

INTERNATIONAL CIVIL AVIATION ORGANIZATION
FIRST MEETING OF DIRECTORS OF CIVIL AVIATION OF THE
CARIBBEAN REGION (CAR/DCA/1)

(Grand Cayman, Cayman Islands, 8-11 October 2002)

Agenda Item X4

Air Navigation
4.3 Aerodrome Development/ AGA

CERTIFICATION PROCESS FOR AERODROMES
OPERATION IN THE REPUBLIC OF CUBA

(Presented by Cuba)

SUMMARY

This information note briefly summarizes the Certification Process for Aerodromes Operation of the Institute of Civil Aeronautics of Cuba (IACC).

1. Introduction.

1.1 Certification Process for Aerodromes Operation in the Republic of Cuba started from the enactment and putting into effect of the Aerodrome Rules by means of Resolution DJ-08/99 of the President of the Institute of Civil Aeronautics of Cuba, and established in March 1999.

1.2 Aerodromes Certificate is granted by the IACC's Aerodromes Directorate and has a public function certifying that the Aerodrome at issue guarantees the safety regularity and efficiency of aircraft operations at same, thus ensuring full compliance with State regulations.

1.3 This process has been implanted at all International Airports where two are Certified and the rest have an Action Plan addressed to provide compliance with all requirements and specifications required for the Process.

2. Development:

2.1 Aerodromes Certification Process comprises the following stages:

- 1st Application and submission of documents by the Operator
- 2nd Elaboration and assessment of documents according to Aerodrome Rules (Dossier Preparation)
- 3rd Inspection of the Aerodrome's facilities and equipment
- 4th Granting or refusal of Aerodrome Certificate
- 5th Publication in the AIP.

2.2 1st Stage: Application and submission of documents by the Operator

2.2.1 The Airport's Director shall submit an application with its corresponding Aerodrome Dossier to the IACC's Aerodrome Directorate for approval. This application shall be addressed to the IACC's Aerodrome Director.

2.3 2nd Stage: Elaboration and assessment of documents according to Aerodrome Rules (Preparation of Aerodrome Dossier)

2.3.1 The Aerodrome Dossier is the document containing technical information on the Aerodrome facilities, and also shows Aerodrome characteristics in connection with IACC's approved standards and regulations, thus constituting a reference for further evaluation through an inspection performed by the commission in charge of the granting or refusal of the Aerodrome Certificate. The Dossier must provide updated information and a copy of this document shall accompany the Aerodrome Certificate.

2.4 3rd Stage: Inspection of Aerodrome facilities and equipment

2.4.1 Facilities, equipment and services shall be inspected in order to verify Aerodrome operator's compliance with requirements and specifications established in Aerodrome Rules and Manuals issued by the State.

2.4.2 A multidisciplinary commission comprising the following Aeronautic Authorities carries out this inspection:

- ❖ IACC's Aerodrome Director – Presiding the Commission
- ❖ IACC's Aerodrome Directorate Specialist
- ❖ IACC's Directorate of Operations and Security Specialist
- ❖ IACC's Air Navigation Directorate Specialist.

2.4.3 This commission visits the Aerodrome together with the operator and assesses the status of facilities, services and equipment, as well as other beyond the Aerodrome boundaries.

2.5 4th Stage: Granting or refusal of Aerodrome Certificate

2.5.1 Upon conclusion of the 3rd Stage, the commission prepares a Technical Summary by each discipline or specialty and presents the inspection results to the Operator.

2.5.2 Should the results prove to be favorable, both, the President of IACC and the Vice-President in charge of the aeronautic activity approve the Aerodrome Certificate after having conducted a thorough analysis of the outcome of the inspection performed by the multidisciplinary commission. After that, a copy of the Dossier accompanying the Certificate is rendered to the Airport General Manager. This copy has an active function by being updated periodically and shall record any changes in this document with previous notification of such changes to the Directorate of the IACC. In case this notification is not provided, the Public Document issued can be invalidated. The Document shall be effective for a term of five years from the date of issuance.

2.5.3 The certificate can be partially or totally suspended or cancelled at any time, by the Institute of Civil Aeronautics of Cuba, due to failure to comply, by the operator, its officials or agents, with the terms and provisions established.

2.5.4 Should the results prove to be unfavorable, the applicant shall be informed of deficiencies detected and an Action Plan to correct such deficiencies shall be elaborated. A document refusing to grant this Certificate is issued by the Aeronautical Authorities.

2.6 5th Stage: International Release by Publication on AIP.

2.6.1 Upon conclusion of the process and issuance of the Aerodrome Certificate, international release of this matter is made through the aeronautical information services publication: (AIP).

3. Conclusions:

3.1 The Certification Process prevents and corrects, effectively and in a timely fashion, deficiencies in our Aerodromes. This has significantly contributed the improvement of safety levels in air operations and committing Aerodromes operators to maintain efficiency and safety in their facilities.

3.2 Presently, the Certification Process is being improved as well as a suitable implementation analysis of the new ICAO's Aerodrome Certification Manual, Doc. 9774-AN/969.