



## **CIVIL AVIATION ADVISORY PUBLICATION**

### **CAAP 30**

# **THE ISSUE AND VERIFICATION OF AN AERODROME CERTIFICATE (INCLUDING AIRCRAFT LANDING AREA ACCEPTANCE)**

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**GUIDANCE AND INFORMATION FOR AERODROME OPERATORS**

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## CHAPTER 1 – INTRODUCTION

### 1. PURPOSE

- 1.1 The purpose of this Civil Aviation Advisory Publication (CAAP) is to describe what aerodrome and heliport operators need to do to be granted an Aerodrome Certificate or Aircraft Landing Area Acceptance. This CAAP provides aerodrome operators (including heliports) with an overview of the general obligations relating to aerodromes<sup>1</sup> as encapsulated in the aerodrome regulatory system. Detailed requirements are contained in GCAA Civil Aviation Regulations (CAR) Part IX, Chapter 2, (available on the GCAA website [www.gcaa.gov.ae](http://www.gcaa.gov.ae)).
- 1.2 An operator of an aerodrome served by aircraft conducting an Air Service<sup>2</sup> and other aerodromes, which provide facilities for operations using instrument approach or departure procedures, shall be in possession of an **Aerodrome Certificate**.
- 1.3 An operator of a landing area, which is not intended for Air Service operations and does not have an instrument runway, should hold an **Aircraft Landing Area Acceptance**, (excluding areas used solely for Light Sport Aircraft).
- 1.4 For guidance on operations referred to in paragraph 1.3, reference should be made to Chapters 1 and 3 of this document.
- 1.5 Throughout this document the term “Applicant” will be used to refer to the proposed Aerodrome Certificate Holder (or representative, as deemed appropriate) or the holder of an Aircraft Landing Area Acceptance.
- 1.6 All required applications are provided through ANA e-Services. Each Applicant will be required to hold a GCAA ANA e-Service account and complete an initial aerodrome registration form prior to making an application for either an aerodrome certification or an aircraft landing area acceptance.
- 1.7 Where reference is made to an Aerodrome Certificate or to an Aircraft Landing Area Acceptance, both terms also relate to Heliport and Helicopter respectively.

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<sup>1</sup> **Aerodrome** means a defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

<sup>2</sup> **Air Service** means an air service open to the public and performed by aircraft for the public transport of passengers, mail or cargo for remuneration or hire.



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### 3. STATUS OF THIS CAAP

This is issue 043 of CAAP 30. It will remain current unless withdrawn or superseded.

This new issue provides aerodrome operators with additional information regarding the criteria for which aerodromes shall be certificated and which landing areas should be accepted. Changes introduced in this issue are marked with revision bars.

### 4. APPLICABILITY

This CAAP is applicable to all operators of Certificated Aerodromes, those considering certification in the UAE and applicants for Aircraft Landing Area Acceptance.

This CAAP shall apply to heliports, hence where the term “aerodrome” is used; it will also be applicable to heliports.

### 5. REFERENCES

- (a) CAR Part IX (Aerodromes)
- (b) CAR Part X (Safety Management System Requirements)
- (c) CAR Part XI (Aerodrome Emergency Services, Facilities and Equipment)
- (d) CAAP 72 Aircraft Landing Areas: Private Use (Not Air Service)
- (e) CAAP 70 Heliports: Air Service and Private Use (Not Air Service)
- (f) ICAO Annex 14 Volume II (Aerodromes – Heliports)
- (g) ICAO Heliport Manual Doc 9261-AN/903
- (h) ICAO Airport Service Manual Part 1 Rescue & Fire-Fighting
- (i) National Fire Protection Association (NFPA) 418 Standards for Heliports

### 6. GUIDANCE AND POLICY

For guidance and policy on points not covered within this publication, advice should be sought from the Aerodrome Section, Air Navigation and Aerodrome Department, Aviation Safety Affairs Sector, GCAA.

## 7. DEFINITIONS

Aerodrome	A defined area on land or water (including any buildings, installations, and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.
Aerodrome (or Heliport) Certificate	A Certificate issued by the Authority under Civil Aviation Regulation Part IX for the operation of an aerodrome. (Air Service and other aerodromes which provide operations using instrument approach or departure procedures).
Aerodrome (or Heliport) Certification Plan	A comprehensive plan detailing as a minimum: <ul style="list-style-type: none"><li>a) timescales and milestones with reference to meeting regulatory requirements, for example: Aerodromes, Aerodrome Emergency Services (AES), Air Navigation Services (ANS) including but not limited to Air Traffic Services (ATS), Communication Navigation Surveillance Systems (CNS), Meteorology (MET) and or Aeronautical Information Services (AIS); and</li><li>b) a detailed compliance matrix, demonstrating compliance with GCAA regulations, appropriate to the scope and scale of the proposed operations.</li></ul>
Aerodrome (or Heliport) Facilities and Equipment	Facilities and equipment, inside or outside the boundaries of the aerodrome, that are constructed or installed, operated and maintained for the arrival, departure and surface movement of aircraft.
Aerodrome (or Heliport) Manual	<ul style="list-style-type: none"><li>a) The manual that forms the exposition and is part of the application for an Aerodrome Certificate pursuant to CAR Part IX, including any amendments thereto accepted by the Authority.</li><li>b) The manual that forms part of the application for an Aircraft Landing Area Acceptance.</li></ul>
Aerodrome (or Heliport) Operator	In relation to a Certified Aerodrome, the Aerodrome Certificate holder or in relation an accepted aircraft landing area, the Aircraft Landing Area Acceptance holder.
Aircraft	Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface. This comprises fixed-wing and variable-wing aircraft as well as balloons and the like, when used for civil purposes.
Aircraft (or Helicopter) Landing Area Acceptance	A landing area for the operation of private use (not Air Service) and non-instrument runways. (Excluding areas used solely for Light Sport Aircraft).

