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GASR WG

GAR
Subpart B – Aerodrome Certification Process

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GAR Aerodrome Certification

TABLE OF CONTENTS

SECTION 1	1
GAR 1.B005 General.....	1
GAR 1.B010 Scope of Aerodrome Certification	1
GAR 1.B020 Application for an aerodrome certificate.....	1
GAR 1.B025 Grant, variation and validity of the aerodrome certificate.....	1
(a) Grant of an aerodrome certificate	1
(b) Variation to an aerodrome certificate.....	1
(c) Refusal to issue an aerodrome certificate	1
(d) Endorsement of conditions and variations on an aerodrome certificate	1
(e) Validity of an aerodrome certificate	1
(f) Surrender of an aerodrome certificate	1
(g) Notification of change to an aerodrome certificate	2
(h) Amendment of an aerodrome certificate	2
(i) Revocation or suspension of an Aerodrome Certificate	2
SECTION 2	3
GAR (IEM) 1.B005 General.....	3
GAR (IEM) 1.B020 Application for an aerodrome certificate.....	3
GAR (IEM) 1.B025 Grant, variation and validity of the aerodrome certificate.....	3

GAR Aerodome Certification

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**SECTION 1
SUBPART B - AERODROME CERTIFICATION**

GAR 1.B005 General

Certification is the formal process used by the National Aviation Authority to establish that the aerodrome, at the time of certification meets the requirements regarding the aerodrome and its operation, and that it has, in the opinion of the national aviation authority, the capability to maintain the specifications in the aerodrome certificate for the period of validity of the certificate.

GAR 1.B010 Scope of Aerodrome Certification

The process of aerodrome certification shall in the interest of the safe operation of aircraft cover the design and operation of the aerodrome.

GAR 1.B020 Application for an aerodrome certificate

The application for an aerodrome certificate shall be made to the National Aviation Authority in the appropriate format as prescribed by the authority. A copy of the aerodrome manual and any other documentation shall also be made available as requested by the authority.

GAR 1.B025 Grant, variation and validity of the aerodrome certificate

(a) Grant of an aerodrome certificate

(1) Provided the requirements in this regulation are met, the National Aviation Authority shall grant an aerodrome certificate based upon the requirements of this regulation.

(2) The National Aviation Authority is mandated to accept the application, accept the aerodrome manual and grant an aerodrome certificate to the applicant once he is satisfied that:

- i. The aerodrome organisation and its staff have the necessary competence and experience to operate and maintain the aerodrome according to this regulation;
- ii. The aerodrome manual is sufficiently prepared for the applicant's aerodrome and submitted with the application;
- iii. The physical characteristics, facilities, equipment, installations and the obstacle

limitation surfaces, protected areas are in accordance with this regulation;

- iv. The aerodrome operating procedures make satisfactory provision for the safety of aircraft coupled with an acceptable safety management system being in place at the aerodrome.
- v. The interfaces are considered between with Air Navigation services and/or local authorities so that the specifications in the aerodrome certificate can be maintained for continued operation of the aerodrome.

(b) Variation to an aerodrome certificate

The National Aviation Authority shall indicate, when issuing an aerodrome certificate to an applicant, variations to this regulation if the authority is satisfied that compensatory or mitigating measures are in place.

(c) Refusal to issue an aerodrome certificate

If a certificate is not issued the National Aviation Authority shall notify the applicant the reasons for not issuing a certificate.

(d) Endorsement of conditions and variations on an aerodrome certificate

After successful completion of the processing of the application and its assessment of the application, its audits and/or on site inspections of the aerodrome, the National Aviation Authority, when issuing the aerodrome certificate, shall stipulate the conditions and accepted variations endorsed for use of the aerodrome.

(e) Validity of an aerodrome certificate

An aerodrome certificate shall remain in force until it is suspended, revoked, surrendered or expired, whichever is earlier.

