



ICAO

The Third Meeting of the Asia/Pacific Aerodrome Assistance Working Group (AP-AA/WG/3)

Video Teleconference, 23 to 26 March 2021

Agenda Item 7: AP-AA/WG Task List

**GENERIC AERODROME CERTIFICATION
SPECIFIC OPERATING REGULATIONS**

(Presented by Malaysia)

SUMMARY

This Working Paper presents a generic specific operating regulations for the consideration by AP-AA/WG.

1. INTRODUCTION

1.1 This Working Paper presents a generic specific operating regulations for the consideration by AP-AA/WG.

2. DISCUSSION

2.1 With reference to AP-AA/WG Task 1/3 (a), Malaysia presents a generic specific operating regulations which was modified from an existing manual used in Malaysia.

2.2 The generic manual is available in **Attachment A**.

3. ACTION BY THE MEETING

3.1 The Meeting is invited to review and amend the generic specific operating regulations as appropriate.

CIVIL AVIATION AUTHORITY

GENERIC AERODROME CERTIFICATION SPECIFIC OPERATING REGULATIONS

Foreword

This manual is a [CAA] safety programme document. It contains processes determined to be necessary in supporting operational safety at aerodromes in the [State]. This manual is being issued under the authority of the Director General of [CAA].

Copies are available at the office of:

[Post holder]

[Address]

This document may be amended from time to time as necessary, and the Director General of [CAA] will provide such amendment service.

The term "Head" as referred to in this manual describes the most senior [CAA] officer responsible for certification, registration and continuing safety oversight functions and surveillance of aerodromes, heliports and air navigation services. The incumbent official holding this position reports directly to the Director General, [Civil Aviation Authority (CAA)].

Comments from staff members of [CAA], stakeholders, (or members of the) concerned aviation industry users and public about the contents of this manual are welcome. Clarifications or inquiries can be directed to:

Head of Aerodrome Standards

[Office]

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Table of Contents

Foreword.....

Amendments.....

Revision History.....

List of Effective Pages.....

Table of Contents

Chapter 1 – Aerodrome Certification Model Regulations.....

 1.1 Introduction

 1.2 Aerodrome Certification Model Regulations.....

Appendices

CHAPTER 1 – AERODROME CERTIFICATION MODEL REGULATIONS

A. Introduction

In this chapter describes the requirement for aerodromes to operate with an Aerodrome Certificate in accordance with the [\[State regulation\]](#).

B. Aerodrome Certification Model Regulations

The aerodrome certification model regulations in this chapter are divided into five sections:

- Section 1 — General
- Section 2 — Aerodrome Certification
- Section 3 — Aerodrome Manual
- Section 4 — Obligations of the Aerodrome Operator
- Section 5 — Exemptions

SECTION 1 - GENERAL

1.1 Introduction

1.1.1 These regulations are intended to apply to land aerodromes.

1.1.2 Provisions for the use of military aerodromes by civil aircraft have to be address in [\[State regulations\]](#).

MODEL REGULATIONS

1.2 Application

Sections 1 to 5 inclusive apply to land aerodromes.

1.3 Definitions

The terms described in this subsection have the following meanings whenever they appear in these regulations:

Aerodrome. A defined area on land (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. The certificate to operate an aerodrome issued by the appropriate authority under Section B of these regulations subsequent to the acceptance/approval of the aerodrome manual.

Aerodrome facilities and equipment. Facilities and equipment, inside or outside the boundaries of an aerodrome, that are constructed or installed and maintained for the arrival, departure and surface movement of aircraft.

Aerodrome manual. The manual that forms part of the application for an aerodrome certificate pursuant to these regulations, including any amendments thereto accepted/approved by the [CAA].

Aerodrome operator. In relation to a certificated aerodrome, means the aerodrome certificate holder.

Apron. A defined area, on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fueling, parking or maintenance.

Certified aerodrome. An aerodrome whose operator has been granted an aerodrome certificate.

Manoeuvring area. That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

Marker. An object displayed above ground level in order to indicate an obstacle or delineate a boundary.

Marking. A symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information.

Maximum carrying capacity. In relation to an aircraft, means the maximum passenger-seating capacity, or the maximum payload, permitted under the aircraft's certificate of type approval.

Maximum passenger-seating capacity. In relation to an aircraft, means the maximum number of seats for passengers permitted under the aircraft's certificate of type approval.

Movement area. That part of the aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s).

Obstacle. All fixed (whether temporary or permanent) and mobile objects, or parts thereof, that:

- a) are located on an area intended for the surface movement of aircraft; or
- b) extend above a defined surface intended to protect aircraft in flight; or
- c) stand outside those defined surfaces and that have been assessed as being a hazard to air navigation.

Obstacle free zone (OFZ). The airspace above the inner approach surface, inner transitional surfaces, and balked landing surface and that portion of the strip bounded by these surfaces, which is not penetrated by any fixed obstacle other than a low-mass and frangibly mounted one required for air navigation purposes.

Obstacle limitation surfaces. A series of surfaces that define the volume of airspace at and around an aerodrome to be kept free of obstacles in order to permit the intended aeroplane operations to be conducted safely and to prevent the aerodrome from becoming unusable by the growth of obstacles around the aerodrome.

Runway strip. A defined area including the runway and stopway, if provided, intended:

- a) to reduce the risk of damage to aircraft running off a runway; and
- b) to protect aircraft flying over it during take-off or landing operations.

Safety management system. A systematic approach to managing safety including the necessary organizational structure, accountabilities, policies and procedures.

Taxiway strip. An area including a taxiway intended to protect an aircraft operating on the taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway.

Unserviceable area. A part of the movement area that is unfit and unavailable for use by aircraft.

Work area. A part of an aerodrome in which maintenance or construction works are in progress.

1.4 Standards and practices

Any reference in these regulations to aerodrome standards and practices is a reference to the Standards and Recommended Practices (SARPs) in the latest version of Annex 14 Volume I to the Convention on International Civil Aviation, and the [\[State regulations\]](#) and practices as amended from time to time.