Aircraft (or Helicopter) Landing Area Project Plan	<p>A comprehensive plan detailing as a minimum:</p> <ol style="list-style-type: none"> <li>timescales and milestones with reference to meeting requirements and guidance provided in CAAP 70 and CAAP 72; for example: Aerodromes, Aerodrome Emergency Services (AES), Air Navigation Services (ANS) including but not limited to Air Traffic Services (ATS), Communication Navigation Surveillance Systems (CNS), Meteorology (MET) and or Aeronautical Information Services (AIS); and</li> <li>a detailed compliance matrix, demonstrating compliance with GCAA regulations, detailing physical characteristics, appropriate to the scope and scale of the proposed operations.</li> </ol>
Air Service	<p>An air service open to the public and performed by aircraft for the public transport of passengers, mail or cargo for remuneration or hire.</p>
Authority	<p>The General Civil Aviation of the United Arab Emirates and is the competent body responsible for the safety regulation of Civil Aviation.</p>
Certified Aerodrome	<p>An aerodrome whose operator has been granted an Aerodrome Certificate by the authority under applicable regulations for the operation of an aerodrome. (Air Service and other aerodromes which provide operations using instrument approach or departure procedures).</p>
Declared Distances (Heliports)	<ol style="list-style-type: none"> <li>Take-off distance available (TODAH) The length of the FATO plus the length of helicopter clearway (if provided) declared available and suitable for helicopters to complete the take-off.</li> <li>Rejected take-off distance available (RTODAH) The length of the FATO declared available and suitable for helicopters operated in performance class 1 to complete a rejected take-off.</li> <li>Landing distance available (LDAH) The length of the FATO plus any additional area declared available and suitable for helicopters to complete the landing manoeuvre from a defined height.</li> </ol>
Elevated Heliport	<p>A heliport located on a raised structure on land.</p>
Helideck	<p>A heliport located on an offshore structure such as an exploration or production platform used for the exploitation of oil or gas.</p>
Heliport	<p>A defined area on a structure intended to be used wholly or in part for the arrival, departure or surface movement of helicopters.</p>

## Relevant Authorities

Entities, organizations and authorities related to aerodrome land-use and environmental control measure considerations including, but not limited to land owners, municipalities, Civil Defence, local departments of civil aviation, environmental protection competent authorities, and local planning authorities.

## 8. AERODROME BOUNDARY

An Aerodrome may have a number of defined boundaries related to land-ownership, operational areas, security restricted areas, custom controlled areas, etc. For Aerodrome Certification purposes and Aircraft Landing Area Acceptance, an “Aerodrome Operations Area” is described as follows:

*The Aerodrome Operations Area is an area where aircraft operate and should therefore, include at least runways, taxiways, aprons, associated strips and, in most cases, the airside area adjacent to the terminal building. The defined area will be subject to aerodrome operations safety oversight by the Authority following the issue of an Aerodrome Certificate or Aircraft Landing Area Acceptance.*

## 9. PERMISSIONS AND APPROVALS

In addition to the application for an Aerodrome Certificate or Aircraft Landing Area Acceptance, certification or approvals may be required if Air Navigation Services such as ATS, CNS, MET and AIS will be provided. For further information email request to: ana@gcaa.gov.ae.

Assessments, site visits and inspections are likely to involve the following departments:

- (a) **Air Navigation and Aerodrome Department:** will assess physical characteristics, visual aids (markings, lights, signs and markers); Aerodrome Manuals, Aerodrome Surveys, Safety Management Systems and AES (RFFS and Emergency Response) in relation to CAR Part IX, CAR Part X and CAR Part XI and any ANS such as CNS, MET, AIS or ATS in relation to CAR Part VIII.
- (b) **Flight Operations Department (for Heliports):** will assess the application of the operations for which the facility is designed, in relation to CAR Part IV – OPS 3. This will include the direction of flight; the assessment of the obstacle environment on the basis of the intended use of a FATO; the acceptance of the Declared Distances (Heliports) and obstacle limitation surfaces in relation to the most critical helicopter type for which the heliport/helideck is intended.
- (c) **Aviation Security Affairs Sector:** Aviation security is an integral part of aerodrome planning and operations. Contact should be made with the GCAA Aviation Security Affairs Sector for details regarding security requirements.
- (d) **Other Relevant Authorities** Applicants may also require approvals from other Relevant Authorities. It is the responsibility of the Applicant to obtain such approvals or permissions, prior to the submission of an application for an Aerodrome Certificate or Aircraft Landing Area Acceptance. **For further guidance see Appendix 4**

Before submitting the application, the following authorities should be consulted and if appropriate, their approvals obtained:



- (a) Local Departments of Civil Aviation/Department of Transport
- (b) Municipalities
- (c) Civil Defense (Emergency Plan)
- (d) Critical National Infrastructure Authority/Coastguard Authority
- (e) Utilities Companies (e.g. power cables companies.)

There may also be other bodies that applicants should inform in their own interests; it is the responsibility of the operator to obtain the appropriate approvals. The application for planning/building permissions and the request for an Aerodrome Certificate or Aircraft Landing Area Acceptance are not interdependent and are required to be made separately.

Evidence will be required of any arrangements between the Aerodrome Operator and other relevant authorities.

## 10. AERODROMES: HELIPORTS

**10.1** In assessing acceptability of sites for certification or Landing Area Acceptance, the Authority has adopted the International Civil Aviation Organization's (ICAO) Standards and Recommended Practices (SARPS), as detailed in ICAO Annex 14 Volume II (Heliports) and in the ICAO Heliport Manual. -(Reference: CAR Part IX and CAAP 70).

**10.2** It is intended that implementation of the certification and landing Area Acceptance process will follow a phased approach, with new construction and operations conforming to regulations. Compliance with regulation at established heliports ~~will~~ may be phased over a set period in agreement with the Authority.

**10.3** It will be a requirement to hold an Aerodrome Certificate or a Landing Area Acceptance in order to operate or to continue operations.

## 11. ENVIRONMENTAL CONTROL: SITING AND ORIENTATION

As part of the Aerodrome Certification and Landing Area Acceptance process, the physical characteristics and design of all aerodromes shall take into account, where appropriate land-use and environmental control measures. As such, coordination arrangement should be made with the Relevant Authorities.