All aerodrome certificates shall expire on:

- (1) The date on which a new aerodrome certificate is issued; or
- (2) The expiry date specified in the aerodrome certificate.

(f) Surrender of an aerodrome certificate

(a) An aerodrome certificate holder shall notify the National Aviation Authority in writing of the date on which the certificate is to be surrendered in order that any required legal

procedures can be followed and that suitable promulgation action can be taken.

(b) The National Aviation Authority will cancel the certificate on the date specified in the notice.

(g) Notification of change to an aerodrome certificate

An Aerodrome Operator shall notify the National Aviation Authority in the planning stage of any design and operating changes at the aerodrome which might affect the Aerodrome Certificate.

(h) Amendment of an aerodrome certificate

The National Aviation Authority shall amend an aerodrome certificate when there is a change in the conditions and variations to the certificate, provided the requirements of this regulation have been met.

(i) Revocation or suspension of an Aerodrome Certificate

The National Aviation Authority shall, when the conditions of the Aerodrome Certificate are not satisfied, temporarily suspend or permanently revoke the Aerodrome Certificate

SECTION 2

SUBPART B – AERODROME CERTIFICATION PROCESS

GAR (IEM) 1.B005 General

The Certification Process will constitute the baseline for continued monitoring of compliance with the specifications in the certificate so that;

(1) An aerodrome meets the requirements or has established, in the case where the requirements are not fully met, compensatory measures and/or limitations on its use to mitigate any non-compliance;

(2) The National Aviation Authority may after its assessment of the application, its audits or inspections, issue a certificate.

(3) The certificate may be varied, suspended, revoked or expanded as circumstances warrant; and

(4) The certification process renders support to the aerodrome management to improve safety standards through the adoption of best safety practice.

GAR (IEM) 1.B020 Application for an aerodrome certificate

The aerodrome certification process should comprise:

1. Dealing with the expression of interest by an intending applicant for the aerodrome certificate;
2. Assessing the formal application, including evaluation of the aerodrome manual for those parts with bearing on aircraft safety,
3. Assessing the possibilities for safe operation of the aerodrome, the ground surfaces, facilities, equipment and installations within the movement area of the aerodrome, the vicinity of the aerodrome, the obstacle limitation surfaces and the local airspace through an audit coupled with on site inspections of facilities;
4. Considering aspects of satisfactory measures to comply with the regulations. Assessing compensatory measures or mitigating measures if regulations are not met before granting or refusing an aerodrome certificate; and
5. Endorsing and requiring publishing the certified status of an aerodrome and forwarding necessary details for the aeronautical publications as the AIP and other publications.

GAR (IEM) 1.B025 Grant, variation and validity of the aerodrome certificate

(a) Grant of an aerodrome certificate

1. The assessment by the National Aviation Authority of the formal application should include the following:

1.1 An assessment of the aerodrome manual submitted by the applicant and a site assessment of the aerodrome facilities and equipment to determine whether:

a) The aerodrome manual complies with the requirements of this regulation and the schedule of these regulations. All verifications that can be completed or initiated in the office should be carried out, including the aerodrome data to be published by the aeronautical information services, and the adequacy of the aerodrome operating procedures; and

b) The management system, including the safety management system, indicates that the applicant will be able to operate and maintain the aerodrome properly containing if applicable;

- Agreements with contractors
- Aerodrome Management Function
- Aerodrome Management responsibilities
- Information to Staff