SECTION 2 - AERODROME CERTIFICATION

2.1 Introduction

- 2.1.1 This section includes model regulations covering the requirement for aerodrome certification; application for issuance of an aerodrome certificate; grant of the certificate; endorsement of conditions in the certificate; duration of the certificate; surrender of the certificate; transfer of the certificate; grant of an interim certificate and amendment of the certificate.
- 2.1.2 The specifications in ICAO Annex 14, Volume I, unless otherwise indicated in a particular context, apply to all aerodromes open to public use in accordance with the provisions of Article 15 of the Convention on International Civil Aviation (reference Annex 14, Volume I, Chapter 1, 1.2.2). [State] is responsible to ensure safety and order at all aerodromes open to public use. Aerodromes used for international operations shall not be exempted from the requirement.
- 2.1.3 Before granting an aerodrome certificate, the [CAA] has ensured that the aerodrome manual accurately describes the facilities, services and equipment at the aerodrome and that it contains all the details and information as set out in Section 3 of these regulations. The [CAA] also has ensured that the aerodrome facilities and equipment conform to the standards and practices specified in 1.4. The [CAA] has ensured the aerodrome will offer a safe environment for the operation of the aircraft it is intended for and that the aerodrome operator has the necessary competence and experience to operate and maintain the aerodrome properly.
- 2.1.4 If there are deviations from the standards and practices specified in regulation 1.4, the [CAA] may, after the aerodrome operator conducted aeronautical studies and/or safety risk assessments to the satisfaction of [CAA] to ensure safety (if and where permitted by the standards and practices), decide to grant a certificate subject to certain conditions and procedures to be complied with by the aerodrome operator. **Some guidance material on aeronautical studies is included in Appendix III.**
- 2.1.5 An aerodrome operator may voluntarily choose to surrender the aerodrome certificate. There should however be a provision for adequate notice to be given to the [CAA] for the processing of the request and the cancelling of the certificate.
- 2.1.6 Transfer of an aerodrome certificate from one operator to another may be agreed upon and effected by the [CAA]. The [CAA] must be satisfied that the proposed transferee will be able to properly operate and maintain the aerodrome.
- 2.1.7 An amendment to an aerodrome certificate are required if there is a change in the ownership or management structure, a change in the use, operation or boundaries of the aerodrome or if the aerodrome operator requests an amendment.

MODEL REGULATIONS**2.2 Requirement for an aerodrome certificate**

- 2.2.1 The operator of an aerodrome used for international operations shall, in accordance with the [State regulation], be in possession of an aerodrome certificate.
- 2.2.2 The operator of an aerodrome for which an aerodrome certificate is not required may nevertheless apply for an aerodrome certificate.

2.3 Application for an aerodrome certificate

- 2.3.1 [State regulation] stipulates that an application for a certificate of aerodrome shall be made to the [DG/CEO] in the form and manner as may be determined by the [DG/CEO];
- 2.3.2 The Applicant shall submit but not limited to:
- a) Completed application form [Appendix II];
 - b) Aerodrome Manual;
 - c) Aerodrome Emergency Plan;
 - d) Safety Management System (SMS) Manual;
 - e) Wildlife Hazard Management Plan; and
 - f) Aerodrome Disabled Aircraft Removal Plan (ADARP).
- 2.3.3 The [CAA] may require other documentation to facilitate the assessment of application.
- 2.3.4 The application for the certificate of aerodrome shall be accompanied by the prescribed fee specified in the [State regulations].
- 2.3.5 The interval between application and grant of a certificate may depend upon matters within or outside the control of the Applicant and no undertaking can be given that the [CAA] will be able to reach a decision within a particular time period.

2.4 Grant of an aerodrome certificate

- 2.4.1 Before granting an aerodrome certificate, the [CAA] must be satisfied that:
- a) the applicant employs the necessary competence and experience staff to operate and maintain the aerodrome;
 - b) the aerodrome manual and other required documents prepared and submitted with the application contains all the relevant information;
 - c) the aerodrome facilities, services and equipment are in accordance with the standards and practices specified in [Directive/Manual etc.];
 - d) the aerodrome operating procedures make satisfactory provision for the safety of aircraft; and
 - e) an acceptable safety management system (SMS) is in place at the aerodrome.

2.4.2 The [CAA] may refuse to grant an aerodrome certificate to an applicant. In such cases, the [CAA] must notify the applicant, in writing, of its reasons no later than [.....] days after making that decision.

2.5 Endorsement of conditions on an aerodrome certificate

After successful completion of the processing of the application and the inspection of the aerodrome, the [CAA] when granting the aerodrome certificate, will endorse the conditions for the type of use of the aerodrome and other details as shown in Appendix IV.

2.6 Duration of an aerodrome certificate

An aerodrome certificate shall remain in force until it is suspended or cancelled or, alternatively, an aerodrome certificate shall be valid for [.....] years or until it is suspended or cancelled, whichever is earlier.

2.7 Surrender of an aerodrome certificate

2.7.1 An aerodrome certificate holder must give the [CAA] not less than [.....] days written notice of the date on which the certificate is to be surrendered in order that suitable promulgation action can be taken.

2.7.2 The [CAA] will cancel the certificate on the date specified in the notice.

2.7.3 If the aerodrome is to be closed to all traffic, the aerodrome operator shall take sufficient safety measures such as removal of windsocks and markings, the provision of closed markings, unserviceability markers and such other visual aids as necessary.

2.7.4 The Aeronautical Information Services shall be advised by the certificate holder to take appropriate action regarding the closure of the aerodrome.

2.8 Transfer of an aerodrome certificate

2.8.1 Aerodrome Certificate shall not be transferable to any person without the prior consent in writing of the [CEO/DGCA], and any purported transfer of an Aerodrome Certificate shall be void and of no effect.

2.8.2 The [CAA] may give its consent to and provide a process of transfer of an aerodrome certificate to a transferee when:

- a) the current holder of the aerodrome certificate notifies the [CAA], in writing, at least [.....] days before ceasing to operate the aerodrome, that the current holder will cease to operate the aerodrome as of the date specified in the notice;
- b) the current holder of the aerodrome certificate notifies the [CAA], in writing, of the name of the transferee;
- c) the transferee applies to the [CAA], in writing, within [.....] days before the current holder of the aerodrome certificate ceases to operate the aerodrome for the aerodrome certificate to be transferred to the transferee; and
- d) the requirements set out in 2.3.1 are met in respect of the transferee.