Many factors affect the determination of the orientation and siting of runways, such as wind distribution, approach specification relating to obstacles and the topography of the aerodrome site, its approaches and surroundings, particularly:

- (a) compliance with the obstacle limitation surfaces; and
- (b) current and future land use. The orientation and layout should be selected so as to protect as far as possible, the particularly sensitive areas, such as residential, school and hospital zones, from the discomfort caused by aircraft noise.

In certain circumstances it may be necessary for an Applicant to undertake an environmental impact study where the siting of the aerodrome, the orientation of the runways and the level of operations may affect such sensitive areas and land use operations.

With reference to aerodrome safeguarding and environmental control, the following should be established:



- (a) The aerodrome operator should have procedures to monitor the changes in the obstacle environment, marking and lighting, and in human activities or land use on the aerodrome and the areas around the aerodrome.
- (b) A process to assess and mitigate the risks caused by human activities and land use, which should include:
  - i. obstacles and the possibility of induced turbulence;
  - ii. the use of hazardous, confusing, and misleading lights;
  - iii. the dazzling caused by large and highly reflective surfaces;
  - iv. sources of non-visible radiation, or the presence of moving, or fixed objects which may interfere with, or adversely affect, the performance of aeronautical communications, navigation and surveillance systems; and
  - v. non-aeronautical ground light near an aerodrome which may endanger the safety of aircraft and which should be extinguished, screened, or otherwise modified so as to eliminate the source of danger.

Whatever the factors that determine the runway orientation, the siting, and orientation of runways at an aerodrome should where possible, be such that safety is optimised.

References to regulations for both Obstacle Limitation Surfaces and to Aerodrome Safeguarding are published in CAR Part IX.

*Note: Guidance on land-use planning and environmental control measures is contained in the Airport Planning Manual (ICAO Doc 9184), Part 2.*

## **12. SERVICE FEES FOR AERODROME CERTIFICATION OR AIRCRAFT LANDING AREA ACCEPTANCE**

Applicants undertake to pay GCAA Service Fees in respect of an Aerodrome Certificate or an Aircraft Landing Area Acceptance application.

Service Fees, as published on the GCAA website and are required to be paid to the General Civil Aviation Authority:

- (a) upon submission of an application for either an Aerodrome Certificate or Aircraft Landing Area Acceptance; and
- (b) on a periodic basis after the grant of an Aerodrome Certificate or Aircraft Landing Area Acceptance.

Payment of the GCAA Service Fee does not guarantee the grant or continuation of an Aerodrome Certificate or Aircraft Landing Area Acceptance.

GCAA Service Fees must be submitted to:

Director, Air Navigation & Aerodromes Department  
GCAA/Aerodrome Section  
PO Box 6558  
Abu Dhabi, UAE;

or as otherwise specified on the GCAA invoice.

## CHAPTER 2 – THE AERODROME CERTIFICATION PROCESS

### 1. WHO CAN APPLY FOR THE CERTIFICATE?

The Applicant for an Aerodrome Certificate should be the operator of the aerodrome or heliport who can be:

- (a) The owner of the land on which the aerodrome is located;
- (b) The occupier of the land on which the aerodrome is located; or
- (c) The actual person or organisation operating the aerodrome and holding a written consent from the owner or occupier of the land on which the aerodrome is located.

### 2. TIMESCALE FOR PROCESSING OF APPLICATIONS

It is important that Applicants submit the required paperwork sufficiently early to allow for detailed consideration of the application and site inspection. Applicants may experience unforeseen difficulties in meeting certification requirements and this may prolong the process. The Authority cannot undertake to reach a certification decision within a particular timescale (outside of that stated within this CAAP) or to meet a commercial deadline set by the Applicant.

### 3. CONDITIONS THAT MUST BE SATISFIED TO GRANT A CERTIFICATE

Refer to the requirements in CAR Part IX, Chapter 2, Aerodrome Certification Process.

### 4. ACCESS TO ANA E-SERVICES

**4.1** All Applicants shall be registered to have secure access to the ANA e-Services for Aerodrome Certification and Aircraft Landing Area Acceptance, available on the GCAA website: [www.gcaa.gov.ae](http://www.gcaa.gov.ae).

**4.2** Applicants who do not have access to the ANA e-Services must make a request to:

Director, Air Navigation & Aerodromes Department  
GCAA/Aerodrome Section  
PO Box 6558  
Abu Dhabi, UAE  
e-mail: [ana@gcaa.gov.ae](mailto:ana@gcaa.gov.ae)

### 5. AERODROME CERTIFICATION PROCESS: STAGES FOR COMPLETION

*Note: It is anticipated that throughout the certification process, additional meetings will be necessary and beneficial to both the GCAA and the applicant. Such meetings will be arranged at the request of either party.*

#### 5.1 Stage 1 - Application

After finalising the details of the aerodrome (aerodrome registration), the Applicant shall submit an application for CAAP 30 – Stage 1 acceptance through the ANA e-Services system at least 26 (twenty

six) weeks prior to the applicant's requested target date for initial Aerodrome Certification or transfer of an Aerodrome Certificate as referred to in Paragraph 7 of this Chapter.

CAAP 30 – Stage 1 submission requirements include the following:

- nominated representative as a point of contact for the application;
- draft Aerodrome Certification Plan including timescales, milestones and a detailed regulatory compliance matrix;
- an electronic version of the draft Aerodrome Manual, a completed “CAR Part IX – Chapter 3 - Aerodrome Manual Checklist” (Form ANF-CTF-003, available on the GCAA website [www.gcaa.gov.ae](http://www.gcaa.gov.ae));
- approvals, permits, or clearances from other Relevant Authorities (if applicable);
- evidence of payment of the GCAA Service Fee; and
- acceptance of the terms and conditions of holding and maintaining an Aerodrome Certificate as detailed in CAR Part IX, Chapter 2 (included as part of the e-Service application).

