



دولة الامارات العربية المتحدة
الهيئة العامة للطيران المدني
UAE General Civil Aviation Authority

ANS Regulations Department

CAAP 30

The Issue and Renewal of an Aerodrome Certificate

Enquiries regarding the content of this publication should be addressed to:

ANS Regulations Department, General Civil Aviation Authority,
PO Box 6558, Abu Dhabi, UAE

The latest version of this document is available in electronic format at www.gcaa.ae/publications, where you may also register for e-mail notification of amendments.

1. CONTENTS

Chapter 1	CONTENTS	3
Chapter 2	INTRODUCTION	4
	2.1 Purpose	4
	2.2 CAR Part IX, Section 2	4
Chapter 3	STATUS	4
Chapter 4	APPLICABILITY	4
Chapter 5	REFERENCES	4
Chapter 6	DEFINITIONS	4
Chapter 7	ARRANGEMENTS FOR EXISTING LICENSED AERODROMES	6
Chapter 8	WHO CAN APPLY FOR THE CERTIFICATE	6
Chapter 9	CONDITIONS THAT MUST BE SATISFIED TO GET A CERTIFICATE	6
Chapter 10	MAKING AN APPLICATION	7
Chapter 11	AERODROME CERTIFICATION PROCESS	7
Chapter 12	TRANSFER OF AN AERODROME CERTIFICATE	9
Chapter 13	ON NOTICE PROCEDURE	9

2. INTRODUCTION

2.1 Purpose

The purpose of this Civil Aviation Advisory Publication (CAAP) is to describe what aerodrome and heliport operators need to do to get an aerodrome certificate. This CAAP is applicable to operators of aerodromes that were licensed before the advent of CAR Part IX (2009) and new applicants for aerodrome or heliport certificates. This CAAP provides aerodrome and heliport operators and aircraft operators with an overview of the general obligations relating to aerodromes/heliports as encapsulated in the aerodrome regulatory system. Detailed requirements are contained in GCAA CAR Part IX, Chapter 2.

2.2 The main changes brought about by CAR Part IX (2009) are:

- (a) Operators of aerodromes used by aircraft conducting air services shall have an aerodrome certificate;
- (b) Operators of other aerodromes may also apply to have their aerodromes certified;
- (c) Operators of heliports used by aircraft conducting air service operations shall have an aerodrome/heliport certificate;
- (d) Operators of other heliports may also apply to have their heliports certified;

3. STATUS

Effective 01 October 2009

4. APPLICABILITY

This guidance document applies to all existing aerodrome licence holders/operators and any potential future aerodrome or heliport operators requiring/seeking an aerodrome certificate.

5. REFERENCES

Civil Aviation Regulations Part IX, Chapter 2.

6. DEFINITIONS

For the purpose of aerodrome certification the following definitions apply:

- 6.1 **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.

- 6.2 **Aerodrome certificate.** A certificate issued by the Authority under Civil Aviation Regulation Part IX for the operation of an aerodrome.
- 6.3 **Aerodrome certificate – low capacity.** A certificate issued by the Authority under Civil Aviation Regulation Part IX for the operation of an aerodrome that is served by aircraft conducting an air service operation, with a maximum capacity of 10 passenger seats or a MTOW less than 5,700 kgs.
- 6.4 **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.
- 6.5 **Aerodrome manual.** The manual that forms part of the application for an aerodrome certificate pursuant to these Regulations, including any amendments thereto accepted by the Authority.
- 6.6 **Aerodrome Operator.** In relation to a certified aerodrome, the aerodrome certificate holder.
- 6.7 **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.
- 6.8 **Air Service.** An airservice operation open to the public and performed by an aircraft for the public transport of passengers, mail or cargo for remuneration or hire.
- 6.9 **Approved by the Authority,** means documented by the Authority as suitable for the purpose intended.
- 6.10 **Authority** means the General Civil Aviation Authority of the United Arab Emirates and is the competent body responsible for the safety regulation of Civil Aviation.
- 6.11 **Certified aerodrome.** An aerodrome whose operator has been granted an aerodrome certificate by the authority under applicable regulations for the operation of an aerodrome.
- 6.12 **Heliport.** An aerodrome or a defined area on a structure intended to be used for the arrival, departure or surface movement of helicopters.
- 6.13 **Manoeuvring area.** That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.
- 6.14 **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).