2.8.3 If the [CAA] does not consent to the transfer of an aerodrome certificate, it shall notify the transferee, in writing, of its reasons no later than [.....] days after making that decision.

~~2.9 Interim aerodrome certificate (not in use)~~

~~2.9.1 The [CAA] may issue an interim aerodrome certificate to the applicant referred to in 2.2 or the proposed transferee of an aerodrome certificate referred to in 2.7.1 authorizing the applicant or transferee to operate an aerodrome if the [CAA] is satisfied that:~~

- ~~a) an aerodrome certificate in respect of the aerodrome will be issued to the applicant or transferred to the transferee as soon as the application procedure for the grant or transfer of an aerodrome certificate has been completed; and~~
- ~~b) the grant of the interim certificate is in the public interest and is not detrimental to aviation safety.~~

~~2.9.2 An interim aerodrome certificate issued pursuant to 2.8.1 shall expire on:~~

- ~~a) the date on which the aerodrome certificate is issued or transferred; or~~
- ~~b) the expiry date specified in the interim aerodrome certificate;~~

~~whichever is earlier.~~

~~2.9.3 These regulations apply to an interim aerodrome certificate in the same manner as they apply to an aerodrome certificate.~~

2.10 Amendment of an aerodrome certificate

2.10.1 The [CAA] may, provided that the requirements of 2.4.1, 3.6 and 3.7 have been met, amend an aerodrome certificate when:

- a) there is a change in the ownership or management of the aerodrome;
- b) there is a change in the use or operation of the aerodrome;
- c) there is a change in the boundaries of the aerodrome; or
- d) the holder of the aerodrome certificate requests an amendment.

SECTION 3 - AERODROME MANUAL

3.1 Introduction

3.1.1 Purpose and scope of the aerodrome manual.

The aerodrome manual is a fundamental requirement of the certification process. It contains all the pertinent information concerning the aerodrome site, facilities, services, equipment, operating procedures, organization and management including the safety management system. The information presented in the aerodrome manual should demonstrate that the aerodrome conforms to the certification standards and practices and that there are no apparent shortcomings which would adversely affect the safety of aircraft operations. The manual is a reference document and provides a checklist of aerodrome certification standards to be maintained and the level of airside services at the aerodrome. Information provided in the aerodrome manual will enable the [CAA] to assess the suitability of the aerodrome for the aircraft operations proposed and to judge an applicant's fitness to hold a certificate. It is a basic reference guide for conducting site inspections for granting an aerodrome certificate and for subsequent safety inspections. The aerodrome manual is a reference document agreed between the aerodrome operator and the [CAA] with respect to the standards, conditions and the level of service to be maintained at the aerodrome.

3.1.2 Structure and contents of the aerodrome manual.

For the purpose of uniformity and to facilitate the [CAA] review and acceptance/approval of the aerodrome manual, the regulations should set out the structure and content of the aerodrome manual. Examples of the particulars to be included in the aerodrome manual as schedules of the aerodrome certification regulations are given in Appendix I to this manual. The applicant for an aerodrome certificate is entirely responsible for the accuracy of the information provided in the aerodrome manual.

3.1.3 The aerodrome manual — a living document.

The aerodrome manual is subject to amendment in order to ensure that it provides current and accurate information. The aerodrome certificate holder should therefore be made responsible for the amendment of the manual and for notifying the [CAA] of any such amendments. The content of an aerodrome manual should be treated with due respect to the confidentiality requirements of individual States.

MODEL REGULATIONS

3.2 Preparation of the aerodrome manual

3.2.1 [State Regulations] requires an applicant for an Aerodrome Certificate to submit an Aerodrome Manual which shall:

- a) contain information and instructions relating to the matters specified in the [directive/manual etc.]; and
- b) contain all such other information and instructions as may be necessary to enable the aerodrome operating staff to perform their duties.
- c) be typewritten or printed, and signed by the aerodrome operator;

- d) have a system for recording the currency of pages and amendments thereto, including a page for logging revisions; and
- e) be organized in a manner that will facilitate the preparation, review and acceptance/approval process.

3.3 Location of the aerodrome manual

- 3.3.1 The aerodrome operator must provide the [CAA] with a complete and current copy of the aerodrome manual.
- 3.3.2 The aerodrome operator must keep at least one complete and current copy of the aerodrome manual at the aerodrome and one copy at the operator's principal place of business if other than the aerodrome.
- 3.3.3 The aerodrome operator must make the copy referred to in 3.2.2 available for inspection by authorized [CAA] personnel.

3.4 Information to be included in the aerodrome manual

- 3.4.1 The aerodrome operator must include the following particulars in an aerodrome manual, under the following parts:

Part 1. General information set out in Part 1 of the schedule of these regulations (see Appendix I) on the purpose and scope of the aerodrome manual; the legal requirement for an aerodrome certificate and an aerodrome manual as prescribed in the [State regulations]; conditions for use of the aerodrome; the aeronautical information services available and the procedures for their promulgation; the system for recording aircraft movements and the obligations of the aerodrome operator as specified in Section 4 of these regulations.

Part 2. Particulars of the aerodrome site as set out in Part 2 of the schedule of these regulations.

Part 3. Particulars of the aerodrome required to be reported to the aeronautical information service as set out in Part 3 of the schedule of these regulations.

Part 4. The aerodrome operating procedures and safety measures as set out in Part 4 of the schedule of these regulations. This may include references to air traffic procedures such as those relevant to low visibility operations. Air traffic management procedures are normally published in the air traffic services manual with a cross-reference to the aerodrome manual.

Part 5. Details of the aerodrome administration and the safety management system as set out in Part 5 of the schedule of these regulations.

- 3.4.2 If, under 5.2.1 the [CAA] exempts the aerodrome operator from complying with any requirement set out in 2.3.1, the aerodrome manual must show the identifying number given to that exemption by the [CAA] and the date the exemption came into effect and any conditions or procedures subject to which the exemption was granted.
- 3.4.3 If a particular is not included in the aerodrome manual because it is not applicable to the aerodrome, the aerodrome operator must indicate in the manual the reason for non-applicability of the particular.

