rules;

(4) Hazards to personnel working on the Aerodrome;

(5) Marking and Lighting on cranes or equipment that is likely to penetrate the obstacle clearance zone;

(6) Effect on navigational aids and other electronic landing aids;

(7) Paved area cleanliness after work;

(e) Carry out works on Aerodrome as prescribed in Chapter 4 of the Aerodrome Manual (CAD-AGA-002).

*ICAO Doc. 9137 Part 8 Chapter 8*
*ICAO Doc. 9137 Part 9*

## 12.6.15 AERODROME EMERGENCY PLAN

*Annex 14 Volume I, Chapter 9.1*
*ICAO Doc. 9137, Part 1, Chapter 11*
*ICAO Doc. 9137, Part 7*
*ICAO Doc. 9137, Part 8, Chapter 15*

### 12.6.15.1 GENERAL

(a) After consultation with a representative sample of the air operators that use the aerodrome and with community organisations that may be of assistance during emergency operations at the aerodrome or in its vicinity, the aerodrome operator shall develop and maintain an emergency plan for the purpose of identifying:

(1) the emergencies that can reasonably be expected to occur at the aerodrome or in its vicinity and that could be a threat to the safety of persons or to the operation of the aerodrome;

(2) the measures to activate the emergency plan for each type of emergency;

(3) the community organisations capable of providing assistance in an emergency; and

(4) any additional resources available at the aerodrome and in the surrounding area.

(b) The aerodrome operator shall establish a degree of supervision and control sufficient to manage the size and complexity of an emergency.

(c) The aerodrome operator shall maintain at the aerodrome, in the format of a manual, a copy of an updated version of the emergency plan; and provide a copy to the ACAA on request.

(d) The aerodrome operator shall:

(1) update the emergency plan as necessary to ensure its effectiveness in emergency operations; and

(2) review the plan and make any required updates at least once a year after consultation with a representative sample of the air operators that use the aerodrome and the community organisations identified in the plan.

*ICAO Doc. 9137, Part 7*
*ICAO Doc. 9137, Part 8, Chapter 15*

### 12.6.15.2 CONTENT OF THE AERODROME EMERGENCY PLAN

(a) In an emergency plan, the aerodrome operator shall, at a minimum:

(1) identify the potential emergencies, including:

(i) an aircraft accident or incident:

(A) within the aerodrome boundaries, and

(B) within a critical rescue and firefighting access area that extends 1000 m beyond the ends of a runway and 150 m at 90° outwards from the centreline of the runway including any part of that area outside the aerodrome boundaries;

(ii) an aircraft emergency declared by either air traffic services or a pilot;

(iii) a fuel spill that spreads at least 1.5 m in any direction or exceeds 12 mm in depth;

(iv) a medical emergency;

(v) a fire in which aerodrome operations or passenger safety is threatened;

(vi) an emergency that is related to a special aviation event and that might have an impact on aerodrome operations;

(vii) a natural disaster; and

(viii) any other emergency that is a threat or is likely to be a threat to the safety of persons or to the operation of the aerodrome;

(2) identify the organisations at the aerodrome and the community organisations that are capable of providing assistance during an emergency at an aerodrome or in its vicinity, provide the telephone numbers and other contact information for each organisation and describe the type of assistance each can provide;

(3) identify the other resources available at the aerodrome and in the surrounding communities for use during emergency response or recovery operations and provide their telephone numbers and other contact information;

(4) describe for emergency situations, the lines of the ACAA and the relationships between the organisations identified in the emergency plan and describe how actions will be coordinated among all and within each of the organisations;

(5) identify for emergency situations, the supervisors and describe the responsibilities of each;

(6) specify the positions occupied by the aerodrome personnel who will respond to an emergency and describe the specific emergency response duties of each;

(7) identify the on-scene commander and describe the commander's emergency response duties;

(8) provide Authorisation for a person to act as an on-scene commander or a supervisor if they are not aerodrome personnel;

(9) set out the criteria to be used for positioning the on-scene commander within visual range of an emergency scene;

(10) set out the measures to be taken to make the on-scene commander easily identifiable at all times by all persons responding to an emergency;

(11) if initial on-scene control has been assumed by a person from a responding organisation, describe the procedure for transferring control to the on-scene commander;

(12) describe any training and qualifications required for the on-scene commander and the aerodrome personnel identified in the emergency plan;

(13) describe the method for recording any training provided to the on-scene commander and aerodrome personnel;

(14) describe the communication procedures and specify the radio frequencies to be used to link the operator of the aerodrome with:

(i) the on-scene commander; and

(ii) the providers of ground traffic control services (if applicable) and air traffic control services or any other flight information unit at the aerodrome;

(15) describe the communication procedures allowing the on-scene commander to communicate with the organisations identified in the emergency plan;

(16) identify the alerting procedures that:

(i) activate the emergency plan;

(ii) establish the necessary level of response;

(iii) allow immediate communication with the organisations identified in the emergency plan in accordance with the required level of response;

(iv) if applicable, confirm the dispatch of each responding organisation;

(v) establish the use of standard terminology in communications; and

(vi) establish the use of the appropriate radio frequencies as set out in the emergency plan;

(17) specify:

(i) the aerodrome communication equipment testing procedures;

(ii) a schedule for the testing; and

(iii) the method of keeping records of the tests;

(18) specify the location of the emergency coordination centre used to provide support to the on-scene commander;

(19) describe the measures for dealing with adverse climatic conditions and darkness for each potential emergency set out in paragraph (1) above;

(20) describe the procedures to assist persons who have been evacuated if their safety is threatened or airside operations are affected;

(21) describe the procedures respecting the review and confirmation of the following to permit the return of the aerodrome to operational status after an emergency situation:

(i) emergency status reports;

(ii) co-ordination with appropriate judicial authorities and the investigator designated by the accident investigation entity regarding the accident site conditions;

(iii) disabled aircraft removal;

(iv) airside inspection results;

(v) accident or incident site conditions; and

(vi) air traffic services and NOTAM coordination;

(22) describe the procedures for controlling vehicular flow during an emergency to ensure the safety of vehicles, aircraft and persons;

(23) specify the procedures for issuing a NOTAM in the event of an emergency affecting the critical category for firefighting required under section 12.6.16 of these Regulations, or changes or restrictions in facilities or services at the aerodrome during and after an emergency;

(24) describe the procedures for preserving evidences as it relates to:

(i) aircraft or aircraft part removal; and

(ii) the site of the accident or incident;

(25) describe the procedures to be followed, after any exercise set out in section 12.6.15.6 or the activation of the plan for an emergency that requires a full emergency standby, in the following cases:

(i) a post-emergency debriefing session with all participating organisations;

(ii) the recording of the minutes of the debriefing session;

(iii) an evaluation of the effectiveness of the emergency plan to identify deficiencies;

(iv) changes, if any, to be made in the emergency plan; and

(v) partial testing subsequent to the modification of an emergency plan;

(26) describe:

(i) the process for an annual review and update of the emergency plan; and

(ii) the administrative procedure for the distribution of copies of an updated version of the emergency plan to the aerodrome personnel who require them and to the community organisations identified in the plan; and

(iii) the procedures to assist in locating an aircraft when the aerodrome receives notification that an Emergency Locator Transmitter (ELT) or any advanced system of tracking aircraft in an emergency has been activated.

(b) The aerodrome operator shall include a copy of the following documents in the emergency plan:

(1) the signed agreements, if any, between the aerodrome operator and the community organisations that provide emergency response services to the aerodrome; and

(2) an aerodrome grid map.

*ICAO Doc. 9137, Part 7, Appendix 2*

12.6.15.3 ON-SCENE COMMANDER

(a) The on-scene commander shall be at the emergency site and shall not have other duties during an emergency, unless the life of a person is in danger nearby and the on-scene commander is alone and has the ability to assist the person.

(b) The aerodrome operator shall establish procedures that make the on-scene commander easily identifiable by all persons responding to an emergency.

*ICAO Doc. 9137, Part 7, Chapter 6 and Appendix 2 Section 9*

12.6.15.4 AIRCRAFT CRASH CHARTS AND AERODROME GRID MAPS

(a) For aircraft operating in a passenger or cargo configuration, the aerodrome operator shall make available to the emergency coordination centre aircraft crash charts specific to the aircraft used by the air operators that use the aerodrome, and shall provide copies of the charts to the organisations responsible for firefighting services that are identified in the emergency plan; and the on-scene commander.

(b) In the case of aircraft that have or may have a seating configuration of not more than nine passenger seats, the aerodrome operator may use, instead of the aircraft crash charts referred to in paragraph (a), other documents containing equivalent information.

(c) The aerodrome operator shall develop and review and update annually, if necessary, an aerodrome grid map that includes a minimum of:

(1) an area covering at least one kilometre around each runway;

(2) the aerodrome access roads and gates; and

(3) the location of meeting points to which persons and vehicles that are responding to an emergency situation proceed in order to receive instructions.

(d) The aerodrome operator shall provide copies of the aerodrome grid map to the aerodrome personnel and organisations identified in the aerodrome emergency plan.

*ICAO Doc. 9137, Part 7, Chapter 7*
*ICAO Doc. 9137, Part 8, Chapter 15.5*

12.6.15.5 PERSONNEL AND TRAINING

(a) The aerodrome operator shall assign specific emergency response duties, other than those of an on-scene commander or a supervisor, only to those aerodrome personnel who are identified in the emergency plan and who:

(1) are knowledgeable of their duties as described in the plan; and

(2) have the skills to carry out their duties.

(b) The aerodrome operator shall assign to act as an on-scene commander or a supervisor only those aerodrome personnel, or other persons authorised by the operator in the emergency plan, who are:

(1) knowledgeable about the contents of the emergency plan;

(2) familiar with the procedures for the overall coordination of emergency operations at an emergency site; and

(3) trained for the particular role that they perform.

(c) The aerodrome operator shall:

(1) keep records of the training that was received by persons to meet the requirements of paragraphs (a) and (b);

(2) preserve the records of training for five years after the day on which the training was received; and

(3) submit a copy of the training records to the ACAA on request.

12.6.15.6 TESTING OF THE EMERGENCY PLAN

(a) The aerodrome operator shall test the emergency plan by conducting a full-scale emergency exercise at intervals not exceeding two years.

(b) The aerodrome operator shall conduct full-scale emergency exercises based on scenarios that relate to a major aircraft accident and, at a minimum, the exercises shall include the assembly and deployment of firefighting, policing and medical services organisations.

(c) The aerodrome operator shall conduct a partial emergency exercise each year in which no full-scale emergency exercise is conducted.

(d) The aerodrome operator, when conducting a partial emergency exercise, shall have:

(1) an up-to-date list of the participants and their telephone numbers and the radio frequencies used to communicate;

(2) fully operational communication equipment; and

(3) a copy of the aerodrome grid map.

(e) The aerodrome operator shall base the partial emergency exercises on scenarios that include an aircraft accident or incident.

(f) The aerodrome operator shall provide the ACAA with a notice in writing of the date and time when a partial or full-scale exercise is to be carried out at least 90 days before the day of the exercise.

(g) The ACAA shall observe the testing of an emergency plan.

(h) After each exercise, the aerodrome operator shall conduct a debriefing with all the organisations identified in the plan and a representative of the aerodrome personnel who participated to evaluate the effectiveness of the emergency plan and identify deficiencies.

(i) The aerodrome operator shall implement an action plan to correct any deficiencies in the emergency plan that was identified during a debriefing session.

(j) The aerodrome operator shall record:

(1) the date of an exercise;

(2) the type of exercise;

(3) the minutes of the debriefing session after the exercise; and

(4) any action plans to correct deficiencies that were identified during a debriefing session.

(k) The aerodrome operator shall keep an exercise record for 10 years after the day on which the record is made.

(l) The aerodrome operator shall submit debriefing minutes and corrective action plans relating to an exercise to the ACAA on request.

12.6.15.7 AUTHORISATION

The ACAA may, on application by the aerodrome operator, provide to the operator written Authorisation not to conduct the full-scale exercise during an interval set out in paragraph 12.6.15.6 (a) if the operator demonstrates that the testing requirements for a full-scale exercise have been met through an activation of the emergency plan in response to an emergency during that interval.

## 12.6.16 RESCUE AND FIREFIGHTING AT AERODROMES

*ICAO Annex 14 Volume I Chapter 9.2*
*ICAO Doc. 9137 Part 1 (Rescue and Firefighting)*
*ICAO Doc. 9137 Part 8 Chapter 17*

12.6.16.1 RESCUE AND FIREFIGHTING AT AERODROMES

The aerodrome operator shall provide the aircraft firefighting vehicles and the personnel that correspond to the critical category for firefighting and published in the aeronautical publications to respond to an aircraft emergency at the aerodrome.

*ICAO Annex 14 Volume I Chapter 9.2.1*
*ICAO Doc. 9137 Part 1 Chapter 16*

12.6.16.2 HOURS OF OPERATION OF AN AIRCRAFT FIREFIGHTING SERVICE

(a) The aerodrome operator shall establish the hours of operation of an aircraft firefighting service and ensure that those hours coincide with the hours of the movements by operating aircraft at the aerodrome; and ensure that the critical category for firefighting and the hours of operation of an aircraft firefighting service are published in the aeronautical publications and in a NOTAM, if the NOTAM is published earlier.