7. ARRANGEMENTS FOR EXISTING LICENSED AERODROMES

Moving from the licensing system to the new certification system is a simple process for existing licence holders and will be automatic.

A new application for an aerodrome certificate may be issued upon application and within the timelines outlined within this CAAP. The new aerodrome certificates will be issued by the Director General of the GCAA. Aerodrome operators will be scheduled a time frame for completion of this task.

GCAA will not charge for services provided in relation to the issue of the new aerodrome certificates to existing aerodrome licence holders.

8. WHO CAN APPLY FOR THE CERTIFICATE

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 or heliport is located;
- (b) The occupier of the land on which the aerodrome or heliport is located; or
- (c) The actual person or organisation operating the aerodrome or heliport.

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

9. CONDITIONS THAT MUST BE SATISFIED TO GET A CERTIFICATE

Before a certificate is granted, GCAA will need to be satisfied that:

- (a) The aerodrome or heliport facilities and equipment are in accordance with the standards specified in the GCAA Civil Aviation Regulations and meet all Aviation Security requirements;
- (b) The Aerodrome/Heliport Manual contains all of the particulars required under the regulations including the Exposition;
- (c) The aerodrome or heliport operating procedures, as documented in the Aerodrome Manual, make satisfactory provision for the safety of aircraft; and;
- (d) After acceptance of the Emergency Plan, the aerodrome operator shall be required to demonstrate the effectiveness of the plan by carrying out a full operational emergency exercise.
- (e) The applicant will be able to properly operate and maintain the aerodrome or heliport. In assessing an application, GCAA will be looking particularly for evidence that:
 - The aerodrome movement area conforms to the standards specified in CAR Part IX;
 - The aerodrome operational information to be promulgated in the UAE AIP has been correctly gathered, and thoroughly verified, by appropriately qualified person(s);

- The aerodrome operating procedures (SMS) show a clear understanding of the responsibilities of the operator and are commensurate with the particular aerodrome concerned;
- Personnel employed at the aerodrome have the appropriate skill, experience, training and remain competent.

10. MAKING AN APPLICATION

Completed copy of the application form (ANS AC 001), electronic version of the aerodrome manual along with the completed Chapter 3 checklist and completed Aerodrome Safety Reports (ANS ASR 002/003) should be submitted to:

Director General
GCAA
PO BOX 6558
Abu Dhabi
Attention: Chief ANS Regulations
Telephone: 02 444 7666

The Aerodrome Manual chapter 3 checklist, ANS AC 001 and ANS ASR 002/003 are all available on the GCAA website www.gcaa.ae. along with the GCAA scheme of charges.

To ensure that the application meets the conditions set out in Chapter 2 of the CAR Part IX, the GCAA Aerodrome Inspector may conduct interviews or carry out site inspections. The timelines and milestones should be as set out within Section 11 of this document, "GCAA Aerodrome Certification Process".

The GCAA Aerodrome Inspector may also ask for clarification or additional information if the information provided through the Aerodrome Manual, the manual checklist or the ASR's is deemed inadequate.

If the issue of the aerodrome certificate involves the attachment of certain conditions, written notification of the conditions will be provided.

11. GCAA AERODROME CERTIFICATION PROCESS

Stage 1

A formal **APPLICATION FOR AN AERODROME CERTIFICATE** (ANS AC 001) shall be submitted to the GCAA requesting the issue/renewal of an aerodrome certificate, at least 26 (twenty six) weeks prior to the operator's requested target date for the renewal or issue of the certificate.