The Applicant should also initiate a meeting with the Authority to discuss the application and the content of the Aerodrome Certification Plan.

At the meeting, the applicant should present any approvals, permits, or clearances that may be required from other Relevant Authorities.

The GCAA Inspectors may ask for clarification or additional information if the information provided within the Aerodrome Manual, the Aerodrome Manual Checklist or in the associated Aerodrome Certification Plan is deemed incomplete or inadequate.

The GCAA will provide an acceptance of the CAAP 30 – Stage 1 application further to the evaluation of the application, detail provided within the draft Certification Plan and meeting with the Applicant.

## **5.2 Stage 2 – Aerodrome Applicant: Self-Assessment**

The Applicant shall submit an application for CAAP 30 – Stage 2 acceptance through the ANA e-Services system at least 18 (eighteen) weeks before the requested target date for initial Aerodrome Certification or transfer of an Aerodrome Certificate.

CAAP 30 – Stage 2 submission requirements include the following:

- Self-Assessment against the Aerodrome Certification Plan detailing a work plan with planned actions and timescales to resolve, rectify or adequately mitigate all known regulatory and safety related non-compliances identified in this assessment;
- evidence that all security and emergency planning requirements and any requirements relating to provision of Air Navigation Services have been satisfied or necessary processes have been formally initiated; and
- revised draft Aerodrome Certification Plan.

The GCAA will provide an acceptance of the CAAP 30 – Stage 2 application further to the evaluation of the application, self-assessment and detail provided within the revised draft Certification Plan.

### 5.3 Stage 3 – Submission of Final Aerodrome Certificate Plan

The Applicant shall submit an application for CAAP 30 – Stage 3 acceptance through the ANA e-Services system no later than 10 (ten) weeks before the requested target date for initial Aerodrome Certification or transfer of an Aerodrome Certificate.

CAAP 30 – Stage 3 submission requirements include the following:

- final Aerodrome Certification Plan with amendments further to the identification of actions through the self-assessment process;
- a list of actions along with progress of completion of actions identified (if appropriate);
- confirmation that no further amendments to the Aerodrome Certification Plan will be made and
- an invitation to the GCAA to conduct Aerodrome Post Holder interviews with reference to CAR Part IX Chapter 2.

The GCAA will provide an acceptance of the CAAP 30 – Stage 3 application further to the evaluation of the application, list of actions and detail provided within the final draft of the Certification Plan.

### 5.4 Stage 4 – GCAA: Pre-Certification Audit (Verification)

The Applicant shall submit an application for CAAP 30 – Stage 4 acceptance through the ANA e-Services system no later than 8 (eight) weeks before the requested target date for initial Aerodrome Certification or transfer of an Aerodrome Certificate.

CAAP 30 – Stage 4 submission requirements include the following:

- An invitation from the Applicant confirming operational readiness, in order for the GCAA to conduct a Pre-Certification Audit (verification) of the Aerodrome Facilities and Equipment, including sampling of policies and procedures, and other related safety activities; and
- a compliant and functional final version of the Aerodrome Manual (revised electronic version) and;
- a completed CAR Part IX – Chapter 3 - Aerodrome Manual Checklist.

The aim is to verify compliance with the applicable requirements, through the examination of documentation, demonstration of compliance and technical inspections. It should be noted that the GCAA audit, inspection, testing or sampling processes do not absolve the applicant from the responsibility to provide accurate information and documentary evidence.

The GCAA Inspector(s) will produce an audit report and present to the applicant no later than 6 (six) weeks before the requested target date, identifying any shortfalls in compliance or evidence thereof.

The GCAA will provide an acceptance of the CAAP 30 – Stage 4 application further to verification activities and evaluation of the Aerodrome Manual.

### 5.5 Stage 5 – Aerodrome Applicant: Action Plan

The Applicant shall submit an application for CAAP 30 – Stage 5 acceptance through the ANA e-Services system no later than 4 (four) weeks before the requested target date for initial Aerodrome Certification or transfer of an Aerodrome Certificate.

CAAP 30 – Stage 5 submission requirements include the following:

- an acceptance confirmation of the audit report; and
- an action plan with timescales to rectify or mitigate all findings to a level acceptable to the Authority.

The GCAA will provide an acceptance of the CAAP 30 – Stage 5 application further to evaluation of the detail within the action plan.

## 5.6 Stage 6 – GCAA: Aerodrome Certificate

The Applicant shall submit an application for CAAP 30 – Stage 6 acceptance application through the ANA e-Services system no later than 2 (two) weeks before the requested target date for initial Aerodrome Certification or transfer of an Aerodrome Certificate.

CAAP 30 – Stage 6 submission requirements include the following:

- Confirmation of completion of actions included within the action plan;
- satisfactory completion of any conditions or requirements identified by the Authority during the CAAP 30 process; and
- any other documents or evidence as requested by the Authority.

The GCAA will only issue an Aerodrome Certificate, when the Authority is completely satisfied that all regulatory and critical safety elements have been adequately addressed; this may require a further GCAA audit / inspection follow-up visit and / or special additional operating approvals. This includes evidence of any prior approvals or permissions, mentioned in Chapter 1 Paragraph 9.

## 6. AERODROME CERTIFICATE: COMPONENTS AND CONDITIONS

A GCAA Aerodrome Certificate consisting of the following components:

### **Aerodrome Certificate - Front Page**

**Part 1 - Standard Conditions** - General conditions which are applicable to all aerodrome operators.

**Part 2 - Specific Conditions** - Specific conditions are applicable to the named aerodrome.

**Part 3 - Deviations from UAE Civil Aviation Regulation** - All deviations are subject to an Aeronautical Study by the aerodrome, followed by a detailed assessment by the Authority. Once the GCAA is satisfied with the Study and has concluded the deviation acceptance process, a statement will be issued on the Aerodrome Certificate.

**Part 4 – Named Post Holders** - as referred to in CAR Part IX, Chapter 2, Personnel Requirements.

## 7. TRANSFER OF AN AERODROME CERTIFICATE

The GCAA must be satisfied that the proposed transferee will be able to properly operate and maintain the aerodrome in accordance with GCAA regulation.