3.5 Amendment of the aerodrome manual

- 3.5.1 The aerodrome operator shall make such amendment or addition to the aerodrome manual, whenever necessary, in order to:
- maintain the accuracy of the information in the manual.
 - ensuring the safe and efficient operation of aircraft at the aerodrome; or
 - ensuring the safety of air navigation.
- 3.5.2 To maintain the accuracy of the aerodrome manual, the [CAA] may issue a written directive to an aerodrome operator requiring the operator to alter or amend the manual within [...] days in accordance with that directive.

3.6 Notification of changes to the aerodrome manual

The aerodrome operator must notify the [CAA], as soon as practicable, of any amendment made to the aerodrome manual.

3.7 [CAA] acceptance/approval of the aerodrome manual

The [CAA] shall accept/approve the aerodrome manual and any amendments thereto, provided these meet the requirements of the preceding regulations in this section.

SECTION 4 - OBLIGATIONS OF THE AERODROME OPERATOR

4.1 Introduction

- 4.1.1 The grant of an aerodrome certificate obliges the aerodrome operator to ensure the safety, regularity and efficiency of operations at the aerodrome, to allow [CAA] authorized personnel access to the aerodrome to carry out safety audits, inspections and testing and to be responsible for notifying and reporting as prescribed.

MODEL REGULATIONS

4.2 Compliance with standards and practices

The aerodrome operator shall comply with the standards and practices specified in 1.4 and with any conditions endorsed in the certificate pursuant to regulations 2.5 and 5.2.1.

4.3 Competence of operational and maintenance personnel

- 4.3.1 The aerodrome operator shall employ an adequate number of qualified and skilled personnel to perform all critical activities for aerodrome operation and maintenance.
- 4.3.2 If the [CAA] or any other competent authority of the government requires competency certification for the personnel referred to 4.2.1, the aerodrome operator shall employ only those persons possessing such certificates.
- 4.3.3 The aerodrome operator shall implement a programme to upgrade or maintain the competency of the personnel referred to 4.2.1.

4.4 Aerodrome operation and maintenance

- 4.4.1 Based on [Directive/Manual etc.], the aerodrome operator shall operate and maintain the aerodrome in accordance with the procedures set out in the aerodrome manual.
- 4.4.2 To ensure the safety of aircraft, the [CAA] may give written directives to an aerodrome operator to alter the procedures set out in the aerodrome manual.
- 4.4.3 The aerodrome operator should ensure proper and efficient maintenance of the aerodrome facilities.
- 4.4.4 The aerodrome certificate holder shall coordinate with the ATS provider in order to be satisfied that appropriate air traffic services are available to ensure the safety of aircraft in the airspace associated with the aerodrome. The coordination shall cover other areas related to safety such as aeronautical information service, air traffic services, designated meteorological authorities, and security.

4.5 Aerodrome operator's safety management system

- 4.5.1 The aerodrome operator shall establish a safety management system for the aerodrome describing the structure of the organization and the duties, powers and responsibilities of the officials in the organizational structure, with a view to ensuring that operations are carried out in a demonstrably controlled way and are improved where necessary.
- 4.5.2 The aerodrome operator shall oblige all users of the aerodrome, including fixed-base operators, ground handling agencies and other organizations that perform activities independently at the aerodrome in relation to flight or aircraft handling, to comply with the requirements laid down by the aerodrome operator with regard to safety at the aerodrome. The aerodrome operator shall monitor such compliance.
- 4.5.3 The aerodrome operator shall require all users of the aerodrome, including fixed-base operators, ground handling agencies and other organizations referred to 4.5.2, to cooperate in the programme to promote safety at, and the safe use of, the aerodrome by immediately informing it of any accidents, incidents, defects and faults which have a bearing on safety.

4.6 Aerodrome operator's internal safety audits and safety reporting

- 4.6.1 The aerodrome operator shall arrange for an audit of the safety management system, including an inspection of the aerodrome facilities and equipment. The audit shall cover the aerodrome operator's own functions. The aerodrome operator shall also arrange for an external audit and inspection programme for evaluating other users, including fixed-base operators, ground handling agencies and other organizations working at the aerodrome as referred to 4.5.2.
- 4.6.2 The audits referred to 4.6.1 shall be carried out every [.....] months, or less, as agreed with the [CAA].
- 4.6.3 The aerodrome operator shall ensure that the audit reports, including the report on the aerodrome facilities, services and equipment, are prepared by suitably qualified safety experts.

4.6.4 The aerodrome operator shall retain a copy of the report(s) referred to 4.6.3 for a period to be agreed with the [CAA]. The [CAA] may request a copy of the report(s) for its review and reference.

4.6.5 The report(s) referred to in 4.6.3 shall be prepared and signed by the persons who carried out the audits and inspections.

4.7 Access to the aerodrome

4.7.1 Personnel so authorized by the [CAA] may inspect and carry out tests on the aerodrome facilities, services and equipment, inspect the aerodrome operator's documents and records and verify the aerodrome operator's safety management system before the aerodrome certificate is granted or renewed and, subsequently, at any other time, for the purpose of ensuring safety at the aerodrome.

4.7.2 An aerodrome operator shall, at the request of the person referred to 4.7.1, allow access to any part of the aerodrome or any aerodrome facility, including equipment, records, documents and operator personnel, for the purpose referred to 4.7.1.

4.7.3 The aerodrome operator shall cooperate in conducting the activities referred to 4.7.1.

4.8 Notifying and reporting

4.8.1 An aerodrome operator shall adhere to the requirement to notify and report to the [CAA], air traffic control and pilots within the specified time limits required by these regulations.

4.8.2 *Notification of inaccuracies in aeronautical information service (AIS) publications.*

An aerodrome operator shall review all Aeronautical Information Publications (AIPs), AIP Supplements, AIP Amendments, Notices to Airmen (NOTAMs), Pre-flight Information Bulletins and Aeronautical Information Circulars issued by AIS on receipt thereof and immediately after such reviews shall notify AIS of any inaccurate information contained therein that pertains to the aerodrome.