- Reporting
- Operational Documentation Records
- Access to Airside
- Condition of the Movement Area
- Aerodrome vehicle operations
- Marking and lighting of Vehicles and Equipment
- Vehicles and use of Radio Equipment
- Clearance Distances to Aircraft
- Protected Areas, Manoeuvring Area, Approach and Departure Areas
- Aerodrome Vicinity Safety Protection
- Obstacle environment Programme and marking of temporary obstacles
- Wildlife hazard management
- Air Traffic Services
- Procedures for surface movement guidance and control
- Apron Management Service
- Fuelling Service
- Maintenance of Movement area surfaces
- Maintenance of Aerodrome Visual Aids
- Maintenance and operation of ground based facilities and equipment radiating electromagnetic waves for air navigation
- Aerodrome Emergency Planning and Exercises
- Rescue and Fire Fighting service

c) A site visit including an audit and/or inspections in relation to the applicable reference code of ground surfaces facilities, equipment and installations within the movement area of the aerodrome, the vicinity of the aerodrome, the obstacle limitation surfaces and the local airspace as detailed below;

- Aerodrome data - Aeronautical data, Aerodrome reference point, Aerodrome and runway elevations, Aerodrome reference temperature, Aerodrome dimensions and related Information, Strength of pavements, Pre-flight altimeter check location, Declared distances, Condition of the movement area and related facilities, Visual approach slope indicator systems
- Physical characteristics - Runways, Runway shoulders, Runway turn pads, Runway strips, Runway end safety areas, Clearways, Stopways, Radio altimeter operating area, Taxiways, Taxiway shoulders, Taxiway strips, Holding bays, Runway-holding positions, Intermediate holding positions and road-holding positions, Aprons, Isolated aircraft parking position, De-icing/anti-icing facilities,
- Obstacle restriction and removal - Obstacle limitation surfaces, Obstacle limitation requirements, Objects outside the obstacle limitation surfaces, Other objects,
- Visual aids for navigation - Indicators and signalling devices, Wind direction indicators, Landing direction indicator, Signalling lamp, Signal panels and signal area,
- Markings, Runway designation marking, Runway centre line marking, Threshold marking, Aiming point marking, Touchdown zone marking, Runway side stripe marking, Taxiway centre line marking, Runway turn pad marking,
- Runway-holding position marking, Intermediate holding position marking, VOR aerodrome check-point marking, Aircraft stand markings, Apron safety lines, Road-holding position marking, Mandatory instruction marking, Information marking,
- Lights - Emergency lighting, Aeronautical beacons, Approach lighting systems, Visual approach slope indicator Systems, Circling guidance lights, Runway lead-in lighting systems, Runway threshold identification lights, Runway edge lights, Runway threshold and wing bar lights, Runway end lights, Runway centre line lights, Runway touchdown zone lights, Rapid exit taxiway indicator lights, Stopway lights, Taxiway centre line lights, Taxiway edge lights, Runway turn pad lights, Stop bars, Intermediate holding position lights, De-icing/anti-icing facility exit lights, Runway

guard lights, Apron floodlighting, Visual docking guidance system, Aircraft stand manoeuvring guidance lights, Road-holding position light,

- Signs - Mandatory instruction signs, Information signs, VOR aerodrome check-point sign, Aerodrome identification sign, Aircraft stand identification signs, Road-holding position sign,
- Markers - Unpaved runway edge markers, Stopway edge markers, Edge markers for snow-covered runways, Taxiway edge markers, Taxiway centre line markers, Unpaved taxiway edge markers, Boundary markers,
- Visual aids for denoting obstacles - Objects to be marked and/or lighted, Marking of objects, Lighting of objects,
- Visual aids for denoting restricted use areas - Closed runways and taxiways, or parts thereof, Non-load-bearing surfaces, Pre-threshold area, Unserviceable areas,
- Electrical systems - Electrical power supply systems for air navigation facilities, System design
- Surface movement guidance and control systems
- Fencing
- Security lighting

3) To complete the holistic assessment a flight operations and air traffic services assessment of the aerodrome ground surfaces, facilities, equipment and installations within the movement area of the aerodrome such as visual aids and electronic navigation equipment, the vicinity of the aerodrome related to hazardous activities and situations that might occur, the obstacle situation and the local airspace in relation to the flight operational and air traffic management aspects coupled to standardized taxi routes, instrument and/or visual arrival and departure procedures should be included.