(b) The aerodrome operator shall provide an aircraft firefighting service until the aircraft operating at the aerodrome has taken off or landed or the flight has been cancelled.

*ICAO Doc. 9137 Part 1 Chapter 1.1.2*
*ICAO Doc. 9137 Part 1 Chapter 16*

12.6.16.3 AIRCRAFT CATEGORY FOR FIREFIGHTING

(a) An aircraft category for firefighting set out in column I of an item of the table below to this subsection shall be established for an aircraft based on the aircraft overall length set out in column II of the item and the aircraft maximum fuselage width set out in column III of that item.

**Table 12-1: Aircraft Category for Firefighting**

| Column I | Column II | Column III |
|---|---|---|
| Aircraft Category for Firefighting | Aircraft Overall Length | Aircraft Maximum Fuselage Width |
| 1 | 0 up to but not including 9 m | 2 m |
| 2 | 9 m up to but not including 12 m | 2 m |
| 3 | 12 m up to but not including 18 m | 3 m |
| 4 | 18 m up to but not including 24 m | 4 m |
| 5 | 24 m up to but not including 28 m | 4 m |
| 6 | 28 m up to but not including 39 m | 5 m |
| 7 | 39 m up to but not including 49 m | 5 m |
| 8 | 49 m up to but not including 61 m | 7 m |
| 9 | 61 m up to but not including 76 m | 7 m |
| 10 | 76 m up to but not including 90 m | 8 m |

*ICAO Annex 14 Chapter 9.2.7 (Table 9-1. Aerodrome category for rescue and firefighting)*

(a) Where the fuselage width of an aircraft that has an overall length within the range set out in column II of an item of the table to paragraph (a) is greater than the aircraft maximum fuselage width set out in column III of the item, the aircraft category for firefighting for the aircraft shall be one category higher than the category set out in column I of that item.

*ICAO Doc. 9137 Part 1 Chapter 2.1.2*

12.6.16.4 STATISTICS ON THE NUMBER OF PASSENGERS AND AIRCRAFT MOVEMENTS

(a) The aerodrome operator shall compile monthly statistics in respect of the number of emplaned and deplaned passengers.

(b) The aerodrome operator shall compile monthly statistics setting out number of movements by operating aircraft in each aircraft category for firefighting. The aerodrome operator shall, at least once every six months, review the monthly statistics for the twelve months preceding the date of the review and determine the three consecutive months with the highest total number of movements by operating aircraft in all aircraft categories for firefighting.

(c) Where the review shows more than one period of three consecutive months having the same total number of movements by operating aircraft, the period to be used for the purposes of section 12.6.15.5 of these Regulations is the period involving the highest aircraft category for firefighting; or where those periods involve the same highest aircraft category for firefighting, the period involving the greatest number of movements in that category.

(d) The operator of a designated aerodrome shall retain the monthly statistics referred to in paragraph (a) and (b) for five years after the date of the review; and provide them to the ACAA at the ACAA's request.

*ICAO Doc. 9137 Part 1 Chapter 2*

12.6.16.5 CRITICAL CATEGORY FOR FIREFIGHTING

(a) The aerodrome operator shall determine a critical category for firefighting for the aerodrome based on the number of movements at the aerodrome during the three-month period determined in accordance with paragraphs (c) or (d) by operating aircraft in the highest and the next highest aircraft categories for firefighting.

(b) Where, during the period referred to in paragraph (a), the number of movements at an aerodrome by aircraft in the highest aircraft category for firefighting is 700 or more, the critical category for firefighting is equivalent to that highest aircraft category for firefighting.

(c) If, during the period referred to in paragraph (a), the number of movements at an aerodrome by aircraft in the highest aircraft category for firefighting is less than 700, the critical category for firefighting shall be determined by decreasing the highest aircraft category for firefighting by one category.

(d) If the aerodrome operator anticipates a period of one or more hours of movements of aircraft of a lower aircraft category for firefighting only, the operator may reduce the critical category for firefighting to the highest aircraft category for firefighting anticipated for that period if the operator documents the anticipated situation; and notifies the appropriate air traffic control unit or any other flight information unit of the reduced critical category for firefighting for publication in a NOTAM.

*ICAO Doc. 9137 Part 1 Chapter 2.1.3*

12.6.16.6 EXTINGUISHING AGENTS AND AIRCRAFT FIREFIGHTING VEHICLES

The aerodrome operator shall provide its aircraft firefighting service with both the principal and the complementary extinguishing agents and the equipment delivering the agents that meet the requirements detailed in implementing standards and the Aerodrome Standards Manual.

*ICAO Doc. 9137 Part 1 Chapter 2.2, 2.3 and 2.10*

12.6.16.7 ADJUSTMENT TO HIGHER REQUIREMENTS

Where an increase in the number of movements by, or in the size of, operating aircraft at an aerodrome results in the establishment for the aerodrome of a higher critical category for firefighting than the previous category, the operator of the aerodrome shall meet the requirements for that higher category as set out in Table 12-1 within one year after the date of establishing the higher critical category for firefighting.

12.6.16.8 PERSONNEL REQUIREMENTS

(a) Minimum Personnel

During the hours of operation of the aircraft firefighting service, the aerodrome operator shall ensure that trained aircraft firefighting personnel are available at their assigned post and in sufficient number to operate the aircraft firefighting vehicles and apply the extinguishing agents required by paragraph 12.6.16.6.

(b) Training of Personnel

The aerodrome operator shall ensure that all personnel assigned to aircraft firefighting duties are trained in accordance with appropriate aircraft firefighting standards.

(c) Equipment and Protective Clothing

The aerodrome operator shall provide all personnel assigned to aircraft firefighting duties with the equipment and protective clothing necessary to perform their duties.

(d) Fire-fighter Qualifications

(1) No aerodrome operator shall permit a person to act and no person shall act as an aircraft firefighter at an aerodrome unless the person has, within the previous 12 months, successfully completed the training specified in this section.

(2) The aerodrome operator shall:

(i) maintain, for each aircraft firefighter, a training record containing the information specified in this section;

(ii) preserve the training record for three years after the aircraft firefighter leaves the service of the aerodrome; and

(iii) at the request of the ACAA, provide the ACAA with a copy of the training record.

*ICAO Annex 14, Chapter 9.2.42-46*
*ICAO Annex 14, Attachment A, Section 18*
*ICAO Doc 9137, Part 1*
*ICAO Doc 9137, Part 1, Chapter 10*

12.6.16.9 PERSONNEL READINESS

The aerodrome operator shall ensure that, during the hours of operation of its aircraft firefighting service; of the firefighting personnel required to be available, the number of personnel capable of immediate response is sufficient to meet the requirements of the response test referred to in paragraph 12.6.16.10.

12.6.16.10 RESPONSE READINESS

(a) The aerodrome operator shall carry out a response test to evaluate the response time and effectiveness of the aircraft firefighting service required to be maintained during the hours of operation specified every 12 months; and at any time at the request of the ACAA, where the ACAA has reasonable grounds to believe that the aircraft firefighting service at the aerodrome does not meet the requirements of this section.

(b) The aerodrome operator shall give the ACAA at least 30 days written notice of the date on which a response test is to be carried out.

(c) The aerodrome operator shall provide the ACAA with a copy of the results of a response test within 14 days after the date of the test.

(d) A response test at an aerodrome has a satisfactory result if within three minutes after an alarm is sounded, aircraft firefighting vehicles in a number sufficient for applying the principal extinguishing agent at 50 per cent of the total discharge capacity required are dispatched from their assigned position and, under optimum surface and visibility conditions at the aerodrome, reach any point of each operational runway, or another predetermined point of comparable distance and terrain.

(e) The aerodrome operator shall record the results of a response test and shall preserve the records for two years after the date of the test.

(f) If a response test does not have a satisfactory result, the aerodrome operator shall:

(1) within six hours after the test, identify the deficiencies that caused the result and notify the appropriate air traffic control unit or any other flight information unit of the critical category for firefighting that corresponds to the level of service that can be provided, for publication in a NOTAM; and

(2) within seven days after the test, if any deficiency is not corrected, submit a plan to the ACAA specifying the measures necessary to obtain a satisfactory result and the dates by which they must be taken, which shall be as early as practicable given the circumstances.

(g) The aerodrome operator shall implement the submitted plan by the dates specified in the plan.

*ICAO Doc. 9137 Part 1 Chapter 2.7*

12.6.16.11 COMMUNICATION AND ALERTING SYSTEM

The aerodrome operator shall provide a communication and alerting system that meets the aircraft firefighting requirements as specified inIS 12.6.16.11.

*ICAO Doc. 9137 Part 1 Chapter 2.9 and Chapter 4*

## 12.6.17 APRON CONTROL AND MANAGEMENT SERVICES

The aerodrome operator shall:

(a) ensure that the Aerodrome control service and the apron control service work in harmony to facilitate safe transition of aircraft between apron control and Aerodrome control;

(b) ensure close liaison and co-operation between the Apron Control Unit and ATS unit through radio communication and monitoring devices;

(c) keep an accurate record of movement information including aircraft arrival times, landings and take-offs;

(d) provide marshalling and leader van services and aircraft stand allocation;

(e) provide serviceable avio-bridges and docking devices where passenger loading is done through bridges;

(f) control apron movements by ground vehicles using the Aerodrome operator's apron safety rules as stipulated in approved Aerodrome Manual;

(g) provide blast fences to protect personnel and vehicles from jet blast and propeller slipstreams;

(h) ensure that aircraft operators and fuel companies adhere strictly to the holder's procedures during the fuelling of aircraft;

(i) ensure that apron is swept clean and de-greased regularly and when necessary;

(j) keep records of activities and dissemination of same to appropriate establishments when necessary;

(k) provide apron control and management services as prescribed in the Aerodrome Manual.

*ICAO Annex 14 Volume 1 Chapter 9.5*
*ICAO Doc. 9137 Part 8 Chapter 10*

## 12.6.18 GROUND VEHICLES AND PEDESTRIANS

The aerodrome operator shall:

(a) limit access to movement areas and safety areas only to those ground vehicles and pedestrians necessary for Aerodrome and aircraft operations;

(b) provide adequate procedures for the safe and orderly access to, and operation on the Aerodrome operational areas, by ground vehicles and pedestrians;

(c) establish and implement provisions identifying the consequences of noncompliance with the procedures in (b) by an employee, tenant or contractor;

(d) when an air traffic control service is in operation, ensure that each ground vehicle or pedestrian in movement areas or safety areas is controlled by:

(1) two-way radio communications between each ground vehicle or pedestrian and the control tower;

(2) an escort vehicle with two-way communication with the control tower; or

(3) adequate measures authorised by the ACAA for controlling ground vehicles and pedestrians, such as markings, signs, signals or guards, when it is not operationally

practicable to have two-way radio communications between the tower and the ground vehicle, escort or pedestrian.

(e) ensure that each employee, tenant, or contractor is trained on the procedures required in this Part "Ground vehicles and pedestrians" prior to moving on foot, or in a ground vehicle, in the movement areas or safety areas of the Aerodrome;

(f) maintain the following records:

(1) a description and date of training for personnel and use of ground vehicles on movement areas and safety areas;

(2) a record for each vehicle and individual access to movement areas;

(3) a description and date of any accident or incident in the movement areas involving aircraft and ground vehicle, or aircraft and aircraft, or aircraft and pedestrians;

(g) ensure ground vehicles and pedestrian operations as prescribed in the Aerodrome Manual.

*ICAO Annex 14, Volume I, Attachment 19*
*ICAO Doc. 9137 Part 8 Chapter 19*

### 12.6.19 PROTECTION OF NAVIGATION AND LANDING AIDS

The aerodrome operator shall:

(a) prevent the construction of facilities on the Aerodrome that would adversely affect the operation of any electronic or visual navigation aid or air traffic service;

(b) prevent, as far as it is within the certificate holder's authority, an interruption of the visual or electronic signals of navigation aids;

(c) provide protection of navigation/landing aids as prescribed in the Aerodrome Manual.

### 12.6.20 AERODROME INSPECTION PROGRAMME

The aerodrome operator shall:

(a) carry out special inspections:

(1) as soon as practicable after an aircraft accident or incident within the meaning of the requirements specified in ICAO Annex 13;

(2) during any period of construction or repair of the Aerodrome facilities or equipment that is critical to the safety of aircraft operations;

(3) at any time when there are conditions at Aerodrome such as strong winds and rain, that could affect aviation safety;

(4) after construction, repair, or maintenance works have been carried out on Aerodrome facilities and equipment;

(b) carry out daily serviceability inspections;

(c) provide initial and recurrent training once in every three (3) years for any person who has duties in respect of the aerodrome inspection programme in at least the following areas:

(1) Airport familiarisation, including airport signs, marking and lighting;

(2) Airport Emergency Plan;

(3) Notice to Airmen (NOTAM) notification procedures;

(4) Procedures for pedestrians and ground vehicles in movement areas and safety areas;

(5) Procedures for reporting changes in movement area condition; and

(d) A reporting system to ensure prompt correction of unsafe airport conditions noted during the inspection, including wildlife strikes. The aerodrome operator shall maintain a record of each person's training for a period of five (5) years and provide the ACAA with a copy of any record, if requested.