4.8.3 *Notification of changes to the aerodrome facilities, equipment and level of service planned in advance.*

An aerodrome operator shall notify AIS unit and the [CAA], in writing, at least [.....] days before effecting any change to the aerodrome facility or equipment or the level of service at the aerodrome that has been planned in advance and which is likely to affect the accuracy of the information contained in any AIS publication referred to 4.8.2.

4.8.4 *Issues requiring immediate notification.*

Subject to the requirements of 4.8.5, an aerodrome operator shall give AIS and shall arrange for air traffic control and the flight operations unit to receive immediate notice detailing any of the following circumstances of which the operator has knowledge:

a) obstacles, obstructions and hazards:

- 1) any projections by an object through an obstacle limitation surface relating to the aerodrome; and

- 2) the existence of any obstruction or hazardous condition affecting aviation safety at or near the aerodrome;
- b) level of service:
reduction in the level of service at the aerodrome as set out in any of the AIS publications referred to in regulation 3D.7.2;
- c) movement area:
closure of any part of the movement area of the aerodrome; and
- d) any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted.

4.8.5 *Immediate notification to pilots.*

When it is not feasible for an aerodrome operator to arrange for the air traffic control and the flight operations unit to receive notice of a circumstance referred to in 4.8.4 in accordance with that regulation, the operator must give immediate notice direct to the pilots who may be affected by that circumstance.

4.9 **Special inspections**

An aerodrome operator shall inspect an aerodrome, as circumstances require, to ensure aviation safety:

- a) as soon as practicable after any aircraft accident or incident within the meaning of these terms as defined in Annex 13 to the Convention on International Civil Aviation;
- b) during any period of construction or repair of the aerodrome facilities or equipment that is critical to the safety of aircraft operation; and
- c) at any other time when there are conditions at the aerodrome that could affect aviation safety.

4.10 **Removal of obstructions from the aerodrome surface**

An aerodrome operator shall remove from the aerodrome surface any vehicle or other obstruction that is likely to be hazardous.

4.11 **Warning notices**

When low flying aircraft, at or near an aerodrome, or taxiing aircraft are likely to be hazardous to people or vehicular traffic, the aerodrome operator shall:

- a) post hazard warning notices on any public way that is adjacent to the manoeuvring area; or
- b) if such a public way is not controlled by the aerodrome operator, inform the authority responsible for posting the notices on the public way that there is a hazard.

SECTION 5 – EXEMPTIONS***MODEL REGULATIONS***

- 5.1 The [CAA] may exempt, in writing, an aerodrome operator from complying with specific provisions of these regulations.
- 5.2 Before the [CAA] decides to exempt the aerodrome operator, the [CAA] shall take into account all safety related aspects.
- 5.3 An exemption is subject to the aerodrome operator complying with the conditions and procedures specified by the [CAA] in the aerodrome certificate as being necessary in the interest of safety.
- 5.4 When an aerodrome does not meet the requirement of a standard or practice specified in 1.4, the [CAA] may determine, after the aerodrome operator conducted aeronautical studies and/or safety risk assessments to the satisfaction of [CAA] to ensure safety, only if and where permitted by the standards and practices, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant standard or practice.
- 5.5 Deviation from a standard or practice and the conditions and procedures referred to in regulation 2.5 shall be set out in an endorsement on the aerodrome certificate.

Appendices

Appendix I Schedule of The Aerodrome Certification Regulations — Particulars to Be Included In an Aerodrome Manual

PART 1 - GENERAL

General information, including the following:

- a) purpose and scope of the aerodrome manual;
- b) the legal requirement for an aerodrome certificate and an aerodrome manual as prescribed in the national regulations;
- c) conditions for use of the aerodrome — a statement to indicate that the aerodrome shall at all times, when it is available for the take-off and landing of aircraft, be so available to all persons on equal terms and conditions;
- d) the available aeronautical information system and procedures for its promulgation;
- e) the system for recording aircraft movements; and
- f) obligations of the aerodrome operator.

PART 2 - PARTICULARS OF THE AERODROME SITE

General information, including the following:

- a) a plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator;
- b) a plan of the aerodrome showing the aerodrome boundaries;
- c) a plan showing the distance of the aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome; and
- d) particulars of the title of the aerodrome site. If the boundaries of the aerodrome are not defined in the title documents particulars of the title to, or interest in, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome.

PART 3 - PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE (AIS)

3.1 General Information

- a) the name of the aerodrome;
- b) the location of the aerodrome;
- c) the geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System — 1984 (WGS-84) reference datum;

- d) the aerodrome elevation and geoid undulation;
- e) the elevation of each threshold and geoid undulation, the elevation of the runway end and any significant high and low points along the runway, and the highest elevation of the touchdown zone of a precision approach runway;
- f) the aerodrome reference temperature;
- g) details of the aerodrome beacon; and
- h) the name of the aerodrome operator and the address and telephone numbers at which the aerodrome operator may be contacted at all times.

3.2 Aerodrome Dimensions and Related Information

General information, including the following:

- a) runway — true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone;
- b) length, width and surface type of strip, runway end safety areas, stopways;
- c) length, width and surface type of taxiways;
- d) apron surface type and aircraft stands;
- e) clearway length and ground profile;
- f) visual aids for approach procedures, *viz.* approach lighting type and visual approach slope indicator system (PAPI/APAPI and T-VASIS/AT-VASIS); marking and lighting of runways, taxiways, and aprons; other visual guidance and control aids on taxiways (including runway holding positions, intermediate holding positions and stop bars) and aprons, location and type of visual docking guidance system; availability of standby power for lighting;
- g) the location and radio frequency of VOR aerodrome checkpoints;
- h) the location and designation of standard taxi routes;
- i) the geographical coordinates of each threshold;
- j) the geographical coordinates of appropriate taxiway centre line points;
- k) the geographical coordinates of each aircraft stand;
- l) the geographical coordinates and the top elevation of significant obstacles in the approach and take-off areas, in the circling area and in the vicinity of the aerodrome. (This information may best be shown in the form of charts such as those required for the preparation of aeronautical information publications, as specified in Annexes 4 and 15 to the Convention);
- m) pavement surface type and bearing strength using the Aircraft Classification Number — Pavement Classification Number (ACN-PCN) method;

- n) one or more pre-flight altimeter check locations established on an apron and their elevation;
- o) declared distances: take-off run available (TORA), take-off distance available (TODA), accelerate-stop distance available (ASDA), landing distance available (LDA);
- p) disabled aircraft removal plan: the telephone/telex/facsimile numbers and e-mail address of the aerodrome coordinator for the removal of a disabled aircraft on or adjacent to the movement area, information on the capability to remove a disabled aircraft, expressed in terms of the largest type of aircraft which the aerodrome is equipped to remove; and
- q) rescue and fire-fighting: the level of protection provided, expressed in terms of the category of the rescue and fire-fighting services, which should be in accordance with the longest aeroplane normally using the aerodrome and the type and amounts of extinguishing agents normally available at the aerodrome.