The transfer of an Aerodrome Certificate is subject to stages and timelines as detailed in Paragraph 5 of this Chapter and the following additional conditions and requirements:



- (a) The application has been completed through the ANA e-Services system and required GCAA Service Fees have been paid.
- (b) A revised Aerodrome Manual and CAR Part IX – Chapter 3 – Aerodrome Manual Checklist (ANF-CTF-003) has been submitted.
- (c) A description of the organisational structure outlining those persons accountable and responsible for safety critical roles as identified in CAR Part IX Chapter 2; including the person who has overall / assigned accountability at the airport for aerodrome certification and safety issues, and the person responsible for managing SMS activities as per CAR Part X.
- (d) A list of key Post Holders and the required ANA e-Service applications for changes to Post Holders.
- (e) A commitment from the new Certificate Holder to resolve any outstanding deficiencies as identified in findings resulting from the GCAA audits conducted to date of the transfer.
- (f) A checklist shall be created by the two parties (the current and the proposed Aerodrome Certificate Holder) and contain:
  - i. confirmation that each condition contained in the GCAA CAR Part IX, Chapter 2 certification process will be met;
  - ii. a list of all issues relating to the safe operation of the aerodrome and its continued operations during the transfer period;
  - iii. details regarding the transition of operational activities and accountabilities of key management personal of both parties, acknowledging that the overall accountability resides with the current Certificate Holder until the certificate is revoked.

Consent to the proposed transfer may be refused if the 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 aprons; changes in the conditions of the existing certificate, which are unacceptable to the Authority; inadequacy or inappropriateness of the new staffing arrangements or significant revisions to the Aerodrome Manual).

If the Authority decides to deny consent, it will advise the transferee in writing, stating the reasons for denial within 10 (ten) working days.

## **8. AMENDMENT TO AN AERODROME CERTIFICATE**

- 8.1** An Aerodrome Certificate may be amended in response to a request by the Aerodrome Operator or as a consequence of enforcement action by the GCAA.
- 8.2** The request for amendment by the Aerodrome Operator is to be made through the GCAA e-Service for assessment and acceptance.
- 8.3** The Authority may amend an aerodrome certificate so as to restrict or prohibit specific operations at the aerodrome if the aerodrome operator breaches the conditions of the aerodrome certificate. The Authority shall provide written notice of intention to amend an aerodrome certificate stating the reasons for the proposed amendment.
- 8.4** Any requested change to the Aerodrome Certificate due to changes in operations, should be submitted as part of the Aerodrome's Management of Change processes and should include, but not limited to:



- (a) detailed account of the proposed amendment including the reasons for the amendment;
- (b) an assessment of the safety risks associated with any change in use or operation of the aerodrome including, where appropriate, the findings of any aeronautical study undertaken on behalf of the aerodrome operator; and
- (c) particulars of any consequential changes to the AIP, Aerodrome Manual and Aerodrome Emergency Plan.

## **9. REGULATORY OVERSIGHT**

- 9.1** An Aerodrome Certificate is granted by the Authority under Federal Act 20 (Civil Aviation Law - Article 27), or amended, if it is satisfied that an Applicant is competent, having regard to the Certificate Holder's previous conduct and experience, the equipment, organisation, staffing, maintenance and other arrangements, to ensure that the aerodrome and airspace are safe for use by aircraft.
- 9.2** Federal Act 20 - Article 27 provides that the Authority may, on sufficient safety grounds revoke, suspend or vary an approval or certificate.
- 9.3** Accordingly, the Authority may only grant and permit an Aerodrome Certificate to continue where it is satisfied that the Certificate Holder can ensure that the aerodrome and its airspace are safe for use by aircraft.



## CHAPTER 3 – AIRCRAFT LANDING AREA ACCEPTANCE PROCESS

### 1. APPLICATION FOR AN AIRCRAFT/HELICOPTER LANDING AREA ACCEPTANCE

- 1.1** Reference should be made to **Table 1** to determine if the Applicant requires an Aerodrome Certificate or Aircraft Landing Area Acceptance.
- 1.2** All Applicants shall be registered to have secure access to the ANA e-Services for Aircraft Landing Area Acceptance available on the GCAA website: [www.gcaa.gov.ae](http://www.gcaa.gov.ae).
- 1.3** Applicants who do not have access to the ANA e-Services must make a request to:  
Director, Air Navigation & Aerodromes Department  
GCAA/Aerodrome Section  
PO Box 6558  
Abu Dhabi, UAE  
e-mail: [ana@gcaa.gov.ae](mailto:ana@gcaa.gov.ae)
- 1.4** Reference should be made to CAAP 70: Heliports Air Service and Private Use (Not Air Service) and CAAP 72: Aircraft Landing Areas: Private Use (Not Air Service).
- 1.5** Templates for the Self-Assessment Safety Matrix and the Aerodrome Manual are obtainable from: Air Navigation and Aerodrome Department, GCAA, Email: [ana@gcaa.gov.ae](mailto:ana@gcaa.gov.ae).
- 1.6** Timescales for completion of the application process will be dependent upon the complexity of the facility and scale of operations. -This will be discussed with the applicant during the initial meeting.
- 1.7 Stage 1 – Aircraft Landing Area Acceptance (LAA)**

After finalising the details of the aerodrome (aerodrome registration), the Applicant shall submit a LAA Stage 1 submission through the ANA e-Services system.

The LAA Stage 1 submission requirements include the following:

- nominated representative as a point of contact for the application;
- draft Self-Assessment Safety Matrix;
- draft Aircraft Landing Area Project Plan including actions to be completed in order to meet the GCAA regulations and guidance objectives (if required);
- draft Aerodrome Manual; and
- evidence of payment of the GCAA Service Fee.

The Applicant should also initiate a meeting with the Authority to discuss the application and the content of the Self-Assessment Safety Matrix.

At the meeting, the applicant should present any approvals, permits, or clearances that may be required from other Relevant Authorities.