*ICAO Doc. 9774, Chapter 3 Section D.18*

### 12.6.21 PUBLIC PROTECTION AND AERODROME SECURITY

The aerodrome operator, in addition to satisfying the requirements stipulated in sections 12.6.11 to 12.6.20 and provisions of Part 17 of this Regulation shall:

(a) provide aerodrome perimeter fence, road, barriers and doors with controlled access to prevent inadvertent and unauthorised entry of animals and human beings;

(b) affix signs and prohibition notices at the perimeter of security areas within the Aerodrome;

(c) designate an isolated aircraft parking position with adequate lighting facility in his or her Aerodrome for the parking of an aircraft that is known or believed to be the subject of unlawful interference, or which for other security reason needs isolation from normal Aerodrome activities;

(d) provide aerodrome security in accordance with existing laws and regulations.

*ICAO Annex 17*
*IACO Annex 14, Chapter 3.14, 5.3.23, 9.10, 9.11*

### 12.6.22 AERONAUTICAL STUDIES

The applicant for or holder of aerodrome certificate shall:

(a) carry out an aeronautical study to assess the impact of deviations from the Aerodrome standards in order to;

(1) provide justification for a deviation from Aerodrome standards on the grounds that an equivalent level of safety shall be attained by other means;

(2) present alternative means of ensuring the safety of aircraft operations;

(3) estimate the effectiveness of each alternative; and

(4) recommend procedures to compensate for the deviation;

(b) publish approval of any deviation in AIP and seek and obtain approval of the ACAA on paragraph (a) so as to maintain the currency of his or her Aerodrome certificate;

(c) engage inspectors with practical experience and specialised knowledge in relevant areas in the conduct of technical analysis;

(d) notify promptly pilots, AIS and the ACAA, in compliance with these Regulations, where the only reasonable means of providing an equivalent level of safety is to adopt suitable procedures with cautionary advice;

(e) carry out aeronautical studies as prescribed in Chapters 3 through 6 of the Aerodrome Standards Manual (CAD-AGA-001) and associated guidance Material.

*ICAO Doc. 9774 Appendix 3*

## 12.6.23 AERODROME WILDLIFE PLANNING AND MANAGEMENT

*ICAO Annex 14 Vol. I Chapter 9.4*
*ICAO Doc. 9137 Part 3*
*ICAO Doc. 9137 Part 3 Chapter 9*

12.6.23.1 APPLICATION

This subsection applies to aerodromes:

(a) that are located in a defined area and that in the opinion of the ACAA should be certified in the public interest and to enhance the safe operation of the aerodromes;

(b) that have a waste disposal facility within 13 km of the geometric centre of the aerodrome;

(c) that had an incident where a turbine-powered aircraft collided with wildlife other than a bird and suffered damage, collided with more than one bird or ingested a bird through an engine; or

(d) where the presence of wildlife hazards, including those referred to inIS 12.6.23.1has been observed in an aerodrome flight pattern or movement area. Subsection 12.6.23.3 applies to all aerodromes.

12.6.23.2 WILDLIFE STRIKES

(a) The aerodrome operator shall keep records of all wildlife strikes at the aerodrome, including those reported by:

(1) pilots;

(2) ground personnel; and

(3) aircraft maintenance personnel when they identify damage to an aircraft as having been caused by a wildlife strike.

(b) Wildlife remains that are found within 60 meters of a runway or an airside pavement area are presumed to be a wildlife strike unless another cause of death is identified.

(c) The aerodrome operator shall submit a written and dated report to the ACAA using the ICAO IBIS form:

(1) for each wildlife strike, within 30 days of its occurrence;

(2) for all wildlife strikes that occur in a calendar year, on/before January 31st of the following calendar year.

12.6.23.3 RISK ANALYSIS

(a) The aerodrome operator shall collect information in respect of the requirements set out inIS 12.6.23.3.

(b) The aerodrome operator shall, after consultation with a representative of the operators in respect of an aircraft, air operators and private operators that use the aerodrome, conduct a risk analysis that evaluates the collected information.

(c) The risk analysis shall be in writing and include:

(1) an analysis of the risks associated with the wildlife hazards, including those referred to inIS 12.6.23.1, and

(2) the measures that are necessary to manage or remove the hazards or to manage or mitigate the risks.

(d) The aerodrome operator shall, at the request of the ACAA, make the risk analysis available for inspection.

12.6.23.4 AERODROME WILDLIFE MANAGEMENT PLAN

(a) General

The aerodrome operator shall:

(1) develop an aerodrome wildlife management plan in accordance with IS 12.6.23.4.1 (a);

(2) submit the plan to the ACAA, on request by the ACAA, in accordance with the requirements set out inIS 12.6.23.4 (a).

(3) keep a copy of the plan at the aerodrome and it shall, on request by the ACAA, be made available to the ACAA;

(4) implement the plan;

(5) review the plan every two years;

(6) amend the plan and submit the amended plan to the ACAA within 30 days of the amendment if:

(i) the amendment is necessary as a result of the review conducted under (5) above;

(ii) an incident has occurred in which a turbine-powered aircraft collided with wildlife other than a bird and suffered damage, collided with more than one bird or ingested a bird through an engine;

(iii) a variation in the presence of wildlife hazards, including those referred to inIS 12.6.23.1, has been observed in an aerodrome flight pattern or movement area; or

(iv) there has been a change:

(A) in the wildlife management procedures or in the methods used to manage or mitigate wildlife hazards;

(B) in the types of aircraft at the aerodrome; or

(C) in the types of aircraft operations at the aerodrome.

(7) ensure the wildlife strike hazard reduction on and in the Aerodrome vicinity as prescribed in chapter 9 of the Aerodrome Standard Manual.

(b) Content

An aerodrome wildlife management plan shall:

(1) identify and describe the risks associated with all wildlife hazards, including those referred to inIS 12.6.23.1, at or near the aerodrome that might affect the safe operation of aircraft, including the proximity of any waste disposal facility or migration route affecting wildlife populations near the aerodrome;

(2) specify the particular measures that are used by the aerodrome operator to manage or mitigate the risks;

(3) identify and describe the actions that are used by the aerodrome operator to satisfy the requirements set out inIS 12.6.23.4 (b)in respect of wildlife strikes, wildlife management logs, and evaluations of habitats, land uses and food sources at or near the aerodrome;

(4) set out procedures for the management of aerodrome habitats that might attract wildlife;

(5) set out procedures that prohibits the feeding of wildlife and the exposure of food wastes;

(6) set out procedures to ensure that all endangered or protected wildlife at the aerodrome are inventoried;

(7) identify the role of the personnel and agencies involved in wildlife management issues and provide the contact numbers for each; and

(8) provide details of any wildlife hazard awareness program.

(c) Training

(1) The aerodrome operator shall:

(i) provide training for any person who has duties in respect of the aerodrome wildlife management plan at least once every three years regarding their assigned duties and the matters set out inIS 12.6.23.4 (c), and

(ii) ensure that any person who has duties in respect of the aerodrome wildlife management plan holds any required firearm permit.

(2) The aerodrome operator shall maintain a record of each person's training for a period of ten years and provide the ACAA with a copy of any record, if requested.

(d) Communication and Alerting Procedure

The aerodrome operator shall establish a communication and alerting procedure for wildlife management personnel in accordance withIS 12.6.23.4 (d)to alert pilots as soon as possible of the wildlife hazards at the aerodrome and the risks associated with those hazards.

*ICAO Doc. 9137 Part 3 Chapter 3.3*

## 12.6.24 PAVEMENT STRENGTH AND OVERLOAD OPERATIONS

The aerodrome operator shall not permit overloading of pavements beyond the design capacity particularly when it is observed that the pavements are exhibiting signs of distress or failure. However occasional minor overload on serviceable pavements is acceptable provided the following specifications are adhered to:

(a) for flexible pavements, occasional movements by aircraft with Aircraft Classification Number (ACN) not exceeding 10 per cent above the reported Pavement Classification Number (PCN) should not adversely affect the pavement;

(b) for rigid and composite pavements, in which a rigid pavement layer provides a primary element of the structure, occasional movements by aircraft with ACN not exceeding 5 per cent above the reported PCN should not adversely affect the pavement;

(c) if the pavement structure is unknown, the 5 per cent limitation should apply; and

(d) the annual number of overload movements should not exceed approximately 5 per cent of the total annual aircraft movements.

*ICAO Annex 14 Vol. I, Attachment A.20.1.1*

## 12.6.25 QUALITY CONTROL PROGRAMME

(a) The aerodrome operator shall implement a quality control programme.

(b) The quality control programme shall include:

(1) the maintenance of Aerodrome installations, equipment and terminal building facilities;

(2) the delivery of quality service to passengers and aircraft operators; and

(3) the measurement of the quality of service.

(c) The aerodrome operator shall pay attention to:

(1) departing and arriving passengers and baggage clearing time;

(2) the provision of flight information to Aerodrome users;

(3) sanitation;

(4) directional signs;

(5) lighting and ambient temperature conditions.

### 12.6.26 ENVIRONMENTAL PROTECTION

The Aerodrome operator shall establish an Environmental Protection Programme. The programme shall include:

(a) measures of handling of all types of wastes: oil spills, air and water pollution;

(b) regular assessment of environmental conditions and hazards around the aerodrome by independent qualified experts approved by the appropriate environmental protection authority; and

(c) records showing compliance with extant environmental protection laws, regulations, guidelines and directives of relevant government agencies. The Aerodrome Operator shall make such records available to the ACAA whenever requested.

*ICAO Doc 9184, Part 2*

### 12.6.27 REMOVAL OF DISABLED AIRCRAFT

The aerodrome operator shall:

(a) establish and implement a disabled aircraft removal plan as prescribed in Section 9.3 of the Aerodrome Standards Manual;

(b) designate an experienced and competent officer representing the Aerodrome operator to co-ordinate and liaise with ATS, the Accident Investigation Bureau, the ACAA, the Aircraft operator, Customs and Immigration Departments if the aircraft is involved in international operation, and note that the aircraft is the property of the Aircraft operator and his or her insurers and that the task of moving the aircraft is the responsibility of the Aircraft operator or owner;

(c) provide the capability of removing the disabled aircraft by following his or her plan for supplying of equipment, for dealing with nominated agents acting on behalf of each operator at the Aerodrome and local contractors capable of facilitating the aircraft removal operations;

(d) make available a mobile office for the aircraft removal operation with communication links with ATS;

(e) secure the scene of the incident or accident with security personnel;

(f) keep records of all events, and photographs of the scene.

*ICAO Doc. 9137 Part 8, Chapter 14*
*ICAO Doc. 9137 Part 9, Chapter 7*

### 12.6.28 HANDLING AND STORAGE OF AVIATION FUEL

(a) Each aerodrome operator shall maintain standards authorized by the ACAA for protecting against fire and explosions in storing, dispensing, and otherwise handling fuel on the aerodrome. These standards shall cover facilities, procedures, and personnel training and shall address at least the following:

(1) Bonding;

(2) Public protection;

(3) Control of access to storage areas;

(4) Fire safety in fuel farm and storage areas;

(5) Fire safety in mobile fuelers, fuelling pits, and fuelling cabinets;

(6) Training of fuelling personnel in fire safety in accordance with paragraph (d) of this section;

(7) The fire code of the public body having jurisdiction over the airport.

(b) Each aerodrome operator shall require all fuelling agents operating on the airport to comply with, the standards established under paragraph (a) of this section and shall perform reasonable surveillance of all fuelling activities on the aerodrome with respect to those standards.

(c) Each aerodrome operator shall inspect the physical facilities of each aerodrome tenant fuelling agent at least once every 3 consecutive months for compliance with paragraph (a) of this section and maintain a record of that inspection for at least 12 consecutive calendar months.

(d) The training required in paragraph (a)(6) of this section shall include at least the following:

(1) At least one supervisor with each fuelling agent shall have completed an aviation fuel training course in fire safety that is authorized by the ACAA. Such an individual shall be trained prior to initial performance of duties, or enrolled in an authorized aviation fuel training course that should be completed within 90 days of initiating duties, and receive recurrent instruction at least every 24 consecutive calendar months.

(2) All other employees who fuel aircraft, accept fuel shipments, or otherwise handle fuel shall receive at least initial on-the-job training and recurrent instruction every 24 consecutive calendar months in fire safety from the supervisor trained in accordance with paragraph (1) above.

(e) Each aerodrome operator shall obtain a written confirmation once every 12 consecutive calendar months from each fuelling agent that the training required by paragraph (d) of this section has been accomplished. This written confirmation shall be maintained for 12 consecutive calendar months and when requested, made available to the ACAA for inspection.

(f) Unless otherwise authorised by the ACAA, each aerodrome operator shall require each fuelling agent to take immediate corrective action whenever the aerodrome operator becomes aware of non-compliance with a standard required by paragraph (b) of this section. The certificate holder shall notify the ACAA immediately when non-compliance is discovered.

(g) The Aerodrome Manual contains minimum standards for the handling and storage of hazardous substances and materials.

# 12.7 HELIPORTS

## 12.7.1 APPLICABILITY

This section shall apply to the certification and operation of heliports in Afghanistan with the exception of military heliports. In absence of specific regulations according to Heliports the regulations for Aerodromes apply to Heliports mutatis mutandis.

