



CIVIL AVIATION ADVISORY PUBLICATION

CAAP 30

THE ISSUE AND VERIFICATION OF AN AERODROME CERTIFICATE

GUIDANCE AND INFORMATION FOR AERODROME/HELIPORT OPERATORS

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. This CAAP provides aerodrome (including heliport) operators with an overview of the general obligations relating to aerodromes as encapsulated in the aerodrome regulatory system. Detailed requirements are contained in GCAA Civil Aviation Regulations (CAR) Part IX, Chapter 2.
- 1.2 Throughout this document the terms “applicant” will be used to refer to the proposed Aerodrome Certificate holder or representative as deemed appropriate.
- 1.3 This CAAP shall also apply to heliports, hence where the term “aerodrome” is used, it will include reference to heliports.
- 1.4 CAR Part IX states:
- (a) Operators of an aerodromes served by aircraft conducting an Air Service shall have an Aerodrome Certificate.
 - (b) Any other Aerodrome Operator may apply to the Authority for an Aerodromes Certificate.
- 1.5 Certification:
- (a) For **Air Service** operations, on successful completion of the process, applicants will be granted an **Aerodrome Certificate**. (The option to apply for an Aerodrome Certificate for private use is available to all applicants).
 - (b) If an operator intends to offer facilities for **private use**, then guidance should be sought from the GCAA. It is anticipated that such aerodromes will be “registered” with the GCAA once it has been determined that all conditions of registration have been met; following which an **Aeroplane Landing Area Approval** will be granted.



1.6 For all aerodrome applications, Form “Aerodrome/Heliport Certificate Application” (ANF-CTF-002) should be completed.

2. STATUS OF THIS CAAP

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 It will remain current unless withdrawn or superseded.

Following periodic review of the CAAP, it was revealed that the Certification Application process should be streamlined for efficiency purposes. The entire document has been revised

3. APPLICABILITY

This CAAP is applicable to all operators of Certificated Aerodromes and those considering certification in the UAE.

4. REFERENCES

- a) CAR Part IX (Aerodromes)
- b) CAR Part X (Safety Management System Requirements)
- c) CAR Part IX (Aerodrome Emergency Services, Facilities and Equipment)
- d) ICAO Annex 14 Volume II (Aerodromes – Heliports)
- e) ICAO Heliport Manual Doc 9261-AN/903
- f) ICAO Airport Service Manual Part 1 Rescue & Fire-Fighting
- g) National Fire Protection Association (NFPA) 418 Standards for Heliports.

5. GUIDANCE AND POLICY

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



6. CONTENTS

Chapter 1 – Introduction	1
1. Purpose.....	1
2. Status of this CAAP.....	2
3. Applicability.....	2
4. References.....	2
5. Guidance and Policy.....	2
6. Contents	3
7. Definitions	4
8. Aerodrome Boundary	5
Chapter 2 – The Certification Process.....	6
1. Who Can Apply for the Certificate	6
2. Timescale for Processing of Applications.....	6
3. Aerodromes: Heliports	6
4. Charges for Aerodrome Certification	6
5. Conditions That Must be Satisfied to Grant a Certificate.....	7
6. Submitting An Application	7
7. Aerodrome Certification Process: Stages for Completion.....	7
7.1 Stage 1 - Application.....	7
7.2 Stage 2 – Aerodrome Applicant: Self-Assessment	8
7.3 Stage 3 – Submission of Final Aerodrome Certificate Plan.....	8
7.4 Stage 4 – GCAA: Pre-Certification Audit (Verification).....	8
7.5 Stage 5 – Aerodrome Applicant: Action Plan	8
7.6 Stage 6 – GCAA: Aerodrome Certificate	9
8. Aerodrome Certificate Conditions	9
9. Transfer of An Aerodrome Certificate.....	9
10. Regulatory Oversight	10
Appendix 1: Certification Process Flow Chart	11