The aerodrome operator/certificate holder shall sign the application on page 8 (eight), indicating the aerodrome operator's acceptance of the terms and conditions of holding and maintaining an aerodrome certificate as detailed in CAR Part IX, Chapter 2.

Stage 2

The Aerodrome Operator shall conduct a pre certificate/renewal safety oversight audit which shall then be submitted to the GCAA containing a detailed work plan with planned actions and timescales to resolve/rectify or adequately mitigate all known safety related non compliances identified in this assessment. This safety assessment shall be undertaken against the requirements of the Civil Aviation Regulations (CAR's), ICAO annex 14 volume 1 and 2 in regard to the aerodrome. It will also be necessary to satisfy all security and emergency planning requirements.

On completion of this assessment the Aerodrome Operator or Certificate Holder's Representative shall also complete the provided Aerodrome Safety Report (ANS ASR 002) and submit to the GCAA 18 (eighteen) weeks before the requested target date.

Stage 3

The Aerodrome Operator or the Certificate Holder's Representative shall submit to the GCAA any amendments/additions to the original ASR, listing any actions completed, or submit a confirmation statement that no further amendments or additions to the original ASR have been identified no later than 12 (twelve) weeks before the requested target date.

Stage 4

The Aerodrome Operator or the Certificate Holder's Representative shall submit a Statement of Compliance (SC) against the requirements of CAR's, ICAO annex 14, Volume 1 or 2, 10 (ten) weeks before the requested target date.

The GCAA shall, upon receipt of the SC, conduct a pre certificate/renewal aerodrome inspection of the aerodrome facilities including sampling of policies and procedures and other related safety activities. The Aerodrome Inspector will then produce a report and send to the Aerodrome Operator or the Certificate Holder's Representative no later than 6 (six) weeks before the requested target date.

Stage 5

The Aerodrome Operator or the Certificate Holder's Representative shall on receipt of the Inspectors Pre-Certificate / Renewal Inspection report, send a formal company acceptance confirmation of the report and submit an action plan with timescales to the GCAA to rectify or mitigate any findings to an acceptable level, under the operator/s Safety Management System (SMS) no later than 4 (four) weeks before the requested target date.

The GCAA will only issue an Aerodrome Certificate, when the Authority is completely satisfied that all critical safety elements have been adequately addressed and this may require a further GCAA audit/Inspection follow up.

The Aerodrome Certificate will only be issued on receipt of the appropriate fees in accordance with the GCAA scheme of charges

12. TRANSFER OF AN AERODROME CERTIFICATE

The transfer of an aerodrome certificate is subject to the following conditions:

1. Payment of a Transfer fee, the amount as specified by Federal Cabinet Decree. Such fees shall be paid yearly at the commencement of the calendar year.
2. Production of an updated Aerodrome Manual and chapter 3 checklist that is in compliance with CAR Part IX. Please note that this will of necessity first require the organisational structure to be determined and secondly procedures for each relevant area developed and implemented.
3. Description of the organisation structure outlining those persons accountable and responsible for safety critical roles as identified in CAR Part IX, Chapter 3, including the person who has overall/assigned accountability at the airports for aerodrome certification and safety issues. Another person may be assigned as the responsible key focal point for co-ordination of day to day certification issues.
4. A statement that the new Aerodrome Operator or Certificate Holder's Representative will undertake aerodrome operations in a manner that is safe and compliant with UAE Civil Aviation Regulations and GCAA safety directives. This should extend to committing to resolve any future/outstanding deficiencies as identified in findings resulting from the verification audits conducted to date of the transfer.
5. The GCAA Aerodrome Certificate Application (ANS AC 001) has been completed and submitted to the GCAA for assessment and acceptance.
6. All conditions contained in the GCAA CAR part 9, Chapter 2 certification process, have been achieved.