*ICAO Annex 14 Vol. I, Chapter 1.2.2*

## 12.7.2 ESTABLISHMENT OF HELIPORTS IN AFGHANISTAN

(a) The Director General Civil Aviation may approve the establishment and development of heliport anywhere in Afghanistan following established inter-governmental consultation procedures if applicable.

(b) Roads, approaches, apparatus, equipment, buildings and other accommodations in connection to such heliports shall be maintained by the owners in conformity with these regulations and any other requirement as may be prescribed by the ACAA from time to time.

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## 12.8 OPERATION OF HELIPORTS

No person shall operate a heliport in Afghanistan (mobile or fixed) for the take-off and landing of helicopters engaged in flights for the purpose of public transport unless such a person is a holder of a Heliport or Aerodrome Certificate granted under these Regulations.

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## 12.9 EXEMPTIONS

(a) The ACAA may exempt, in writing, a heliport operator from complying with specific provisions of these Regulations.

(b) Before the ACAA decides to exempt the Heliport operator, the ACAA must take into account all safety related aspects.

(c) An exemption is subject to the heliport operator complying with the conditions and procedures specified by the ACAA in the Heliport Certificate as being necessary in the interest of safety.

(d) Deviation from these Regulations and the conditions and procedures referred to in (c) above shall be set out in an endorsement on the Aerodrome Certificate and reported in the Aeronautical Information Publication (AIP).

*ICAO Annex 14 Vol. I, Chapter 1.2.1*
*ICAO Doc. 9774, Chapter 3 Section E*

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# 12.10 HELIPORT CERTIFICATION

## 12.10.1 REQUIREMENT TO HOLD HELIPORT CERTIFICATE

(a) A person shall not operate a Heliport if the Heliport is not certified by the ACAA.

(b) The operator of a heliport intended for public use shall be in possession of a heliport certificate. This also applies to heliports owned by corporate entities engaged in business activities.

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774, Chapter 3, Section B.1*

## 12.10.2 APPLICATION FOR HELIPORT CERTIFICATE

An application for the issuance of Heliport Certificate shall be made to the ACAA in the appropriate form as prescribed by the ACAA and accompanied by –

(a) an exposition which must contain:

(1) a statement signed by the chief executive officer, on behalf of the applicant's organisation, confirming that the exposition and any included manuals define the organisation and demonstrate its means and methods for ensuring ongoing compliance with this ACAR; and is to be complied with at all times;

(2) the titles and names of the senior person or persons;

(3) the duties and responsibilities of the senior person or persons referred to in (2) including matters for which they have responsibility to deal directly with ACAA on behalf of the organisation;

(4) an organisation chart showing lines of responsibility of the senior person or persons referred to in (2);

(5) any limitations on the use of the Heliport that arise from the aerodrome design or the facilities or services provided at the Heliport;

(6) each current exemption granted to the applicant from the requirements of this ACAR;

(7) the procedures for controlling, amending and distributing the exposition; and

(8) the procedure for ensuring that their exposition is amended to remain a current description of the Heliport and its associated plans, programmes, services, systems, procedures, and facilities.

(b) the Heliport Manual;

(c) the plans of Heliport;

(d) security clearance from the Government;

(e) written approval from the town planning authority where applicable;

(f) Environmental Impact Assessment approval from the National Environmental Protection Agency (NEPA);

(g) proof of payment of the appropriate fee prescribed by the ACAA; and

(h) adequate insurance cover.

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774, Chapter 3, Section B.2*

### 12.10.3 GRANT OF HELIPORT CERTIFICATE

The ACAA may approve the application and accept the Heliport Manual of the applicant for a Heliport Certificate subject to the provisions in this section and grant a Heliport Certificate to an applicant if:

(a) the Heliport facilities and equipment are in accordance with the standards specified in the Heliport Standards Manual(CAD-AGA-006),

(b) the Heliport operating procedures make satisfactory provision for the safety of helicopters;

(c) the applicant would, if granted a certificate, have the necessary competence, experience and resources to operate and maintain the Heliport;

(d) an acceptable Safety Management System is in place at the Heliport.

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774, Chapter 3, Section B.3.1 and B.3.2; Chapter 4.5*

### 12.10.4 REFUSAL TO GRANT HELIPORT CERTIFICATE

If the ACAA refuses to grant a Heliport Certificate to an applicant, the ACAA shall give the applicant notice of the refusal, and the reasons for it, not later than 14 days from the date of refusal.

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774, Chapter 3, Section B.3.3; Chapter 4.5*

### 12.10.5 DURATION OF HELIPORT CERTIFICATE

A Heliport Certificate shall remain in force for a period of three years unless suspended or cancelled by the ACAA.

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774, Chapter 3, Section B.5*

### 12.10.6 RENEWAL OF HELIPORT CERTIFICATE

A Heliport operator shall ensure that renewal of his or her Heliport Certificate is commenced not less than 90 days to the date of expiration of his or her certificate.

### 12.10.7 SUSPENSION OF HELIPORT CERTIFICATE BY THE ACAA

(a) The ACAA may by written notice suspend the Heliport Certificate if the heliport facilities, operations, or maintenance are not of the standard necessary for the safety of helicopter and air navigation or if:

(1) the Heliport operator's safety management system is found to be inadequate;

(2) it is in the interest of operational safety;

(3) all other means for timely correction of the unsafe condition or ensuring safe aircraft operations have not yielded the required results;

(4) the technical proficiency or qualifications of the Heliport operator to perform the duties to meet the critical safety requirements in accordance with the regulations are found inadequate;

(5) the operator resists or is unwilling to take action to correct or mitigate the condition affecting aviation safety; or

(6) the operator fails to perform an already agreed upon corrective action and suspension of the certificate is the last resort to avoid unsafe operations in the Heliport Movement Area.

(b) The ACAA shall suspend a Heliport Certificate if the certificate is transferred to a third party without the consent of the ACAA or if any conditions of the certificate have been breached.

(c) Before suspending a Heliport Certificate, the ACAA shall:

(1) give to the holder a show cause notice that:

(i) sets out the facts and circumstances that, in the opinion of the ACAA, would justify the suspension; and

(ii) invites the holder to show cause, in writing, within 14 days after the date of the notice, why the certificate should not be suspended.

(2) The ACAA shall take into account any written submission that the holder makes to the ACAA within the time allowed.

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774, Chapter 5.2.5.6*

### 12.10.8 REVOCATION OF HELIPORT CERTIFICATE BY THE ACAA

The ACAA may by written notice revoke the Heliport Certificate if:

(a) the Heliport operator is incapable or unwilling to carry out corrective action or has committed/repeated serious violations;

(b) the Heliport operator has demonstrated a lack of responsibility, such as deliberate and flagrant acts of non-compliance or falsification of records jeopardizing aviation safety; or

(c) the Heliport operator has made it convincingly clear that the continued operation of the aerodrome will be detrimental to the public interest.

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774, Chapter 5.2.5.7*

### 12.10.9 ENDORSEMENT OF CONDITION ON HELIPORT CERTIFICATE

The ACAA, when granting the Heliport Certificate shall endorse the conditions for the type and use of the heliport and other details as contained in the Heliport Certificate.

### 12.10.10 AMENDMENT OF HELIPORT CERTIFICATE

The ACAA may amend a Heliport Certificate when:

(a) there is a change in the ownership or management of the heliport; or

(b) there is a change in the use or operation of the heliport; or

(c) there is a change in the boundaries of the heliport; or

(d) the holder of a Heliport Certificate makes a request for an amendment.

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774, Chapter 3, Section B.9; Chapter 4.8*

### 12.10.11 VOLUNTARY SURRENDER OF HELIPORT CERTIFICATE

The ACAA may cancel a Heliport Certificate if the heliport operator voluntarily gives notice, in writing, to surrender his or her Heliport Certificate:

(a) The Heliport Certificate holder shall give the ACAA 90 days written notice of the date on which the certificate is to be surrendered in order that suitable action can be taken;

(b) The ACAA shall cancel the certificate on the date specified in the notice.

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774, Chapter 3, Section B.6*

### 12.10.12TRANSFER OF HELIPORT CERTIFICATE

(a) The ACAA may approve the transfer of a Heliport Certificate when:

(1) the current holder of the Heliport Certificate notifies the ACAA in writing, at least 90 days before ceasing to operate the heliport;

(2) the current holder of the Heliport Certificate notifies the ACAA, in writing, of the name of the transferee;

(3) the transferee applies to the ACAA, in writing, within 90 days before the current holder of the Heliport Certificate ceases to operate the heliport; and

(4) the requirements set out in paragraphs (1) - (3) above, are met by the transferee.

(b) If the ACAA does not consent to the transfer of a Heliport Certificate, it shall notify the transferee, in writing, of its reasons not later than 30 days after making that decision.

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774, Chapter 3, Section B.7; Chapter 4.7*

### 12.10.13INTERIM HELIPORT CERTIFICATE

(a) The ACAA may issue an interim heliport Certificate to the applicant referred to in section 12.10.2 or the proposed transferee of a Heliport Certificate referred to in section 12.10.12 authorising the applicant or transferee to operate a Heliport if the ACAA is satisfied that:

(1) a Heliport Certificate in respect of the heliport will be issued to the applicant or transferred to the transferee as soon as the application procedure for the grant or transfer of a Heliport Certificate has been completed; and

(2) the grant of the Interim Certificate is in the public interest and is not detrimental to aviation safety.

(b) An Interim Heliport certificate issued pursuant to paragraph 12.10.13 (a) shall expire on;

(1) the date on which the Heliport Certificate is issued or transferred, or

(2) the expiry date specified in the interim Heliport Certificate; whichever is earlier.

(c) These regulations apply to an Interim Heliport Certificate in the same manner as they apply to a Heliport Certificate.

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774, Chapter 3, Section B.8*

# 12.11 HELIPORT MANUAL

## 12.11.1 PREPARATION OF HELIPORT MANUAL

The Heliport operator shall have a manual, to be known as the Heliport Manual which shall:

(a) be typewritten or printed, and signed by the Heliport operator;

(b) be in a format that is easy to revise;

(c) have a system for recording the currency of pages and amendments thereto, including a page for logging revisions; and

(d) be organised in a manner that will facilitate the preparation, review and acceptance/approval process.

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774, Chapter 3 Section C*

## 12.11.2 LOCATION OF HELIPORT MANUAL

The Heliport operator shall:

(a) provide the ACAA with a complete and current copy of the Heliport Manual;

(b) keep at least one complete and current copy of the Heliport Manual at the heliport and one copy at the operator's principal place of business if other than the Heliport;

(c) make the complete and current copy of the Heliport Manual available for inspection by authorised officers of the ACAA.

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774, Chapter 3 Section C.2*

### 12.11.3 INFORMATION TO BE INCLUDED IN THE HELIPORT MANUAL

The operator of the Heliport shall include the following particulars in a Heliport manual as provided inIS 12.11.3to the extent that they are applicable to the heliport, under the following parts:

12.11.3.1 PART 1: GENERAL

General information set out in Part 1 of theIS 12.11.3of these regulations on the purpose and scope of the Heliport manual; the legal requirement for a Heliport certificate and a heliport manual as prescribed in the regulations; conditions for use of the Heliport; the aeronautical information services available and the procedures for their promulgation; the system for recording helicopter movements and the obligations of the heliport operator.

12.11.3.2 PART 2: PARTICULARS OF THE HELIPORT SITE

Particulars of the Heliport site as set out in Part 2 of theIS 12.11.3 of these regulations.

12.11.3.3 PART 3: PARTICULARS OF THE HELIPORT REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE (AIS)

Particulars of the Heliport required to be reported to the aeronautical information service as set out in Part 3 of theIS 12.11.3of these regulations.

12.11.3.4 PART 4: PARTICULARS OF THE HELIPORT OPERATING PROCEDURES AND SAFETY MEASURES

The Heliport operating procedures and safety measures as set out in Part 4 of theIS 12.11.3of these regulations. This may include references to air traffic procedures such as those relevant to low visibility operations. Air traffic management procedures are normally published in the air traffic services manual with a cross-reference to the Heliport manual.

12.11.3.5 PART 5: HELIPORT ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM

Details of the Heliport administration and the safety management system as set out in Part 5 of theIS 12.11.3of these regulations.

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774, Chapter 3 Section C.3*

### 12.11.4 FORM OF HELIPORT MANUAL

The Heliport operator shall keep the copies of the Heliport Manual required by section 12.11.1 in a printed form. Other copies may be kept in an electronic form.

### 12.11.5 AMENDMENT OF HELIPORT MANUAL

(a) The Heliport Operator shall amend the Heliport Manual whenever it is necessary to do so, to maintain the accuracy of the manual.

(b) The ACAA may give written directives to the heliport operator requiring operator to amend the Heliport Manual if necessary.

(c) The Heliport operator shall comply with the directive given to the operator by the ACAA in paragraph (b).

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774, Chapter 3 Section C.4 and C.5*

### 12.11.6 NOTICE OF AMENDMENTS

The Heliport operator shall inform the ACAA, in writing, of any amendment to the Heliport Manual within 30 days.

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774, Chapter 3 Section C.5*

### 12.11.7 THE ACAA'S ACCEPTANCE OR APPROVAL OF THE HELIPORT MANUAL

The ACAA shall accept or approve the Heliport Manual and any amendments thereto, provided they meet the requirement of this part.