Note.— The accuracy of the information in Part 3 is critical to aircraft safety. Information requiring engineering survey and assessment should be gathered or verified by qualified technical persons.

PART 4 - PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES

4.1 Aerodrome Reporting

Particulars of the procedures for reporting any changes to the aerodrome information set out in the AIP and procedures for requesting the issue of NOTAMs, including the following:

- a) arrangements for reporting any changes to the CAA and recording the reporting of changes during and outside the normal hours of aerodrome operations;
- b) the names and roles of persons responsible for notifying the changes, and their telephone numbers during and outside the normal hours of aerodrome operations; and
- c) the address and telephone numbers, as provided by the CAA, of the place where changes are to be reported to the CAA.

4.2 Access to The Aerodrome Movement Area

Particulars of the procedures that have been developed and are to be followed in coordination with the agency responsible for preventing unlawful interference in civil aviation at the aerodrome and for preventing unauthorized entry of persons, vehicles, equipment, animals or other things into the *movement area*, including the following:

- a) the role of the aerodrome operator, the aircraft operator, aerodrome fixed-base operators, the aerodrome security entity, the CAA and other government departments, as applicable; and
- b) the names and roles of the personnel responsible for controlling access to the aerodrome, and the telephone numbers for contacting them during and after working hours.

4.3 Aerodrome Emergency Plan

Particulars of the aerodrome emergency plan, including the following:

- a) plans for dealing with emergencies occurring at the aerodrome or in its vicinity, including the malfunction of aircraft in flight; structural fires; sabotage, including bomb threats (aircraft or structure); unlawful seizure of aircraft; and incidents on the airport covering “during the emergency” and “after the emergency” considerations;
- b) details of tests for aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests;
- c) details of exercises to test emergency plans, including the frequency of those exercises;
- d) a list of organizations, agencies and persons of authority, both on- and off-airport, for site roles; their telephone and facsimile numbers, e-mail and SITA addresses and the radio frequencies of their offices;
- e) the establishment of an aerodrome emergency committee to organize training and other preparations for dealing with emergencies; and
- f) the appointment of an on-scene commander for the overall emergency operation.

4.4 Rescue and Fire-Fighting

Particulars of the facilities, equipment, personnel and procedures for meeting the rescue and fire-fighting requirements, including the names and roles of the persons responsible for dealing with the rescue and fire-fighting services at the aerodrome.

Note.— This subject should also be covered in appropriate detail in the aerodrome emergency plan.

4.5 Inspection of The Aerodrome Movement Area and Obstacle Limitation Surface by The Aerodrome Operator

Particulars of the procedures for the inspection of the aerodrome movement area and obstacle limitation surfaces, including the following:

- a) arrangements for carrying out inspections, including runway friction and water-depth measurements on runways and taxiways, during and outside the normal hours of aerodrome operations;
- b) arrangements and means of communicating with air traffic control during an inspection;
- c) arrangements for keeping an inspection logbook, and the location of the logbook;
- d) details of inspection intervals and times;
- e) inspection checklist;
- f) arrangements for reporting the results of inspections and for taking prompt follow-up actions to ensure correction of unsafe conditions; and
- g) the names and roles of persons responsible for carrying out inspections, and their telephone numbers during and after working hours.

4.6 Visual Aids and Aerodrome Electrical Systems

Particulars of the procedures for the inspection and maintenance of aeronautical lights (including obstacle lighting), signs, markers and aerodrome electrical systems, including the following:

- a) arrangements for carrying out inspections during and outside the normal hours of aerodrome operation, and the checklist for such inspections;
- b) arrangements for recording the result of inspections and for taking follow-up action to correct deficiencies;
- c) arrangements for carrying out routine maintenance and emergency maintenance;
- d) arrangements for secondary power supplies, if any, and, if applicable, the particulars of any other method of dealing with partial or total system failure; and
- e) the names and roles of the persons responsible for the inspection and maintenance of the lighting, and the telephone numbers for contacting those persons during and after working hours.

4.7 Maintenance of The Movement Area

Particulars of the facilities and procedures for the maintenance of the movement area, including:

- a) arrangements for maintaining the paved areas;
- b) arrangements for maintaining the unpaved runways and taxiways;
- c) arrangements for maintaining the runway and taxiway strips; and
- d) arrangements for the maintenance of aerodrome drainage.

4.8 Aerodrome Works — Safety

Particulars of the procedures for planning and carrying out construction and maintenance work safely (including work that may have to be carried out at short notice) on or in the vicinity of the movement area which may extend above an obstacle limitation surface, including the following:

- a) arrangements for communicating with air traffic control during the progress of such work;
- b) the names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the work, and arrangements for contacting those persons and organizations at all times;
- c) the names and telephone numbers, during and after working hours, of the aerodrome fixed-base operators, ground handling agents and aircraft operators who are to be notified of the work;
- d) a distribution list for work plans, if required.

4.9 Apron Management

Particulars of the apron management procedures, including the following:

- a) arrangements between air traffic control and the apron management unit;
- b) arrangements for allocating aircraft parking positions;
- c) arrangements for initiating engine start and ensuring clearance of aircraft push-back;
- d) marshalling service; and
- e) leader (van) service.

4.10 Apron Safety Management

Procedures to ensure apron safety, including:

- a) protection from jet blasts;
- b) enforcement of safety precautions during aircraft refuelling operations;
- c) apron sweeping;
- d) apron cleaning;
- e) arrangements for reporting incidents and accidents on an apron; and
- f) arrangements for auditing the safety compliance of all personnel working on the apron.