The GCAA Inspectors may ask for clarification or additional information if the information provided within the Self-Assessment Safety Matrix, Aircraft Landing Area Project Plan or Aerodrome Manual is deemed incomplete or inadequate.

The GCAA will provide an e-mail acceptance of the Stage 1 further to evaluation of the detail of the submission.

### **1.8 Stage 2 – Aircraft Landing Area Acceptance (LAA)**

The Applicant shall submit the LAA Stage 2 submission through the ANA e-Services system.

The LAA Stage 2 submission requirements include the following:

- final Self-Assessment Safety Matrix;
- final Aerodrome Manual;
- evidence that actions contained in the Aircraft Landing Area Project Plan have been completed (if required);
- satisfactory completion of any conditions or requirements identified by the Authority; and
- any other documents or evidence as requested by the Authority.

**1.9** An Aircraft Landing Area Acceptance will only be granted by the Authority when it is satisfied that:

- (a) the Applicant and his/her staff have the necessary competence and experience to operate and maintain the Aircraft Landing Area properly;
- (b) the Aerodrome Manual prepared for the Applicant's Aircraft Landing Area contains all the relevant information;
- (c) the Aircraft Landing Area facilities, services and equipment are in accordance with the standards and safety objectives specified by the Authority;
- (d) the Aircraft Landing Area operating procedures make satisfactory provision for the safety of aircraft; and
- (e) an acceptable and effective safety management system is in place at the Aircraft Landing Area.

**1.10** The Authority retains the right to inspect the Aircraft Landing Area facilities at any time. If conditions or operations are found to be unsafe, the Authority also retains the right to withdraw or suspend the Aircraft Landing Area Acceptance.

## **2. TRANSFER OF AN AIRCRAFT/HELICOPTER LANDING AREA ACCEPTANCE**

**2.1** The transfer of an Aircraft Landing Area Acceptance is subject to the same process as detailed in Paragraph 1 of this Chapter and the following additional conditions and requirements:

- (a) The application has been completed through the ANA e-Services system and required GCAA Service Fees have been paid.
- (b) A revised Aerodrome Manual and a completed Self-Assessment Safety Matrix has been submitted.
- (c) Description of the organisational structure outlining those persons accountable and responsible for safety critical roles, including the person who has overall/assigned

accountability at the landing area for the Aircraft Landing Area Acceptance and safety issues, and the person responsible for managing SMS activities.

- (d) A list of key Post Holders and necessary ANA e-Service applications for changes to Post Holders.
- (e) A commitment from the new Aircraft Landing Area Acceptance Holder to resolve any outstanding deficiencies as identified in the previous Self-Assessment Safety Matrix or in findings resulting from the GCAA audits conducted to date of the transfer.
- (f) A checklist shall be created by the two parties (the current and the proposed Aircraft Landing Area Acceptance Holder) and contain;
  - i. a list of all issues relating to the safe operation of the aerodrome and its continued operations during the transfer period; and
  - ii. details the transition of operational activities and accountabilities of key management personal of both parties, acknowledging that the overall accountability resides with the current Aircraft Landing Area Acceptance Holder until the Aircraft Landing Area Acceptance is revoked.

Consent to the proposed transfer may be refused if the 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 aprons; changes in the conditions of the existing acceptance is unacceptable to the GCAA; inadequacy or inappropriateness of the new staffing arrangements or significant revisions to the Aerodrome Manual).

If the Authority decides to deny consent, it will advise the transferee in writing, stating the reasons for denial within 10 (ten) working days.

### **3. AERODROMES: HELIDECKS**

- 3.1** The term 'helideck' refers to all helicopter landing areas on fixed or floating off-shore facilities used for mineral exploitation (for the exploration of oil and gas), research or construction. For helicopter landing areas on vessels the term 'shipboard heliport' may be used in preference to 'helideck'.
- 3.2** It is intended that implementation of regulation will be a phased approach, with new construction and operations conforming to regulation from an implementation date.
- 3.3** In addition to Civil Aviation regulations, it is recommended that helicopter operators refer to UK CAP 437 (Off-shore Helicopter Landing Areas – Guidance on Standards). UK CAP 437 is an amplification of internationally agreed standards contained in ICAO Annex 14 Volume II, 'Heliports' and the ICAO Heliport Manual Doc 9261-AN/903.
- 3.4** CAR Part IV – OPS 3 (Operational Regulations: Helicopters) provides regulation specifically for helicopter operations. Helideck operators should make reference to this document as an appreciation of the helicopter operators' responsibilities as holder of an air operator certificate (AOC). Such operators shall ensure that all pilots are familiar with the regulations and procedures pertinent to the performance of their duties.
- 3.5** GCAA acceptance is applicable for helicopter landing areas on fixed or floating off-shore facilities used for the exploration of oil and gas.



- 3.6** GCAA acceptance is also applicable for on-shore sites which are dedicated to the exploration of oil and gas.
- 3.7** All helideck operators shall be registered to have secure access to the ANA e-Services for aerodrome registration and Aircraft / Helicopter Landing Area Acceptance available on the GCAA website: [www.gcaa.gov.ae](http://www.gcaa.gov.ae).
- 3.8** Applicants who do not have access to the ANA e-Services must make a request to:
- Director, Air Navigation & Aerodromes Department  
GCAA/Aerodrome Section  
PO Box 6558  
Abu Dhabi, UAE  
e-mail: [ana@gcaa.gov.ae](mailto:ana@gcaa.gov.ae)
- 3.9** It will be the responsibility of each oil/gas producer to maintain their registry or list of active facilities through the ANA e-Services.
- 3.10** Each oil/gas organisation should submit details to the GCAA. This should include details of their safety oversight programme and their actions or programme to address non-compliant elements. Details may take the form of a safety case or an Aircraft Landing Area (Helideck) Project Plan and should reflect the regulations in CAR Part IV-OPS 3, CAAP 70, CAAP 71 and UK CAP 437.