13. ON NOTICE PROCEDURE

Certification of Aerodromes

- 1.1 An aerodrome certificate is granted by the GCAA under Federal Act 20 (civil aviation law) article 27, as amended, if it is satisfied 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. Federal Act 20, article 27 provides that the GCAA may, on sufficient safety grounds revoke, suspend or vary an approval or certificate.
- 1.2 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.

Oversight and Certificate Action

- 1.3 Whilst the great majority of certificate holders maintain high safety standards, there are occasions when the GCAA detects trends, at a specific aerodrome, in some operations that indicate standards are deteriorating. If left unchecked these could lead to a situation whereby the GCAA is no longer satisfied as to a certificate holder's competence to ensure that the aerodrome is safe for use by aircraft.
- 1.4 With such aerodromes the GCAA will take action in a consistent fashion that makes it clear to the certificate holder what must be done to recover the situation. It must also be made clear what the consequences for the aerodrome would be if the certificate holder fails to adhere to a recovery plan.
- 1.5 The GCAA's view of an aerodrome certificate holder will fall within one of four cases:

	GCAA View	GCAA Action	Reference
<u>Case 1</u>	The GCAA remains satisfied that the aerodrome is safe for use by aircraft.	Apply normal oversight	CAR Part IX, Chapter 2
<u>Case 2</u>	The GCAA remains satisfied but has observed a trend which, if unchecked, would lead it to cease to be satisfied that the aerodrome is safe for use by aircraft.	Apply the <i>On Notice</i> procedure	NOTAC 05/2009 CAR Part IX, Chapter 2
<u>Case 3</u>	The GCAA has information which raises a reasonable doubt about whether the certificate holder can ensure that the aerodrome and its airspace are safe for use by aircraft but further enquiries are needed	Suspension or a restriction imposed on operations	CAR Part IX, Chapter 2

Case 4	The GCAA has sufficient evidence with which to conclude that the aerodrome certificate holder is not competent to ensure that the aerodrome and its airspace are safe for use by aircraft	Propose to revoke the aerodrome certificate and in the meantime suspend if not already suspended	CAR Part IX, Chapter 2
--------	---	--	------------------------

ANS 'ON NOTICE' PROCEDURE

In the event that the GCAA has observed a trend which, if unchecked, would lead it to cease to be satisfied as to the competence of the certificate holder, the GCAA will contact the certificate holder to set out the GCAA's concerns. The GCAA will make it clear that unless the trend is reversed the GCAA may cease to be satisfied as to the competence of the certificate holder, in which circumstances it may take further action in accordance with Case 3 or Case 4 as listed in 1.5.

It is important to recognise that every case needs to be judged on the individual circumstances. Examples of what could prompt action in accordance with Cases 2, 3 or 4 are:

- Safety Significant Non Compliant Audit Findings;
- Repetitive Audit Findings, including a failure to identify root causes of findings or a 'sticking plaster' approach to findings;
- Significant incidents, together with a failure to investigate properly and deal with the root causes;
- An increasing number of incidents, indicating an underlying systemic failure;
- Poor management attitude to compliance;
- A management that prefers solutions that simply address the detail of the finding and that is unwilling or unable to put measures in place that address the root cause of non-compliances;
- Unstable/ineffective management. Instability can be caused by excessive changes in structure, personnel, or both.

The GCAA will set out its concerns and request a recovery plan from the certificate holder to address the causes of the adverse trend. The recovery plan should provide deliverables that can be measured, including specific timescales. The recovery plan should set out clearly the "who, what,

where and how". The need for, and adherence to agreed timescales is particularly important.

The certificate holder will be informed that a failure to deliver, either in terms of quality and/or time, will result in firm regulatory action. This action may include the suspension of an aerodrome certificate.

WITHDRAWAL FROM 'ON NOTICE'

Where the certificate holder completes the agreed actions in the recovery plan to the satisfaction of the GCAA that the adverse trend observed by the GCAA has been reversed, the certificate holder will be informed in writing that the aerodrome is no longer on 'On Notice' and is returned to Case 1 – normal oversight.