4.11 Airside Vehicle Control

Particulars of the procedure for the control of surface vehicles operating on or in the vicinity of the movement area, including the following:

- a) details of the applicable traffic rules (including speed limits and the means of enforcing the rules); and
- b) the method of issuing driving permits for operating vehicles in the movement area.

4.12 Wildlife Hazard Management

Particulars of the procedures to deal with the danger posed to aircraft operations by the presence of birds or mammals in the aerodrome flight pattern or movement area, including the following:

- a) arrangements for assessing wildlife hazards;
- b) arrangements for implementing wildlife control programmes; and
- c) the names and roles of the persons responsible for dealing with wildlife hazards, and their telephone numbers during and after working hours.

4.13 Obstacle Control

Particulars setting out the procedures for:

- a) monitoring the obstacle limitation surfaces and Type A Chart for obstacles in the take-off surface;
- b) controlling obstacles within the authority of the operator;
- c) monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces;
- d) controlling new developments in the vicinity of aerodromes; and
- e) notifying the CAA of the nature and location of obstacles and any subsequent addition or removal of obstacles for action as necessary, including amendment of the AIS publications.

4.14 Removal of Disabled Aircraft

Particulars of the procedures for removing a disabled aircraft on or adjacent to the movement area, including the following:

- a) the roles of the aerodrome operator and the holder of the aircraft certificate of registration;
- b) arrangements for notifying the holder of the certificate of registration;
- c) arrangements for liaising with the air traffic control unit;
- d) arrangements for obtaining equipment and personnel to remove the disabled aircraft; and
- e) the names, role and telephone numbers of persons responsible for arranging for the removal of disabled aircraft.

4.15 Handling of Hazardous Materials

Particulars of the procedures for the safe handling and storage of hazardous materials on the aerodrome, including the following:

- a) arrangements for special areas on the aerodrome to be set up for the storage of inflammable liquids (including aviation fuels) and any other hazardous materials; and
- b) the method to be followed for the delivery, storage, dispensing and handling of hazardous materials.

Note.— Hazardous materials include inflammable liquids and solids, corrosive liquids, compressed gases and magnetized or radioactive materials. Arrangements for dealing with the accidental spillage of hazardous materials should be included in the aerodrome emergency plan.

4.16 Low-Visibility Operations

Particulars of procedures to be introduced for low-visibility operations, including the measurement and reporting of runway visual range as and when required, and the

names and telephone numbers, during and after working hours, of the persons responsible for measuring the runway visual range.

4.17 Protection of Sites for Radar and Navigational Aids

Particulars of the procedures for the protection of sites for radar and radio navigational aids located on the aerodrome to ensure that their performance will not be degraded, including the following:

- a) arrangements for the control of activities in the vicinity of radar and nav aids installations;
- b) arrangements for ground maintenance in the vicinity of these installations; and
- c) arrangements for the supply and installation of signs warning of hazardous microwave radiation.

Note 1.— In writing the procedures for each category, clear and precise information should be included on:

- when, or in what circumstances, an operating procedure is to be activated;*
- how an operating procedure is to be activated;*
- actions to be taken;*
- the persons who are to carry out the actions; and*
- the equipment necessary for carrying out the actions, and access to such equipment*

Note 2.— If any of the procedures specified above are not relevant or applicable, the reason should be given.

PART 5 - AERODROME ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM

Aerodrome administration

Particulars of the aerodrome administration, including the following:

- a) an aerodrome organizational chart showing the names and positions of key personnel, including their responsibilities;
- b) the name, position and telephone number of the person who has overall responsibility for aerodrome safety; and
- c) airport committees.

Safety management system (SMS)

Particulars of the safety management system established for ensuring compliance with all safety requirements and achieving continuous improvement in safety performance, the essential features being:

- a) the safety policy, insofar as applicable, on the safety management process and its relation to the operational and maintenance process;
- b) the structure or organization of the SMS, including staffing and the assignment of individual and group responsibilities for safety issues;
- c) SMS strategy and planning, such as setting safety performance targets, allocating priorities for implementing safety initiatives and providing a framework for controlling the risks to as low a level as is reasonably practicable keeping always in view the requirements of the Standards and Recommended Practices in Volume I of Annex 14 to the Convention on International Civil Aviation, and the national regulations, standards, rules or orders;
- d) SMS implementation, including facilities, methods and procedures for the effective communication of safety messages and the enforcement of safety requirements;
- e) a system for the implementation of, and action on, critical safety areas which require a higher level of safety management integrity (safety measures programme);
- f) measures for safety promotion and accident prevention and a system for risk control involving analysis and handling of accidents, incidents, complaints, defects, faults, discrepancies and failures, and continuing safety monitoring;
- g) the internal safety audit and review system detailing the systems and programmes for quality control of safety;
- h) the system for documenting all safety-related airport facilities as well as airport operational and maintenance records, including information on the design and construction of aircraft pavements and aerodrome lighting. The system should enable easy retrieval of records including charts;
- i) staff training and competency, including the review and evaluation of the adequacy of training provided to staff on safety-related duties and of the certification system for testing their competency; and
- j) the incorporation and enforcement of safety-related clauses in the contracts for construction work at the aerodrome.

Appendix II

Sample Application Form for An Aerodrome Certificate

Remarks: Another example is available in the Appendix of Generic Aerodrome Certification Procedure. CAAs are expected to compare the two samples and prepare the application form that best suits the needs.

[CAA]

APPLICATION FOR AERODROME CERTIFICATION

[Xxxxxx]/CERT/APL1

New Application	
Renewal	

1. Particulars of Applicant

1.1 Name* : _____

1.2 Address : _____

1.3 Position : _____

1.4 Telephone : _____ Fax : _____

1.5 Is the Applicant the Owner of the Aerodrome Site? YES / NO

If NO, provide:

- [a] Details of Rights Held in Relation to the Site;
- [b] The period and/or dates Applicant holds these rights; and
- [c] Name and address of the owner of the site and written evidence to show permission has been obtained for the site to be used by the applicant as an aerodrome.