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 Certificate	A certificate issued by the Authority under Civil Aviation Regulation Part IX for the operation of an aerodrome.
Aerodrome Certification Plan	A comprehensive plan detailing as a minimum: <ul style="list-style-type: none">a) timescales and milestones with reference to meeting regulatory requirements;b) a compliance matrix, demonstrating compliance with GCAA regulations, appropriate to the scope and scale of the proposed operations.
Aerodrome 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 Manual	The manual that forms the exposition and is part of the application for an Aerodrome Certificate pursuant to these Regulations, including any amendments thereto accepted by the Authority.
Aerodrome Operator	In relation to a certified aerodrome, the Aerodrome Certificate 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.
Air Service	An air service open to the public and performed by an aircraft for the public transport of passengers, mail or cargo for remuneration or hire.
Approved by the Authority	Documented by the Authority as suitable for the purpose intended.
Authority	The General Civil Aviation of the United Arab Emirates and is the competent body responsible for the safety regulation of Civil Aviation.
Certified Aerodrome	An aerodrome whose operator has been granted an Aerodrome Certificate.



Elevated Heliport	A heliport located on a raised structure on land.
Helideck (off-shore)	A heliport located on an off-shore structure such as an exploration or production platform used for the exploitation of oil or gas.
Heliport (surface level)	An aerodrome or a defined area on a structure intended to be used wholly or in part for the arrival, departure or surface movement of helicopters.
Manoeuvring Area	That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.
Movement Area	That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the Manoeuvring Area and the apron(s).

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, 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 GCAA following the issue of an Aerodrome Certificate or Aeroplane Landing Area Approval.



CHAPTER 2 – THE CERTIFICATION PROCESS

1. WHO CAN APPLY FOR THE CERTIFICATE

1.1 The applicant for an Aerodrome Certificate should be the operator of the aerodrome or heliport who can either 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.

1.2 If the applicant is not the owner or occupier of the aerodrome, then a written consent from the owner or occupier of the land on which the aerodrome is located will be required.

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; this includes the submission of the Aerodrome Manual and time set aside for the site inspection. Applicants may experience unforeseen difficulties in meeting certification requirements and this may prolong the process. The GCAA 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. AERODROMES: HELIPORTS

CAR Part IX - Appendix 16 applies to heliports. In assessing acceptability for certification purposes, the GCAA has adopted the International Civil Aviation Organization's (ICAO) Standards and Recommended Practices (SARPS) for sites used solely by helicopters as detailed in ICAO Annex 14 Volume II (Heliports) and in the ICAO Heliport Manual.

4. CHARGES FOR AERODROME CERTIFICATION

Applicants undertake to pay the GCAA's charges in respect of an Aerodrome Certificate application; these are published in the GCAA Service Fees. Payment of this charge is required on submission of the application (payable to the General Civil Aviation Authority); it does not necessarily guarantee the grant of an Aerodrome certificate.



5. CONDITIONS THAT MUST BE SATISFIED TO GRANT A CERTIFICATE

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

6. SUBMITTING AN APPLICATION

- 6.1** The applicant shall provide a completed “Aerodrome/Heliport Certificate Application” (ANF-CTF-002).
- 6.2** The completed application form (ANF-CTF-002), an electronic version of the Aerodrome Manual, a completed “CAR Part IX – Chapter 3 - Aerodrome Manual Checklist” (ANF-CTF-003), an Aerodrome Certification Plan and the payment of charges, should be submitted to:

Director Air Navigation and Aerodrome Department
GCAA
Aerodrome Section
PO Box 6558
Abu Dhabi
Email: ana@gcaa.gov.ae

- 6.3** The Aerodrome/Heliport Certificate Application (ANF-CTF-002) and Aerodrome Manual Checklist (ANF-CTF-003) are available on the GCAA website www.gcaa.gov.ae, along with the GCAA Service Fees.
- 6.4** The applicant will be required to set out timescales, milestones and a detailed regulatory compliance matrix in the **Aerodrome Certification Plan**.
- 6.5** The GCAA Inspectors may also 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.

7. 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.

7.1 Stage 1 - Application

An Aerodrome/Heliport Certificate Application (ANF-CTF-002) shall be submitted in accordance with section 6 of this CAAP, requesting the issue or transfer of an Aerodrome Certificate, at least 26 (twenty six) weeks prior to the applicant’s requested target date.