## APPENDIX 1: REQUIREMENTS FOR AERODROME / HELIPORT CERTIFICATION OR AIRCRAFT / HELICOPTER LANDING AREA ACCEPTANCE REGARDING THE CONCEPT OF AN AIR SERVICE

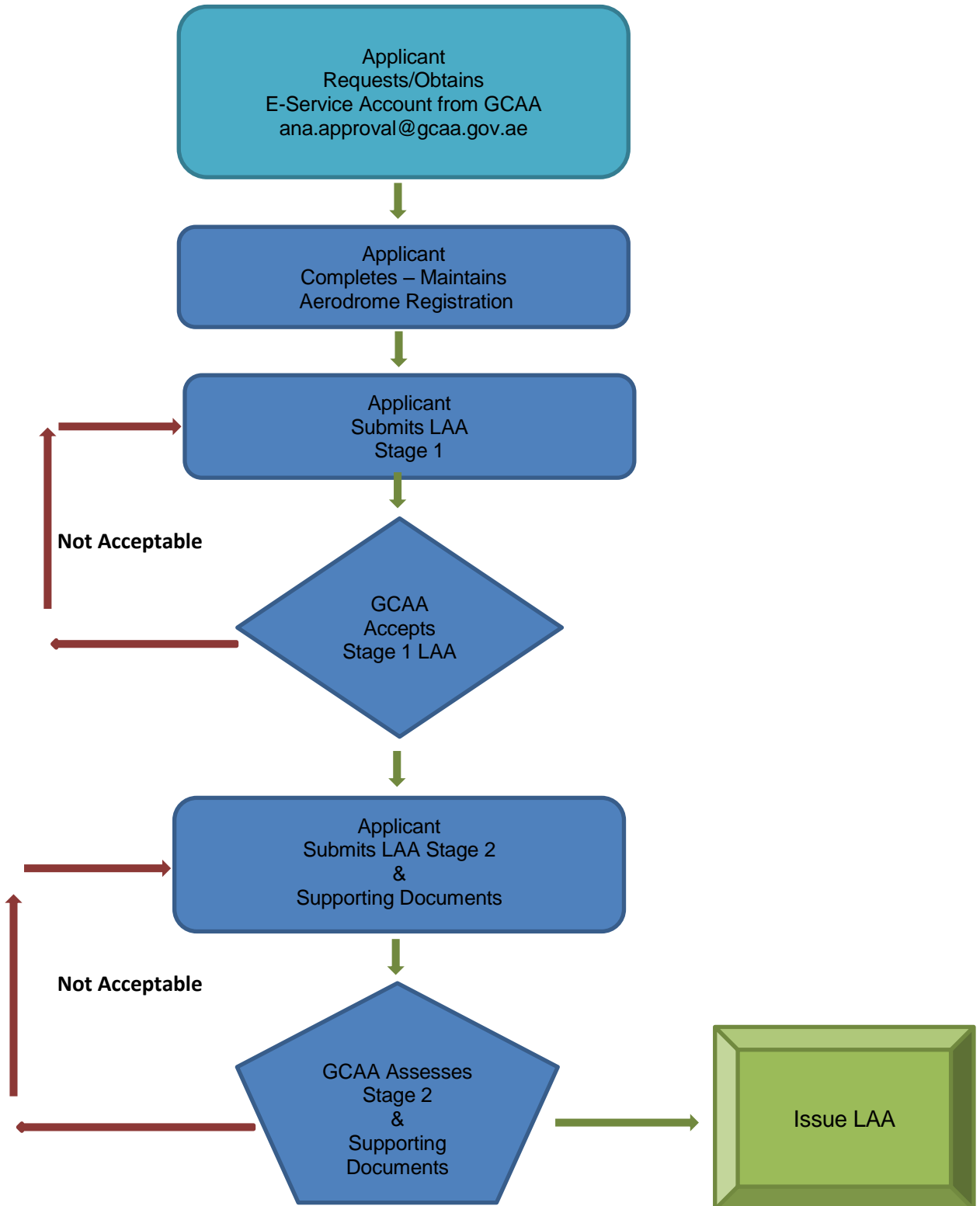
This table should be used to evaluate if operations require an aerodrome to be certificated under the definition of “Air Service” including other aerodromes which provide facilities for operations using instrument approach or departure procedures; or for those requiring an Aircraft / Helicopter Landing Area Acceptance for private use, (not Air Service operations) and non-instrument runways, (excluding areas used solely for Light Sport Aircraft).

**NOTE 1:** The categorisation of flights for Public Transport may differ for Flight Crew Licensing, Flight Operations and Airworthiness. Applicable Regulation should therefore apply. The issue of an Aerodrome/Heliport Certificate or Aircraft /Helicopter Landing Area Acceptance, does not constitute an “approval” from Flight Operations Department, with reference to CAR Part IV-OPS 3.