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774, Chapter 3 Section C.6*

### 12.11.8 HELIPORT MANUAL CONTROLLER

The Heliport operator shall appoint a person to be the Heliport Manual Controller, whose functions shall include:

(a) keeping a record of persons who hold copies of the whole or part of the Heliport Manual;

(b) updating of information in the manual given to those holders referred to in (a).

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## 12.12 HELIPORT DESIGN REQUIREMENTS

(a) An applicant for the issuance of a Heliport Certificate shall ensure that the heliport is provided with the following:

(1) heliport data;

(2) physical characteristics;

(3) obstacle environment; and

(4) visual aids.

(b) The Heliport data, physical characteristics, obstacle limitation surfaces, visual aids, equipment and installations provided at the Heliport shall comply with the appropriate Heliport design standards as prescribed in the Heliport Standards Manual (CAD-AGA-006).

*ICAO Annex 14 Vol. II, Chapter 2 (Heliport Data)*
*ICAO Doc. 9261, Chapter 7 (Heliport Data)*
*ICAO Annex 14 Vol. II, Chapter 3 (Physical Characteristics)*
*ICAO Doc. 9261, Chapter 2 (Physical Characteristics)*
*ICAO Annex 14 Vol. II, Chapter 4 (Obstacle Environment)*
*ICAO Doc. 9261, Chapter 3 (Obstacle Restrictions and Removal)*
*ICAO Annex 14 Vol. II, Chapter 5 (Visual Aids)*
*ICAO Doc. 9261, Chapter 5 (Visual Aids)*

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# 12.13 OBLIGATIONS OF THE HELIPORT OPERATOR

## 12.13.1 COMPLIANCE WITH STANDARDS AND PRACTICES

A Heliport operator shall comply with the standards and practices specified in the Aerodrome Standards Manual and these regulations.

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774, Chapter 3 Section D.1*

## 12.13.2 COMPETENCE OF OPERATIONAL AND MAINTENANCE PERSONNEL

The Heliport operator shall employ an adequate number of qualified and skilled personnel to perform all critical activities for Heliport operation and maintenance.

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774, Chapter 3 Section D.2.1*

## 12.13.3 HELIPORT OPERATION AND MAINTENANCE

The Heliport operator shall

(a) maintain the Heliport in accordance with the procedures set out in the approved Heliport Manual;

(b) carry out checks, preventive maintenance and repairs on the heliport facilities, using a maintenance programme;

(c) co-ordinate work and ensure compliance with safety requirements for routine maintenance, minor or major construction or maintenance work at the Heliport in line with the procedures in Chapter 10 of the Aerodrome Standards Manual (CAD-AGA-001) and related guidance material;

(d) co-ordinate with the ATS provider in order to be satisfied that appropriate air traffic services are available to ensure the safety of helicopters in the airspace associated with the Heliport. The coordination shall cover other areas related to safety such as aeronautical information service, meteorological service and aviation security.

## 12.13.4 HELIPORT OPERATOR'S SAFETY MANAGEMENT SYSTEM

(a) The Heliport operator shall establish, maintain and adhere to a safety management system designed in accordance with Part 1: 1.6.

(b) The Heliport operator shall oblige all users of the Heliport to comply with the requirements laid down by the Heliport operator with regard to safety at the Heliport; the heliport operator shall monitor such compliance.

(c) The Heliport operator shall require all users of the Heliport to co-operate in the programme to promote safety at, and the safe use of the heliport by immediately informing it of any accidents, incidents, defects and faults which have a bearing on safety.

(d) The heliport operator may also arrange for an external audit and inspection programme for evaluating other users working at the Heliport.

(e) The heliport operator shall comply with the requirements on Safety Management System as led down in his SMS Manual following the guidelines according the Generic Safety Management Manual.

(f) The aerodrome operator shall provide suitable and easily accessible space to be used for the purpose of crew briefing at the airport.

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774, Chapter 3 Section D.4 and D.5*

### 12.13.5 HELIPORT OPERATOR'S INTERNAL SAFETY AUDIT/REPORTING

(a) The Heliport operator shall arrange for an audit of the safety management system, including inspection of the Heliport facilities and equipment.

(b) The audits referred to in paragraph (a) above shall be carried out every 12 months, or less as agreed with the ACAA.

(c) The Heliport operator shall ensure that the audit reports, including the report on the Heliport facilities, services and equipment are prepared by suitably qualified safety personnel.

(d) The Heliport operator shall retain a copy of the report(s) referred to in paragraph (c) above for a period to be agreed with the ACAA. The ACAA may request a copy of the report(s) for its review and reference.

(e) The report(s) referred to in paragraph (c) above must be prepared and signed by the persons who carried out the audits and inspections.

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774, Chapter 3 Section D.5*

### 12.13.6 ACCESS TO THE HELIPORT BY AUTHORISED INSPECTORS

The applicant for or holder of Heliport Certificate shall allow access to the heliport according to the rules for aerodromes set in section 12.6.7 above.

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774, Chapter 3 Section D.6*

### 12.13.7 HELIPORT INSPECTION

The Heliport operator shall inspect the Heliport daily and as circumstances require to ensure aviation safety.

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774, Chapter 5.2.3.1 b) and 5.2.3.2*

### 12.13.8 REMOVAL OF OBSTRUCTIONS FROM THE HELIPORT SURFACE

The Heliport operator shall:

(a) establish the obstacle limitation surfaces and meet the requirements for the surfaces and any obstacles that may affect them, as set out for Heliports in ICAO Annex 14 Volume II, chapter 4

(b) remove from the Heliport surface any vehicle or obstruction that is likely to be hazardous to helicopter operation.

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774, Chapter 3 Section D.9*

### 12.13.9 PUBLIC PROTECTION AND HELIPORT SECURITY

The heliport operator shall provide public protection and Heliport security in accordance with Part 17 of these Regulations.

### 12.13.10 HELIPORT DATA

The Heliport operator shall ensure the accuracy of the determination and reporting of Heliport related aeronautical data with emphasis on the following areas:

(a) adherence to accuracy and integrity requirements set forth in Chapter 2 of the Heliport Standards Manual (CAD-AGA-006);

(b) maintenance of integrity of aeronautical data and avoidance of corruption of data at all times;

(c) ensuring that data are measured or described as appropriate and should cover heliport reference point, elevation, final approach and take-off area (FATO), touchdown and lift-off area (TLOF) and declared distances and other required data items specified in ICAO Annex 14 Volume II, Appendix 2..

*Annex 14 Vol. II, Chapter 2.1.1, 2.1.2 and 2.4.1*

### 12.13.11NOTIFYING AND REPORTING

A Heliport operator shall adhere to the requirement to notify and report appropriately to the ACAA, the air traffic service provider and pilots any condition that may affect aviation safety, within the specified time limits required by these Regulations.

*Annex 14 Vol. II, Chapter 2.6.1*

### 12.13.12PHYSICAL CHARACTERISTICS

The Heliport operator shall provide at least one final approach and take-off area (FATO), one touchdown and lift-off area (TLOF), helicopter clearway where necessary, safety areas, helicopter ground taxiways, air taxiways, air transit routes and apron with particular attention to the following:

(a) class of helicopters the Heliport can serve;

(b) local conditions such as elevation, temperature and visual or general meteorological conditions; and

(c) the need to adhere to standards and specifications in Chapter 3 of the Heliport Standards Manual (CAD-AGA-006) as well as in Appendix 2 to ICAO Annex 14 Volume II.

*Annex 14 Vol. II, Chapter 3.1.1, 3.1.4 (note)*
*ICAO Doc. 9261, Chapter 2*

### 12.13.13VISUAL AIDS

The Heliport operator shall provide and maintain at least one wind direction indicator, markings and markers including heliport identification marking, heliport beacon, heliport light including approach lightings where desirable and practicable, obstacle protection surface (HAPI and PAPI), aiming point lights, taxiway lights and floodlighting of obstacles in accordance with the requirements specified in Chapter 5 of the Heliport Standards Manual (CAD-AGA-006) and Appendix 2 to ICAO Annex 14 Volume II.

*Annex 14 Vol. II, Chapter 5.1.1.1, 5.2.2.1, 5.3.2.1, 5.3.3.1, 5.3.6.1, 5.2.8.1, 5.3.11, 5.3.13*

### 12.13.14RESCUE AND FIREFIGHTING AT HELIPORTS

The Heliport operator shall:

(a) determine the level of protection to be provided for rescue and firefighting based on the over-all size of the largest helicopter that uses the heliport in accordance with heliport firefighting category;

(b) provide principal extinguishing agents (foam compound) meeting the minimum performance level B;

(c) provide complimentary agents preferably dry chemical powder and halons;

(d) provide vehicles with a discharge rate of foam compound as prescribed in Chapter 6 of the Heliport Standards Manual (CAD-AGA-006);

(e) provide rescue equipment commensurate with the level of helicopter operations;

(f) equip the firefighting unit with trained personnel, vehicle and equipment to achieve a response time not exceeding two minutes in optimum conditions of visibility and surface conditions;

(g) provide rescue and firefighting services as prescribed in Chapter 6 of the Heliport Standards Manual (CAD-AGA-006).

*ICAO Annex 14 Vol. II, Chapter 6.1.1, 6.1.3, 6.1.4, 6.1.6, 6.1.8, 6.1.9*
*ICAO Doc. 9137 Part 1 (Rescue and Firefighting)*
*ICAO Doc. 9137 Part 8 Chapter 17*

### 12.13.15HELIPORT EMERGENCY MANAGEMENT SYSTEMS

The Heliport operator shall:

(a) establish procedures to ensure that all participants in any heliport emergency with allocated duties are familiar with and are properly trained for their assignments;

(b) test the effectiveness of the emergency management system through periodic exercise including a full-scale heliport emergency exercise annually;

(c) correct any deficiencies identified during any full-scale exercise and review his or her system with the aim of achieving improved efficiency and safety.

### 12.13.16AERONAUTICAL STUDIES

The Heliport operator shall carry out aeronautical studies where necessary under the conditions, procedures and technical guidelines given inChapter 3 of the Heliport Standards Manual (CAD-AGA-006).

*ICAO Annex 14 Vol. II, Chapter 1.2.2 with ICAO Annex 14 Vol. I, Chapter 1.2.2*
*ICAO Doc. 9774 Appendix 3*

### 12.13.17HELIDECK INSPECTOR

12.13.17.1 DESIGNATION OF HELIDECK INSPECTOR

An applicant to be designated as Helideck Inspector shall meet the following requirements:

(a) possess and exhibit adequate knowledge of Helideck Operations;

(b) possess at least 10 (ten) years experience on Helideck facilities and inspection;

(c) function from an operational base and possess adequate equipment and materials necessary to demonstrate the basic skills for designation; and

(d) possess tools, equipment, current ICAO publications and necessary apparatus required to complete the helideck assigned task.

12.13.17.2 KNOWLEDGE

An applicant to be designated as Helideck Inspector shall undergo a pre-designation screening by the ACAA on the following:

(a) regulations for Helideck;

(b) current practices for the helideck operations to be utilized;

(c) best industry practices; and

(d) recent improvement in technology and facilities tools.

12.13.17.3 COMPETENCY

A Designated Helideck Inspector (DHI) shall maintain competency by:

(a) ensuring training and re-training on helideck safety and facilities inspection for all relevant person(s);

(b) maintaining current competency level with applicable certificate; and

(c) conducting at least 2 inspections during any calendar month in other for the designation to remain current.

12.13.17.4 PRIVILEGE

A Designated Helideck Inspector shall conduct helideck inspection in accordance with ICAO Standards and Recommended Practices and best industry practices.

12.13.17.5 VALIDITY AND RENEWAL

(a) The designation of a Helideck Inspector shall be valid for one year.

(b) The designation may be renewed by the ACAA upon satisfactory performance of the Designated Helideck Inspector (DHI).

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# PART 12 IMPLEMENTING STANDARDS

## IS 12.4.2 INFORMATION TO BE INCLUDED IN THE AERODROME MANUAL

*ICAO Doc. 9774, Chapter 3 Section C.3.1*

### IS 12.4.2.1 PART 1: GENERAL

General information includes the following:

(1) purpose and scope of the Aerodrome Manual;

(2) the legal requirement for an Aerodrome Certificate and an Aerodrome Manual as prescribed in these Regulation;

(3) conditions for use of a Public or Private Aerodrome; a statement to indicate that the Aerodrome shall at all times, when it is available for the takeoff and landing of Aircraft, be also available to all persons on equal terms and conditions;

(4) the available aeronautical information systems and procedures for its adoption;

(5) the system for recording aircraft movements;

(6) obligations of the Aerodrome Operator to the ACAA including granting authorised personnel, access to the Aerodrome to carry out safety audit inspection, testing and to be responsible for notifying or reporting as prescribed in the Regulations; and

(7) co-ordination Policy or Letters of Agreement between AIS and Aerodrome Operator on areas of co-ordination including but not limited to Aerodrome Emergency Planning, Aerodrome Condition Reporting and Aerodrome Vehicle Operations.