In addition, at this stage the applicant shall nominate a representative as a point of contact with the GCAA.

The proposed certificate holder shall sign the application, indicating the certificate holder's acceptance of the terms and conditions of holding and maintaining an Aerodrome certificate as detailed in CAR Part IX - Chapter 2.

The applicant should initiate a meeting with the GCAA to discuss the application and the content of the Aerodrome Certification Plan. The commencement of Stage 2 will be dependent upon detail provided within the Plan.

7.2 Stage 2 – Aerodrome Applicant: Self-Assessment

The applicant shall conduct a self-assessment against the Aerodrome Certification Plan which shall detail 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. This assessment shall be undertaken with reference to the requirements of the UAE Civil Aviation Regulations (CARs), Civil Aviation Advisory Publications (CAAPs) and related ICAO documents in regard to the aerodromes/heliports.

It will also be necessary to satisfy all security and emergency planning requirements.

On completion of this detailed assessment, the applicant shall submit a revised Aerodrome Certification Plan to the GCAA 18 (eighteen) weeks before the requested target date.

7.3 Stage 3 – Submission of Final Aerodrome Certificate Plan

The applicant shall submit to the GCAA any amendments to the Aerodrome Certification Plan following the identification of actions through the self-assessment process. If appropriate, a list of actions should be included along with progress of completion of actions.

A statement should be made confirming that no further amendments to the Aerodrome Certification Plan will be made, no later than 10 (ten) weeks before the requested target date.

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

The GCAA shall upon receipt of the final Aerodrome Certification Plan, conduct a Pre-Certification Audit (verification) of the aerodrome facilities, including sampling of policies and procedures and other related safety activities. 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.

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.

7.5 Stage 5 – Aerodrome Applicant: Action Plan

The applicant shall on receipt of the GCAA audit report, send an acceptance confirmation of the audit report and submit an action plan with timescales to the GCAA, to rectify or mitigate



any findings to a level acceptable to the GCAA, no later than 4 (four) weeks before the requested target date.

7.6 Stage 6 – GCAA: Aerodrome Certificate

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.

The Aerodrome Certificate will only be issued on receipt of the appropriate fees in accordance with the GCAA Service Fees.

8. AERODROME CERTIFICATE CONDITIONS

A GCAA Aerodrome Certificate consisting of the following components:

- (a) Aerodrome Certificate - Front Page
- (b) Part 1 - Standard Conditions - General Conditions which are applicable to all aerodrome operators.
- (c) Part 2 - Specific Conditions - Specific Conditions are applicable to the named aerodrome.
- (d) Part 3 - Waiver for Deviations from UAE Civil Aviation Regulation - All deviations are subject to a detailed assessment by the Authority. Once the GCAA has completed the deviation acceptance process and is fully satisfied, will a deviation be accepted and be placed on an Aerodrome Certificate.

9. TRANSFER OF AN AERODROME CERTIFICATE

The transfer of an Aerodrome Certificate is subject to stages and timelines as detailed in section 7 of this CAAP and the following conditions:

- (a) The application form (ANF-CTF-002) has been completed and submitted to the GCAA for assessment and acceptance.
- (b) Production of a revised Aerodrome Manual and an updated CAR Part IX – Chapter 3 – Aerodrome Manual Checklist (ANF-CTF-003).
- (c) 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 commitment will be required 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.
- (e) All conditions contained in the GCAA CAR Part IX, Chapter 2 certification process, have been achieved.
- (f) The Certificate will only be issued on receipt of the appropriate fees in accordance with the GCAA Service Fees.

10. REGULATORY OVERSIGHT

- 10.1** An Aerodrome Certificate is granted by the GCAA under Federal Act 20 (Civil Aviation Law - Article 27), as 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.
- 10.2** Federal Act 20 - Article 27 provides that the GCAA may, on sufficient safety grounds revoke, suspend or vary an approval or certificate.
- 10.3** Accordingly, the GCAA 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.

APPENDIX 1: CERTIFICATION PROCESS FLOW CHART