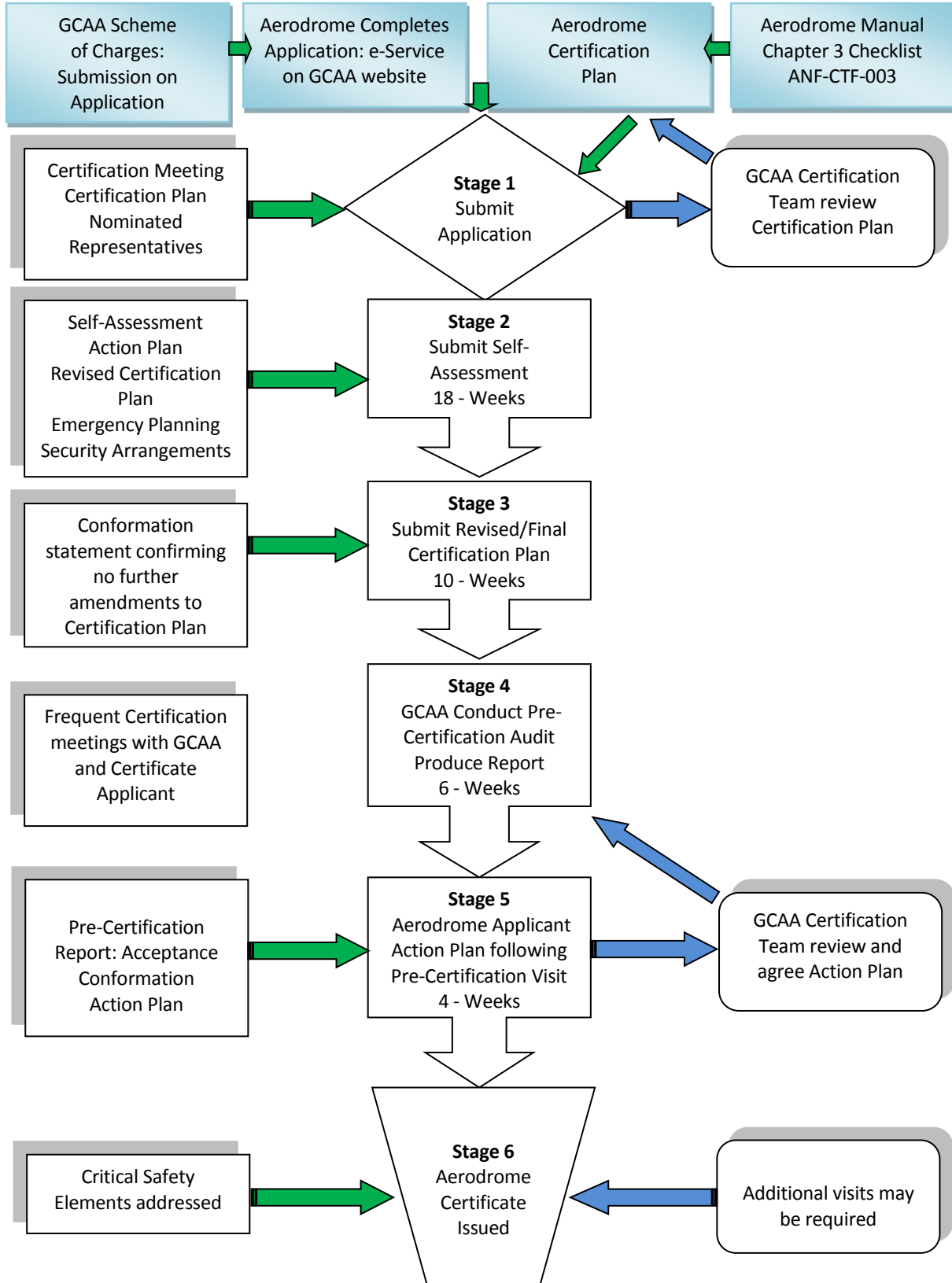
**NOTE 2:** The GCAA may approve the certification of aerodromes or provide a Landing Area Acceptance (whichever is deemed appropriate), once the criteria have been met; however the responsibility for the maintenance and condition of the landing area, the facilities and for obstacle control, remains with the Certificate / Acceptance Holder.

Type of Operation		Status	Aerodrome Certification or Aircraft Landing Area Acceptance
1	Payment is made for the carriage of passengers, mail or cargo (other than crew).	Air Service	Aerodrome / Heliport Certificate
<b>Phased Process for Aircraft Landing Area Acceptance – Initial Self-Assessment</b>			
3	Payment is only for the pilot; for example, this allows a private owner to pay a flying instructor for a flying lesson in the owner's aircraft.	Private Operator	Aircraft Landing Area Acceptance
4	<b>Flying Displays and Races</b> Direct costs (i.e. fuel) for no profit is permitted, but excludes payment to the pilot.	Private Operator	Aircraft Landing Area Acceptance
5	<b>Cost Sharing</b> Provided that the only payment is a contribution to the direct costs of the flight otherwise payable by the pilot in command.	Private Operator	Aircraft Landing Area Acceptance
6	<b>Parachuting</b> Note: Approval required in accordance with GCAA CAR Part IV Special Purpose Operations: Section C, Parachuting Operations.	CAR Part IV OPS 3, Sections C	Aircraft Landing Area Acceptance
7	<b>Flying Schools</b> Note: Approval required in accordance with GCAA CAR Part IV Special Purpose Operations: Section A, Approved Flying Schools.	CAR Part IV OPS 3, Sections A	Aircraft Landing Area Acceptance
8	<b>Hospitals / Clinics</b> Operations to facilities will be required to apply special procedures.	Public Service	Helicopter Landing Area Acceptance
<b>Other Operations</b>			
9	<b>Police / SAR</b> Certification or acceptance will not apply to landing areas used solely for the purpose of operating police or SAR aircraft.	-	Not required
10	<b>Off-Shore Helideck Operations</b> Dedicated operations to off-shore helideck sites.	-	Acceptance - Oil and Gas Companies

**APPENDIX 2: ANA E-SERVICES PROCESS FLOW CHART FOR AIRCRAFT LANDING AREA ACCEPTANCE**



**APPENDIX 3: CERTIFICATION PROCESS FLOW CHART**





#### APPENDIX 4: RELEVANT AUTHORITIES

*Note: The following list is not comprehensive and is for guidance only*

	General Civil Aviation Authority	Local Departments of Civil Aviation / Department of Transport	Municipalities	Civil Defense (Emergency Plan)	Critical National Infrastructure Authority / Coastguard Authority	Utility Bodies (e.g. power, cables)
<b>Aerodromes or Heliports</b>	x	x	x	x	x	x
<b>Elevated Heliports</b>	x	x	x	x	x	x
<b>Water Aerodromes</b>	x	x	x	x	x	x

“X” indicates that applicants are required to seek appropriate approvals or permissions from the relevant authorities.

**Note:** Before submitting this application, the authorities as indicated in this Appendix, should be consulted and if appropriate, their approvals obtained. There may also be other bodies that applicants should inform in their own interests; it is the responsibility of the applicant to obtain the appropriate approvals. The application for planning / building permissions and the request for the Aerodrome Certificate or an Aircraft Landing Area Acceptance is not interdependent and is required to be made separately.