Note:

**Name of person[s], company or club designated as Aerodrome Operator and that will be responsible for giving effect to the conditions of the aerodrome certificate.*

2. Particulars of The Aerodrome site

2.1 Name of Aerodrome : _____

2.2 State : _____ District : _____

Lot No.: _____ Plan No. : _____

2.3 Geographical Coordinates of the ARP: Latitude : _____

Longitude : _____

2.4 Ground Elevation Aerodrome [meters] : _____

3. Aerodrome Operations

3.1 Is the aerodrome to be used by Public Transport Aircraft? YES / NO

3.2 Aerodrome operational hours : _____ hours

If not 24-hour operations, state;

[a] Opening time : _____

[b] Closing time : _____

3.3 Type of aircraft to be operated at the aerodrome:

[a] Aeroplanes YES / NO

[b] Helicopters YES / NO

[c] Microlights YES / NO

[d] Others (specify) : _____

3.4 The heaviest type of aircraft in reference to item 3.3:

[a] Aircraft type : _____

[b] Maximum Total Weight Authorized (kilograms) : _____

3.5 Expected number of movement per calendar month of heaviest aircraft type.

[One movement is one take-off or one landing]

_____ per month

3.6 Is aircraft fuelling expected to take place at the aerodrome? YES / NO

4. OBSTACLE CONTROL**4.1 Obstacle Limitation Surfaces**

[a] Approach Slope : _____ %

[b] Take-off Slope : _____ %

[c] Transitional Slope : _____ %

4.2 Is there a Controlled Area gazetted, under Civil Aviation Act 1969 Section IV, for the aerodrome? YES / NO

If YES, state

[a] Gazetted reference : _____ [b] Date of gazetted : _____

5. AIR TRAFFIC MANAGEMENT

5.1 Is the aerodrome located within controlled airspace? YES / NO

If YES, state

[a] Vertical Limits (feet) : _____

[b] Lateral Limit : _____

(In Reference to ARP)

5.2 Is Air Traffic Control service with licensed Air Traffic Controllers be provided at the aerodrome? YES / NO

[a] AFIS YES / NO

[b] NOTAM YES / NO

5.3 In reference to item 5.3, who is responsible to provide the services?

[a] AFIS : _____

[b] NOTAM : _____

6. LOCAL AUTHORITIES APPROVAL

6.1 Before submitting this application, the Local Authorities, should be consulted and their approval obtained.

[a] Local Authorities for land-use? YES / NO

[b] Certificate of Fitness? YES / NO

[c] Fire and Rescue Services Department approval? YES / NO

[d] Environmental Impact Assessment? YES / NO

7. DOCUMENTATION

7.1 Applicant shall submit together with this application form, the following:

[a] Aerodrome Manual;

[b] Aerodrome Emergency Plan (AEP);

[c] Safety Management Systems Manual (SMS);

[d] Aerodrome Wildlife Hazard Management Plan (AWHMP);

[e] Aerodrome Disabled Aircraft Removal Plan (ADARP);

All Document must be submitted in 1 hardcopy and softcopy (.pdf)

8. DETAILS TO BE SHOWN ON AERODROME CERTIFICATE

Aerodrome Name : _____
 Aerodrome Operator : _____

9. CERTIFICATION

I hereby:-

[a] Apply for a certificate to operate the aerodrome (on behalf of the aerodrome operator above shown*)

[b] Certify that the foregoing information is correct in every respect and no relevant information has been withheld.

**Delete if not applicable*

.....
 [Signature of Applicant]

.....
 [Company stamp]

Name : _____

Position : _____

Date : _____

INFORMATION

[a] Before certificate of aerodrome is granted, the Authority will require to be satisfied that the physical conditions on the manoeuvring area and its environs are acceptable, that the scale of equipment and services are adequate, and that the aerodrome is organized, staffed and other arrangements sufficient to ensure the safe operations of the aerodrome. The requirements are set out in detail in the ICAO Annex 14 and the relevant [directive/manual etc.] published and issued by the [CAA].

[b] Completed application form together with the necessary documentation required for the certification shall be submitted to [CAA] at the following address:

Office]
[Address]
[Telephone]:
[Email]:

Appendix III Aeronautical Studies

Remarks: Please also refer to the “Generic Procedures for Accepting Non-compliances in Aerodromes”.

Purpose

An aeronautical study is conducted to assess the impact of deviations from the aerodrome standards specified in Volume I to Annex 14 to the Convention on International Civil Aviation, and the national regulations, to present alternative means of ensuring the safety of aircraft operations, to estimate the effectiveness of each alternative and to recommend procedures to compensate for the deviation.

Applicability

An aeronautical study may be carried out when aerodrome standards cannot be met as a result of development. Such a study is most frequently undertaken during the planning of a new airport or during the certification of an existing aerodrome.

Note.— Aeronautical studies may not be conducted in cases of deviations from the standards, if not specifically recommended in Annex 14, Volume I.

DEFINITION

An aeronautical study is a study of an aeronautical problem to identify possible solutions and select a solution that is acceptable without degrading safety.

TECHNICAL ANALYSIS

Technical analysis will provide justification for a deviation on the grounds that an equivalent level of safety can be attained by other means. It is generally applicable in situations where the cost of correcting a problem that violates a standard is excessive but where the unsafe effects of the problem can be overcome by some procedural means which offers both practical and reasonable solutions.

In conducting a technical analysis, inspectors will draw upon their practical experience and specialized knowledge. They may also consult other specialists in relevant areas. When considering alternative procedures in the deviation approval process, it is essential to bear in mind the safety objective of the aerodrome certification regulations and the applicable standards so that the intent of the regulations is not circumvented.

APPROVAL OF DEVIATIONS

In some instances, the only reasonable means of providing an equivalent level of safety is to adopt suitable procedures and to require, as a condition of certification, that cautionary advice be published in the appropriate AIS publications.

The determination to require caution will be primarily dependent on two considerations:

- a) a pilot’s need to be made aware of potentially hazardous conditions; and
- b) the responsibility of the CAA to publish deviations from standards that would otherwise be assumed under certificate status.

Appendix IV Sample Aerodrome Certificate*

[Please refer to the Appendix of Generic Aerodrome Certification Procedure.]