### IS 12.4.2.2 PART 2: PARTICULARS OF THE AERODROME SITE

General information, including the following:

(1) a plan of the Aerodrome showing the main Aerodrome facilities for the operation of the Aerodrome including, particularly, the location of each Wind Direction Indicator;

(2) a plan of the Aerodrome showing the Aerodrome boundaries;

(3) a plan showing the distance of the Aerodrome from the city or other populous area, and the location of any Aerodrome facilities and equipment outside the boundaries of the Aerodrome; and

(4) particulars of the title of the Aerodrome site. If the boundaries of the Aerodrome are not defined in the title documents, particulars of the title to or interest in the property on which the Aerodrome is located and a plan showing the boundaries and position of the Aerodrome.

### IS 12.4.2.3 PART 3: PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE (AIS)

Particulars of the Aerodrome Required to be Reported to the Aeronautical Information Service (AIS)

(a) General Information

(1) the name of the Aerodrome;

(2) the location of the Aerodrome;

(3) the geographical coordinates of the Aerodrome reference point determined in terms of the World Geodetic System – 1984 (WGS-84) reference datum;

(4) the Aerodrome elevation and geoid undulation;

(5) the elevation of each threshold and geoid undulation, the elevation of the runway end and any significant high and low points along the runway, and the highest elevation of the touchdown zone of a precision approach runway;

(6) the Aerodrome reference temperature;

(7) details of the Aerodrome beacon; and

(8) the name of the Aerodrome operator and the address and telephone number at which the Aerodrome operator may be contacted at all times.

(b) Aerodrome Dimensions and Related Information

General information, including the following:

(1) runway – true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone;

(2) length, width and surface type of strip, runway end safety areas, stopways;

(3) length, width and surface type of taxiways;

(4) apron surface type and aircraft stands;

(5) clearway length and ground profile;

(6) visual aids for approach procedures, viz, approach lighting type and visual approach slope indicator system (PAPI/APAPI and T-VASIS/ATVASIS); marking and lighting of runways, taxiways, and aprons; other visual guidance and control aids on taxiways (including runway holding positions, intermediate holding positions and stop bars) and aprons, location and type of visual docking guidance system; availability of standby power for lighting;

(7) the location and radio frequency of VOR Aerodrome checkpoints;

(8) the location and designation of standard taxi routes;

(9) the geographical co-ordinates of each threshold;

(10) the geographical co-ordinates of appropriate taxiway centre line points;

(11) the geographical co-ordinates of each aircraft stand;

(12) the geographical coordinates and the top elevation of significant obstacles in the approach and take-off areas, in the circling area and in the vicinity of the Aerodrome. (This information may best be shown in the form of charts such as those required for the preparation of Aeronautical Information Publications, as specified in Annexes 4 and 15 to the Convention);

(13) pavement surface type and bearing strength using the Aircraft Classification Number – Pavement Classification Number (ACN-PCN) method;

(14) one or more pre-flight altimeter check locations established on an apron and their elevation;

(15) declared distances: Take-Off Run Available (TORA), Take-Off Distance Available (TODA), Accelerate-Stop Distance Available (ASDA), Landing Distance Available (LDA);

(16) disabled aircraft removal plan: the telephone/telex/facsimile numbers and email address of the Aerodrome co-ordinator for the removal of a disabled aircraft on or adjacent to the movement area, information on the capability to remove a disabled aircraft, expressed in terms of the largest type of aircraft which the Aerodrome is equipped to remove; and

(17) rescue and firefighting: the level of protection provided, expressed in terms of the category of the rescue and firefighting services, which should be in accordance with the

longest aeroplane normally using the Aerodrome and the type and amount of extinguishing agents normally available at the Aerodrome.

*NOTE: The accuracy of the information in Paragraph 4 above is critical to aircraft safety. Information requiring engineering survey and assessment should be gathered or verified by qualified technical persons.*

**IS 12.4.2.4 PART 4: PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES**

Particulars of the Aerodrome Operating Procedures and Safety Measures

(a) Aerodrome Reporting

Particulars of the procedures for reporting any changes to the Aerodrome information set out in the AIP and procedures for requesting the issue of NOTAMs, including the following:

(1) arrangement for reporting any changes to the ACAA and recording the reporting of changes during and outside the normal hours of Aerodrome operations;

(2) the names and roles of persons responsible for notifying the changes, and their telephone numbers during and outside the normal hours of Aerodrome operations; and

(3) the address and telephone numbers, as provided by the ACAA of the place where changes are to be reported to the ACAA.

(b) Access to the Aerodrome Movement Area

Particulars of the procedures that have been developed and are to be followed in coordination with the agency responsible for preventing unlawful interferences in civil aviation at the Aerodrome and for preventing unauthorized entry of persons, vehicles, equipment, animals or other things into the movement area, including the following:

(1) the role of the Aerodrome operator, the aircraft operator, Aerodrome fixed base operators, the Aerodrome security entity, the ACAA and other government departments, as applicable; and

(2) the names and roles of the personnel responsible for controlling access to the Aerodrome, and the telephone numbers for contacting them during and after working hours.

(c) Aerodrome Emergency Plan

Particulars of the Aerodrome emergency plan, including the following:

(1) plans for dealing with emergencies occurring at the Aerodrome or in its vicinity, including the malfunction of aircraft in flight; structural fire; sabotage, including bomb threats (aircraft or structure); unlawful seizure of aircraft; and incidents on the airport covering “during the emergency” and “after the emergency” considerations;

(2) details of test for Aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests;

(3) details of exercises to test emergency plans, including the frequency of those exercises;

(4) a list of organisations, agencies and persons of authority, both on and off airport, for site roles; their telephone and facsimile numbers, e-mail and SITA addresses and the radio frequencies of their offices;

(5) the establishment of an Aerodrome emergency committee to organize training and other preparations for dealing with emergencies; and

(6) the appointment of an on-scene commander for the overall emergency operation.

(d) Rescue and Firefighting

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

*NOTE: This subject should also be covered in appropriate detail in the Aerodrome Emergency Plan.*

(e) Inspection of the Aerodrome Movement Area an Obstacle Limitation Surface by the Aerodrome operator

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

(1) arrangement for carrying out inspections, including runway friction and water-depth measure-ments on runways and taxiways, during and outside the normal hours of Aerodrome operations;

(2) arrangement and means of communicating with the Aerodrome Air Traffic Control unit during an inspection;

(3) arrangements for keeping an inspection logbook, and the location of the logbook;

(4) details of inspection intervals and times;

(5) inspection checklist;

(6) arrangement for reporting the results of inspections and for taking prompt follow-up actions to ensure correction of unsafe conditions;

(7) the names and roles of persons responsible for carrying out inspections, and their telephone number during and after working hours;

(8) procedure to monitor and report the condition of movement areas;

(9) procedure to report the presence of water on runway; and

(10) procedures to report slippery runway condition.

(f) Visual Aids and Aerodrome Electrical Systems

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

(1) arrangement for carrying out inspections during and outside the normal hours of Aerodrome operation, and the checklist for such inspection;

(2) arrangements for recording the results of inspections and for taking follow up action to correct deficiencies;

(3) arrangements for carrying out routine maintenance and emergency maintenance;

(4) arrangements for secondary power supplies, if any, and, if applicable, the particulars of any other method of dealing with partial or total system failure;

(5) the names and roles of the persons responsible for the inspection and maintenance of the lighting, and the telephone numbers for contacting those persons during and after working hours;

(6) sign plan and Surface Movement Guidance and Control Systems (SMGCS) plan approved by the ACAA;

(7) procedure to prevent aircraft from entering permanently closed runways and Taxiways.

(g) Maintenance of the Movement Area

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

(1) arrangements for maintaining the paved areas;

(2) arrangements for maintaining the unpaved runways and taxiways;

(3) arrangements for maintaining the runway and taxiway strips; and

(4) arrangements for the maintenance of Aerodrome drainage.

(h) Aerodrome Works - Safety

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

(1) arrangements for communicating with the Aerodrome Air Traffic Control unit during the progress of such work;

(2) the names, telephone numbers and roles of the persons and organisations responsible for planning and carrying out the work, and arrangements for contacting those persons and organisations at all times;

(3) the names and telephone numbers, during and after working hours, of the Aerodrome fixed-based operators, ground handling agents and aircraft operators who are to be notified of the work;

(4) a distribution list for work plans, if required; and

(5) procedure to return a runway to operational status after pavement overlay.

(i) Apron Management

Particulars of the apron management procedures, including the following:

(1) arrangements between Air Traffic Control and the apron management units;

(2) arrangements for allocating aircraft parking positions;

(3) arrangements for initiating engine start and ensuring clearance of aircraft push-back;

(4) marshalling service; and

(5) leader (van) service.

(j) Apron Safety Management

Procedures to ensure apron safety, including:

(1) protection from jet blast;

(2) enforcement of safety precautions during aircraft refuelling operations;

(3) apron sweeping;

(4) apron cleaning;

(5) arrangements for reporting incidents and accidents on an apron; and

(6) arrangements for auditing the safety compliance of all personnel working on the apron.

(k) Airside Vehicle Control

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

(1) details of the applicable traffic rules (including speed limits and the means of enforcing the rules); and

(2) the method of issuing driving permits for operating vehicles in the movement area.

(l) Wildlife Hazard Management

Particulars of the procedures to deal with the danger posed to aircraft operations by the presence of bird or mammals in the Aerodrome flight pattern or movement area, including the following:

(1) arrangements for assessing wildlife hazards;

(2) arrangements for implementing wildlife control programmes; and

(3) the names and roles of the persons responsible for dealing with wildlife hazards, and their telephone numbers during and after working hours.

(m) Obstacle Control

Particulars setting out the procedures for:

(1) monitoring the obstacle limitation surfaces and Type A Chart for obstacle in the take-off surface;

(2) controlling obstacles within the authority of the operator;

(3) monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces; and

(4) controlling new developments in the vicinity of Aerodromes; and notifying the ACAA of the nature and location of obstacles and any subsequent addition or removal of obstacles for action as necessary, including amendment of the AIS publications.

(n) Removal of Disabled Aircraft

Particulars of the procedures for removing a disabled aircraft on or adjacent to the movement area, including the following:

(1) the roles of the Aerodrome operator and the holder of the aircraft certificate of registration;

(2) arrangements for notifying the holder of the certificate of registration;

(3) arrangements for liaising with the Aerodrome Air Traffic Control unit;

(4) arrangements for obtaining equipment and personnel to remove the disabled aircraft; and

(5) the names, role and telephone numbers of persons responsible for arranging for the removal of disabled aircraft.

(o) Handling of Hazardous Materials

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

(1) arrangements for special areas on the Aerodrome to be set up for the storage of inflammable liquids (including aviation fuels) and any other hazardous materials; and

(2) the method to be followed for the delivery, storage, dispensing and handling of hazardous materials.

*NOTE: Hazardous materials include inflammable liquids and solid, corrosive liquids, compressed gases and magnetized or radioactive materials. Arrangements for dealing with the accidental spillage of hazardous materials should be included in the Aerodrome Emergency Plan.*

(p) Low-Visibility Operations

Particulars of procedures to be introduced for low-visibility operations, including the measurement and reporting of runway visual range as and when required, and the names and

telephone numbers, during and after working hours, of the persons responsible for measuring the runway visual range.

(q) Protection of Sites for Radar and Navigational Aids

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

(1) arrangements for the control of activities in the vicinity of radar and navaids installations;

(2) arrangements for ground maintenance in the vicinity of these installations; and

(3) arrangements for the supply and installation of signs warning of hazardous microwave radiation.

*NOTE 1: In writing the procedures for each category, clear and precise information should be included on:*

When, or in what circumstances, an operating procedure is to be activated; how an operating procedure is to be activated; actions to be taken; the persons who are to carry out the actions; and the equipment necessary for carrying out the actions, and access to such equipment.

*NOTE 2: If any of the procedures specified above are not relevant or applicable, the reason should be given.*

**IS 12.4.2.5 PART 5: AERODROME ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM**

(a) Aerodrome Administration

Particulars of the aerodrome administration, including the following:

(1) an aerodrome organisational chart showing the names and positions of key personnel, including their responsibilities;

(2) the name, position and telephone number of the person who has overall responsibility for aerodrome safety; and

(3) airport committees.

(b) Safety Management System (SMS)

Details led down in a separate document following the guidelines of the Generic SMS Manual. Particulars of the safety management system established for ensuring compliance with all safety requirements and achieving continuous improvement in safety performance, the essential features being:

(1) the safety policy, insofar as applicable, on the safety management process and its relation to the operational and maintenance process;

(2) the structure or organisation of the SMS, including staffing and the assignment of individual and group responsibilities for safety issues;

(3) SMS strategy and planning, such as setting safety performance targets, allocating priorities for implementing safety initiatives and providing a framework for controlling the risks to as low a level as is reasonably practicable keeping always in view the requirements of the Standards and Recommended Practices in Volume I of Annex 14 to the Convention on International Civil Aviation, and the national regulations, standards, rules or orders;

(4) SMS implementation, including facilities, methods and procedures for the effective communication of safety messages and the enforcement of safety requirements;

(5) a system for the implementation of, and action on, critical safety areas which require a higher level of safety management integrity (safety measures programme);

(6) measures for safety promotion and accident prevention and a system for risk control involving analysis and handling of accidents, incidents, complaints, defects, faults, discrepancies and failures, and continuing safety monitoring;

(7) the internal safety audit and review system detailing the systems and programmes for quality control of safety;

(8) the system for documenting all safety-related airport facilities as well as airport operational and maintenance records, including information on the design and construction of aircraft pavements and aerodrome lighting. The system should enable easy retrieval of records including charts;

(9) staff training and competency, including the review and evaluation of the adequacy of training provided to staff on safety-related duties and of the certification system for testing their competency; and

(10) the incorporation and enforcement of safety-related clauses in the contracts for construction work at the aerodrome.