4) Based on the results of the assessment of the application for a certificate, the National Aviation Authority should notify the applicant whether the application is successful or unsuccessful. If the application is unsuccessful, the applicant should be advised of the additional steps that need to be taken by the applicant prior to certification.

If the application is successful, the aerodrome certificate, incorporating conditions established by the National Aviation Authority, should be issued to the applicant after an identifying number has been allocated.

If after being advised of the additional steps that must be taken to rectify the shortcomings, the aerodrome operator is still not able to satisfy the requirements of the regulations, the National Aviation Authority should refuse to issue a certificate. The refusal should be based on one or more of the following determinations, for which details should be given:

- (a) The inspection and/or audit of aerodrome facilities and equipment revealed that they do not make satisfactory provision for the safety of aircraft operations;
- (b) The assessment of the aerodrome operating procedures revealed that they do not make satisfactory provision for the safety of aircraft operations;
- (c) The assessment of the aerodrome manual revealed that it does not contain the necessary particulars set out in this regulations; and
- (d) The assessment of the above facts and other factors (to be listed) revealed that the applicant will not be able to properly operate and maintain the aerodrome as required by this regulation.

Publication of the aerodrome certification status

Upon satisfactory completion of the certification process, information about the aerodrome should be provided to the aeronautical information service for publication. The certified status should be published in the RMK (remarks) field of the aerodrome AIP section.

Surrender of an aerodrome certificate

The surrender of an aerodrome certificate means the cancellation of an aerodrome certificate if an aerodrome operator voluntarily gives notice in writing to the National Aviation Authority.

Upon receipt of the notice, the National Aviation Authority should:

- 1) Verify the credentials of the operator requesting cancellation as the certificate holder;
- 2) Check that the information provided by the aerodrome operator includes the following:
 - a) If the aerodrome is to remain open, an appropriate NOTAM has been promulgated to advise the change of status; and
 - b) If the aerodrome is to be closed to all traffic, sufficient safety measures have been taken by the aerodrome operator, such as the removal of windsocks and markings, the provision of appropriate closed markings, unserviceability markers and such other visual aids as necessary.
- 3) If the application for cancellation of the certificate is found to be in order, a competent official of the National Aviation Authority should issue a letter cancelling the certificate effective from the date specified in the notice given by the certificate holder.
- 4) If the aerodrome is to remain open for use as an uncertified aerodrome, the National Aviation Authority should ensure that the safety requirements at such aerodromes are met.
- 5) The aeronautical information service should be advised to take appropriate action regarding the uncertified status of the aerodrome or the closure of the aerodrome, as the case may be, in accordance with Annex 15 to the Convention on International National Aviation.

Transfer of an aerodrome certificate

- 1) Transfer of an aerodrome certificate may be required in accordance with the applicable national regulations when the ownership and the operation of the aerodrome are transferred from one operator to another.
- 2) The National Aviation Authority's consent to transfer should be given if it is satisfied that the proposed transferee will be able to operate and maintain the aerodrome properly and that no significant variation will occur in the day-to-day operations of the aerodrome. This implies that the aerodrome facilities, services and equipment should remain substantially unaltered; key aerodrome operational and maintenance personnel should remain in position or be replaced with staff of equivalent qualifications, experience or skill level; the safety management system should remain effective and, finally, the aerodrome manual procedures should remain substantially unaltered.
- 3) Consent to the proposed transfer may be refused if the National Aviation Authority is not satisfied that the proposed transferee will be able to operate and maintain the aerodrome properly or if significant changes to the operational aspects of the aerodrome will result or will be made by the transferee (e.g. reduction in runway, taxiway or apron facilities; changes in the conditions of the existing certificate unacceptable to the National Aviation Authority inadequacy or inappropriateness of the new staffing arrangements or significant revisions to the aerodrome manual).
- 4) If the National Aviation Authority decides to deny consent, it should advise the transferee, in writing, stating the reasons for denial.

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