## IS 12.6.16 RESCUE AND FIREFIGHTING AT AERODROMES

### IS 12.6.16.6 EXTINGUISHING AGENTS AND AIRCRAFT FIREFIGHTING VEHICLES

(a) The principal extinguishing agent shall be a foam suitable for the type of equipment to be used, and

(1) the foams provided as principal extinguishing agents, and the date acquired;

(2) the foam concentrates of different types or from a different manufacturer shall not be mixed except where it has been established that they are completely interchangeable and compatible; and

(3) the quantity of foam concentrates provided on vehicles for foam production shall be in proportion to the quantity of water provided and the foam concentrate selected.

(b) The complementary extinguishing agent shall be a dry chemical powder suitable for the type of equipment to be used, and compatible with the foam or foams selected for use as the principal extinguishing agent at the airport or aerodrome.

(c) The amount of foam concentrate on board vehicles shall be sufficient for at least two full loads of the required quantity of water.

(d) Sufficient quantity of foam concentrate shall be held in reserve to allow for four complete discharges, at the correct percentage, of the water requirement for the critical category published. Part of this reserve may be carried on the firefighting vehicles.

(e) A reserve supply of complementary extinguishing agent equivalent to 200 per cent of the quantity of complementary agent requirement for the category published shall be maintained at the airport or aerodrome. The reserve shall include sufficient propellant gas to utilize this reserve complementary agent.

(f) The turrets and reel mounted hand lines designed for aircraft firefighting on vehicle(s) equipped with foam firefighting equipment shall be tested at least annually, at all pre-set discharge flow rates, to ensure that the correct discharge rate is being delivered, and the required foam physical characteristics are being met.

(g) The equipment delivering the complementary extinguishing agent shall be tested at least annually to ensure that the correct discharge rate and reach is being delivered.

## IS 12.6.16.8 PERSONNEL REQUIREMENTS

### IS 12.6.16.8 (B)TRAINING OF PERSONNEL

(a) Knowledge and Skill Training – Training shall be provided in the following areas:

(1) Generic Training

(i) AFF Vehicles and Equipment;

(ii) Emergency Communications Systems including Fire Alarms;

(iii) Firefighting Personnel Safety;

(iv) Fire Chemistry;

(v) Extinguishing Agents;

(vi) Portable Fire Extinguishers;

(vii) Fire Hoses, Nozzles, Turrets, and Other Appliances Available for Firefighting;

(viii) Firefighting Operations;

(ix) Emergency Aircraft Evacuation Assistance;

(x) Aircraft Cargo Hazards;

(xi) Live-Fire Training;

(xii) First Aid.

(2) Site-Specific Training

(i) Familiarisation with the aerodrome where the fire fighter will be carrying out firefighting duties;

(ii) Familiarisation with the types of aircraft regularly operating at the airport or aerodrome where the fire fighter will be carrying out firefighting duties; and

(iii) Familiarisation with firefighting duties under the Aerodrome Emergency Response Plan for the aerodrome where the fire fighter will be carrying out firefighting duties.

(b) Level of Achievement to be Attained

(1) Generic Training

(i) With respect to AFF vehicles and equipment, the candidate shall be able to:

(A) Describe each tool and item of equipment on each aircraft firefighting vehicle at the airport or aerodrome, including a description of its designated use, required maintenance, proper storage; and demonstrate its use;

(B) Demonstrate knowledge and skills relative to routine inspection and maintenance of AFF vehicles as required by the manufacturer's specifications and maintenance manuals; and

(C) Demonstrate the knowledge and skill required to operate AFF vehicles, including manual back-up systems.

(ii) With respect to emergency communications systems, including fire alarms, the candidate shall be able to:

(A) Identify the methods and procedures to be followed when an emergency alarm is received;

(B) Identify radio frequencies and channels assigned for use by the aerodrome to control vehicular traffic;

(C) Identify radio frequencies and channels assigned for use by the aerodrome Emergency Operations Centre;

(D) Identify radio frequencies and channels assigned for use by mutual aid organisations;

(E) Identify radio frequencies and channels assigned for use by responding units and organisations;

(F) Identify procedures concerning multiple alarms and mutual aid;

(G) Demonstrate knowledge of the phonetic alphabet;

(H) Demonstrate the use of all communication equipment utilized by the firefighting service;

(I) Provide an initial status report on a simulated aircraft accident; and

(J) Demonstrate standard hand signals used to communicate with aircrew personnel as it relates to aircraft firefighting.

(iii) With respect to firefighting personnel safety, the candidate shall be able to:

(A) Identify the hazards associated with aircraft firefighting;

(B) Identify the hazards associated with aircraft and aircraft systems on personnel;

(C) Identify potential stress effects on personnel involved in a mass casualty response;

(D) Identify the purpose and limitations of protective clothing;

(E) Demonstrate donning protective clothing;

(F) Demonstrate techniques for action in a fire situation where trapped or disoriented, or when in an hostile environment;

(G) Identify the hazards associated with cut-in entries;

(H) Describe the hazardous respiratory environments encountered in aircraft firefighting;

(I) Identify techniques for protection from communicable-disease hazards;

(J) Describe the proper techniques for approaching aircraft while engines are running;

(K) Identify the purpose of self-contained breathing apparatus (SCBA);

(L) Identify the components and operation of the SCBA provided;

(M) Identify the limitations of the SCBA provided;

(N) Demonstrate that the SCBA is in a safe operating condition for immediate use;

(O) Don SCBA equipment while wearing protective clothing;

(P) Use SCBA equipment in dense smoke, or a blacked out environment;

(Q) Change a team member's exhausted air supply cylinder with an air supply cylinder;

(R) While wearing SCBA equipment, demonstrate those actions necessary in the event of one of the following emergency situations:

1. activation of low-air alarm;
2. exhausted air supply;
3. regulator malfunction;
4. damage to face piece;
5. damage to low pressure hose;
6. damage to high pressure hose.

(iv) With respect to fire behaviour, the candidate shall be able to:

(A) Explain the fire tetrahedron;

(B) Describe the phases of a fire;

(C) Describe the main products of combustion;

(D) Describe the three methods of heat transfer;

(E) Describe the classes of fire and extinguishment methods;

(F) Define flash point, ignition temperature, flashover, rollover, backdraft and explosion; and

(G) Describe the various aviation fuels' characteristics with respect to fire behaviour and explosion hazard.

(v) With respect to extinguishing agents, the candidate shall be able to:

(A) Identify the extinguishing properties of each agent, including advantages and disadvantages;

(B) Identify those agents used at the aerodrome;

(C) Identify the locations of agents kept in inventory for vehicle resupply;

(D) State the quantity of each type of agent carried on each vehicle at the airport or aerodrome; and

(E) Identify the preferred agent to use to suppress and extinguish fire in various case scenarios.

(vi) With respect to portable fire extinguishers, the candidate shall be able to:

(A) Identify the classification of fires as they relate to the use of fire extinguishers;

(B) Identify each type of portable fire extinguisher by classification and rating;

(C) Describe the agents' characteristics in the extinguishers used at the aerodrome;

(D) Identify the limitations and operating characteristics of each type of portable fire extinguisher;

(E) Identify the location of each portable fire extinguisher carried on each AFF vehicle used at the aerodrome;

(F) Identify the appropriate extinguisher for a given class of fire from a group of different fire extinguishers; and

(G) Operate the appropriate extinguisher on each class of fire.

(vii) With respect to fire hoses, nozzles, turrets and other appliances available for firefighting, the candidate shall be able to:

(A) Identify the location of each tool and item of equipment used at the aerodrome;

(B) Identify the hazards associated with the use of each tool and item of equipment used at the aerodrome;

(C) Demonstrate the proper procedures for use of each tool and item of equipment used at the aerodrome;

(D) Describe the purpose of each hose, nozzle and adapter;

(E) Describe the location of each hose, nozzle and adapter used by the firefighting unit at the aerodrome;

(F) Describe the size and length of each hose carried on each AFF vehicle used at the airport or aerodrome;

(G) Demonstrate the proper procedures for use of each hose, nozzle and adapter used at the airport or aerodrome;

(H) Demonstrate the proper procedure to be used when advancing hose for fire attack;

(I) Demonstrate the proper procedure to be used when laying hose to establish a re-supply of water;

(J) Identify the primary purpose, agent capacity, water capacity, type of agent carried, agent discharge rate and range, personnel requirements, and response limitations for each AFF vehicle used at the airport or aerodrome;

(K) Demonstrate the operation of handlines and vehicle-mounted discharge devices; and

(L) Demonstrate the procedures for re-supply using a hydrant, structural vehicles, tank trucks and other vehicles for each AFF vehicle used at the airport or aerodrome.

(viii) With respect to firefighting operations, the candidate shall be able to:

(A) State the objective of aircraft firefighting and the role of the firefighter in response to an aircraft emergency;

(B) Describe firefighting tactics and evacuation of occupied aircraft;

(C) Describe firefighting tactics of unoccupied aircraft;

(D) Select a strategy and tactics for incident control and termination;

(E) Perform firefighting tactics;

(F) Explain the correct procedures for fighting three-dimensional fires;

(G) Explain the correct procedures for fighting engine fires;

(H) Describe the correct procedures for securing and maintaining a fire free egress route;

(I) Describe the proper procedure to use when protecting an aircraft fuselage from fire exposure;

(J) Describe the correct procedures to be used when providing protective streams for personnel;

(K) Describe the hazards of a brake and wheel fire;

(L) Describe the correct procedures to be used when fighting a brake and wheel fire;

(M) Describe the correct procedures for controlling runoff from fire control operations and fuel spills;

(N) Describe the correct procedures to be used to stabilize aircraft wreckage;

(O) Describe the safety precautions for controlling fuel spills;

(P) Describe grounding, bonding and hazards associated with static electricity related to aircraft;

(Q) Describe the hazards of a hydraulic fire; and

(R) Describe the correct procedures to use in the event of fighting a hydraulic fire.

(ix) With respect to emergency aircraft evacuation assistance, the candidate shall be able to:

(A) Describe the correct procedures to use to protect evacuation points;

(B) Identify those openings to use to gain entry for a given aircraft and situation;

(C) Select the tools and equipment to use to gain entry for a given aircraft and situation;

(D) While wearing full protective clothing, demonstrate the ability to open:

1. aircraft doors and exits, or

2. equivalent training doors and exits.

(E) Identify potential locations for break-in entry using reference materials, aircraft markings, or general guidelines for a given aircraft; and

(F) Demonstrate the correct procedures to use for a victim search inside and outside the aircraft.

(x) With respect to aircraft cargo hazards, the candidate shall be able to:

(A) Identify the dangerous goods' classifications;

(B) Identify the hazards indicated by each label; and

(C) Identify the emergency procedures to be followed using the reference material in the event of a problem transporting hazardous materials at the airport or aerodrome.

(xi) With respect to live-fire training, in order that the agent is applied with proper technique and the fire extinguished, the candidate shall be able to:

(A) Extinguish a minimum of 9 m2 fuel fire with a minimum of a 45 kg dry chemical extinguisher;

(B) Extinguish a minimum of 36 m2 fuel fire with an AFF vehicle hand line and appropriate agent;

(C) Extinguish a minimum of 400 m2 fuel fire with AFF vehicle turrets and appropriate agent;

(D) Extinguish a three-dimensional aircraft fuel fire with AFF vehicle hand lines and appropriate agent;

(E) Control simulated engine and auxiliary power unit (APU) fires on aircraft with an AFF vehicle hand line or turrets and appropriate agent; and

(F) Extinguish a simulated tire assembly fire with an AFF vehicle hand line and appropriate agent.

(xii) With respect to first aid, the candidate shall be able to:

(A) Identify primary and secondary life-threatening injuries;

(B) Determine whether or not a victim has an open airway;

(C) Locate an open airway in a person who is not breathing;

(D) Recognize types and characteristics of external and internal bleeding;

(E) Demonstrate techniques to control bleeding;

(F) Perform cardiopulmonary resuscitation;

(G) Recognize shock;

(H) Recognize injuries to the skull, spine, chest, and extremities;

(I) Recognize internal injuries;

(J) Demonstrate procedures for moving patients;

(K) Treat burns; and

(L) Demonstrate knowledge concerning triage methodology

(2) Site-Specific Training

(i) With respect to familiarisation with the aerodrome where the firefighter will be carrying out firefighting duties, the candidate shall be able to:

(A) Describe the runway and taxiway identification system;

(B) Describe the movement area pavement markings, signs, and lighting;

(C) Identify the various on-field aircraft navigation aids;

(D) Cite aerodrome rules and regulations concerning vehicle movement and access;

(E) Cite rules and regulations governing aerodrome security;

(F) Locate a given point at the aerodrome on a grid map, or other standard map;

(G) Identify terrain features using map symbols;

(H) Identify and locate all emergency access roads and standard routes across the movement area;

(I) Identify and locate all points giving access to the airside from nonoperational areas;

(J) Identify and locate all points giving access to portions of the critical firefighting access area, located outside the aerodrome perimeter;

(K) Identify installations and features in the critical fire- fighting access area that present a hazard to vehicle response;

(L) Identify installations and terrain features in the critical firefighting access area that limit vehicle response capability;

(M) Identify the direction of travel of fuel in a simulated leak in the fuel distribution system applicable to the aerodrome;

(N) Demonstrate the operation of fuel system valves and pumps to control the flow of fuel within the system applicable to the aerodrome;

(O) Identify hazardous materials that are frequently stored or used on the aerodrome property; and

(P) Identify elements of the aerodrome and surrounding water distribution system.

(ii) With respect to familiarisation with the types of aircraft regularly operating at the airport or aerodrome where the firefighter will be carrying out firefighting duties, the candidate shall be able to:

(A) Identify the types of aircraft regularly operating at their airport or aerodrome;

(B) Identify the categories of aircraft propulsion systems;

(C) Use the correct terms to describe major aircraft structural components;

(D) Describe the types of batteries found on aircraft and their associated hazards;

(E) Identify the general location of portable fire extinguishers;

(F) Describe the materials used in aircraft construction;

(G) Explain the differences in aircraft construction as it relates to firefighting;

(H) Use an aircraft crash chart to identify and describe the location of normal and emergency exits, fuel tanks, passenger and crew compartments, oil tanks, hydraulic reservoirs, oxygen tanks, batteries, and break-in points for given aircraft;

(I) Use an aircraft crash chart to describe passenger, crew and fuel capacities for a given aircraft;

(J) Identify a flight data recorder and cockpit voice recorder;

(K) Locate normal entry doors, emergency exit openings and evacuation slides for a given aircraft;

(L) Describe the opening of all doors and compartments for a given aircraft;

(M) Describe the operation of evacuation slides and/or other emergency egress systems for a given aircraft;

(N) Identify aircrew and passenger locations for a given aircraft;

(O) Indicate the type of fuel used and location of fuel tanks for a given aircraft;

(P) Locate break-in points for a given aircraft;

(Q) Locate the batteries for a given aircraft;

(R) Locate key components of the fuel, oxygen, hydraulic, electrical, fire protection, APU, brake, wheel systems, and pressurization systems for a given aircraft; and

(S) Describe aircraft hazards that may be unique or unusual for a given aircraft.

*NOTE: Examples of unusual hazards include military aircraft equipped with ejection seats, tanks containing pesticides on crop-spraying aircraft, and aircraft equipped with additional fuel tanks for ferry purposes.*

(iii) With respect to familiarisation with firefighter duties under the Aerodrome Emergency Response Plan where the fire-fighter will be carrying out firefighting duties, the candidate shall be able to:

(A) Describe each emergency listed in the plan;

(B) Describe the chain of command and authority, and identify the individuals associated with each position requiring a response from the aircraft firefighting service for each emergency listed in the plan;

(C) If applicable, describe the procedure for the change of command during any phase of the emergency requiring a response from the aircraft firefighting service for each emergency listed in the plan;

(D) With reference to the emergency response plan, identify other agencies involved in the plan requiring a response from the aircraft firefighting service, and describe their respective roles and responsibilities for each emergency listed in the plan; and

(E) Demonstrate knowledge of their individual role and duties during regular exercises under the plan.

(c) Additional Training

(1) Low-Visibility Training

At an aerodrome certified for low-visibility operations for Category III approaches, firefighters shall practice the use of low-visibility equipment provided at that aerodrome in simulated Category III low-visibility conditions, and demonstrate the ability to:

(i) Locate a simulated accident site;

(ii) Navigate the aircraft firefighting vehicle to the simulated accident site; and

(iii) Negotiate terrain and obstacles with the AFF vehicle.

(2) Command and Control Training

Where a firefighter is assigned operational command and control responsibilities for the aircraft firefighting service, training in command and control functions shall be provided to enable that fire-fighter to:

(i) Assess tactical priorities;

(ii) Control and manage a fire stream;

(iii) Control and manage resources;

(iv) Select, employ and direct a defensive strategy;

(v) Assess fire-ground factors;

(vi) Direct apparatus placement; and

(vii) Explain command procedures.

(d) Recurrent Training

(1) General

Recurrent training shall be provided to enable each firefighter to maintain the level of proficiency established in this standard.

(2) Term

Except for live-fire training, every firefighter must complete training in each element of the standards at least once every three years.

(e) Live-Fire Training

Live-fire drill training shall be provided to all firefighting personnel every 12 months as follows:

(1) A live-fire drill shall simulate a realistic firefighting situation, and be of sufficient size and intensity to provide a challenge to the firefighter in relation to the equipment used;

(2) The conditions simulated in a live-fire drill shall emulate the type of fire which could be encountered on a typical aircraft at the aerodrome;

(3) During the drill, each firefighter shall demonstrate the control and extinguishment of a simulated aircraft fire using:

(i) Handlines and or turrets using an AFF vehicle of a type used at the aerodrome, and

(ii) Firefighting streams to protect firefighters and aircraft occupants using either handlines or turrets.

*NOTE: It is intended that the live-fire drill will provide an opportunity for the firefighting team to become familiar with the use of all fire extinguishment equipment that will be used in the event of an accident. If possible, a simulated evacuation of aircraft occupants will help in creating a realistic situation.*

**IS 12.6.16.8 (D)FIRE-FIGHTER QUALIFICATIONS**

(a) Training Records

Individual training records shall be maintained on each firefighter and shall include as a minimum:

(1) the name of the individual being trained;

(2) the date of training;

(3) the place where training is received;

(4) the subjects covered and course methodology;

(5) the climatic conditions, in the case of practical training;

(6) the duration of training;

(7) any instructor comments;

(8) the performance evaluation;

(9) the name of the instructor; and

(10) the signature of the student.

## IS 12.6.16.11 COMMUNICATION AND ALERTING SYSTEM

(a) The alerting system shall allow the activating agency to alert the personnel and dispatch the aircraft firefighting vehicles. A secondary power supply or alternate system shall be provided as a contingency in the event of a primary system failure.

(b) Each aircraft firefighting vehicle shall be provided with communication equipment capable of communicating with at least:

(1) every other aircraft firefighting vehicle;

(2) the fire station exercising operational control as specified in the Aerodrome Emergency Response Plan;

(3) air traffic services unit, or the aerodrome traffic frequency (ATF); and

(4) an aircraft in a situation of emergency using an established discreet frequency.

(c) A communication system shall be provided to ensure the prompt and dependable transmission of alarms and other essential emergency information. Direct communication shall be provided between the activating agency or authority, the fire station, and responding vehicles.

(d) An alerting system for firefighting personnel, and or other aerodrome personnel shall be provided at a fire station and capable of activation from that station, or other designated agency.

## IS 12.6.23 AERODROME WILDLIFE PLANNING AND MANAGEMENT

## IS 12.6.23.1 APPLICATION

(a) The wildlife hazards referred to in 12.6.23.1include, in the following descending order of priority with respect to risk, the following hazards:

(1) black kites;

(2) egrets;

(3) hawks;

(4) swallows;

(5) goats;

(6) dogs.

(b) The list of wildlife hazards referred to paragraph(a) is not intended to be exhaustive.

*Note: The above list ranks wildlife hazards in descending order from the most hazardous to the least hazardous with respect to risk and as such, identifies the hazards that are of primary concern for the operator. All hazards contained in this list have the potential to cause an incident outlined in 12.6.23.1(a) and 12.6.23.4(a)(6)(ii).*

## IS 12.6.23.3 RISK ANALYSIS

(a) The following constitutes the information to be collected by the operator of an airport pursuant to 12.6.23.3(a):

(1) wildlife strike data;

*NOTE: When reporting a wildlife strike, the form specified by the ACAA shall be used. Any information that the operator of an airport has that is outlined on that form should be included.*

(2) aircraft movement statistics;

(3) aircraft types; and

(4) ecological studies and wildlife inventories.

*NOTE: An Airport Wildlife Management Plan template may be used to assist operators with the layout of risk assessments and management plans.*

## IS 12.6.23.4 AERODROME WILDLIFE MANAGEMENT PLAN

### IS 12.6.23.4 (A)GENERAL

(a) Pursuant to Regulation12.6.23.4(a), the operator shall, in developing an airport wildlife management plan, use the guidance material, that may be provided by the ACAA.

(b) The operator shall submit the airport wildlife management plan in the form of a manual and in duplicate to the ACAA.

### IS 12.6.23.4 (B)CONTENT

(a) Pursuant to Regulations12.6.23.4(a)(1) and12.6.23.4(b), the requirements that shall be contained in an airport wildlife management plan are:

(1) the identification of the species of any wildlife struck by aircraft;

(2) the regular maintenance of wildlife management logs indicating management activities, environmental changes; wildlife interactions and animal remains identified by species; and

(3) the evaluation of habitats, land uses and food sources, located at or near the airport, that might attract wildlife which may affect the safe operation of the airport including, if needed, arrangements for assessments, studies and monitoring.

### IS 12.6.23.4 (C)TRAINING

(a) Pursuant to Regulation12.6.23.4(c), the following constitutes the matters in which the operator shall provide training to persons having duties in respect of the airport wildlife management plan:

(1) nature and extent of the wildlife management problem;

(2) regulations, standards and guidance material related to airport wildlife management programs;

(3) bird ecology and biology;

(4) bird identification, including the use of field guides;

(5) mammal ecology and biology;

(6) mammal identification, including the use of field guides;

(7) rare and endangered species and species of special concern, including related regulations and policies;

(8) habitat management;

(9) off-airport land use issues;

(10) active wildlife control measures;

(11) wildlife removal techniques;

(12) firearm safety;

(13) wildlife management planning; and

(14) development of awareness programs.

**IS 12.6.23.4 (D)COMMUNICATION AND ALERTING PROCEDURE**

(a) Pursuant to Regulation12.6.23.4(d), the communication and alerting procedure to be used in order to alert pilots as soon as possible of the wildlife hazards at the airport and associated risks may include:

(1) where the aerodrome has air traffic services (ATS), bilateral radio communications or broadcast of airport advisories;

(2) if an immediate alert is required, direct radio contact can be used, when available;

(3) publication of a NOTAM in respect of the airport, whether in combination or not with the procedure referred to in paragraph(1) or (2).

## IS 12.11.3 INFORMATION TO BE INCLUDED IN THE HELIPORT MANUAL

(a) General Information

(1) purpose, and scope of the heliport manual;

(2) conditions for use of the heliport;

(3) the available aeronautical information system and procedures for its promulgation;

(4) the system for recording helicopter movements;

(5) obligations of the heliport operator.

(b) Particulars of Heliport Site

(1) a plan of the heliport showing the main heliport facilities and heliport boundaries;

(2) a plan showing distance of heliport from the nearest city and airport;

(3) particulars of the title of the heliport site.

(c) Particulars of the Heliport required to be Reported to the Aeronautical Information Service (AIS)

(1) the name of the heliport;

(2) the location of the heliport;

(3) the geographical co-ordinates of the heliport reference point determined by reference to the World Geodetic System 1984 (WGS - 84) reference datum;

(4) the heliport dimensions and related information;

(5) the declared distances;

(6) information about visual aids systems;

(7) the operational status of associated facilities services, navigational aids and heliport conditions.

(d) Heliport operating procedures and safety measures

(1) heliport administration;

(2) heliport emergency plan;

(3) heliport lighting including inspection and maintenance;

(4) heliport reporting system;

(5) procedures for preventing unauthorised entry to heliport;

(6) safety management system for the heliport;

(7) heliport serviceability inspections;

(8) vehicle and movement control;

(9) obstacle control measures;

(10) measures to protect navigational aids within the heliport.

(e) Particulars of Quality Systems with emphasis on operations, maintenance and quality of service delivery to helicopter operators and heliport users

(f) Heliport rescue und firefighting

(1) particulars of the category;

(2) vehicles;

(3) extinguishing agents;

(4) equipment.

(g) Particulars of environmental protection.

(h) Programme for the heliport ATS.
Provision for air traffic services and airspace category, where applicable.

(i) The procedures to control, amend and distribute the heliport manuals.

**IS 12.13.17 HELIDECK INSPECTOR**

**IS 12.13.17.1 DESIGNATION OF HELIDECK INSPECTOR**

(a) This task requires knowledge of Civil Aviation Act and/or ACARs Part 12 and Technical Guidance Materials with designee oversight responsibilities.

(b) In addition to the above, a Designated Helideck Inspector shall:

(1) Either be an engineer (holding B.Sc. in Civil, Electrical or Mechanical), or Pilot or Aerodrome Safety Inspector with adequate experience in helideck planning, operations or maintenance and should possess a sound knowledge of Annex 14, Vol. II, all relevant manuals published by ICAO and the state's national standards and industry practices. Helideck management experience knowledge of modern safety management system is required.

(2) Provide sufficient and qualified personnel to comply with the requirements of its Helideck certification.

(3) Equip personnel with sufficient resources needed to comply with the requirement of this part.

(4) Train all personnel who access helideck facilities to perform their duties in compliance with these Regulations.

# APPENDIX I NIL (NO ITEM LISTED)

No appendices in this document.

**End of Part**