Aerodrome Initial Certification

Aim

- To demonstrate the processes involved in the initial certification of an aerodrome.

Objectives

- Describe the application process

- Understand the approval process

- Highlight the importance of the accountable manager

- Understand the regulator's roles and responsibilities

- Understand the types of licence or certificate

- Explain the certificate and its conditions/terms

Overview

- Initial certification
  - Scope of certification
  - Technical inspections
  - Approval/acceptance of aerodrome manual
  - On-site verification
  - Corrective action plan
  - Issuance of the certificate

- Continued aerodrome safety oversight

Overview

Initial certification is a thorough process involving approval or acceptance of:

- Air traffic procedures and navigation aids

- Aerodrome operating procedures

- Ground facilities, lighting and local area survey

- Rescue and Fire Fighting (RFF) facilities

- Emergency planning

- Safety management system (ICAO 9859)

- Aerodrome traffic zone & instrument flight procedures

- Promulgation of aeronautical information (AIP)

Application for Certification

Before Application
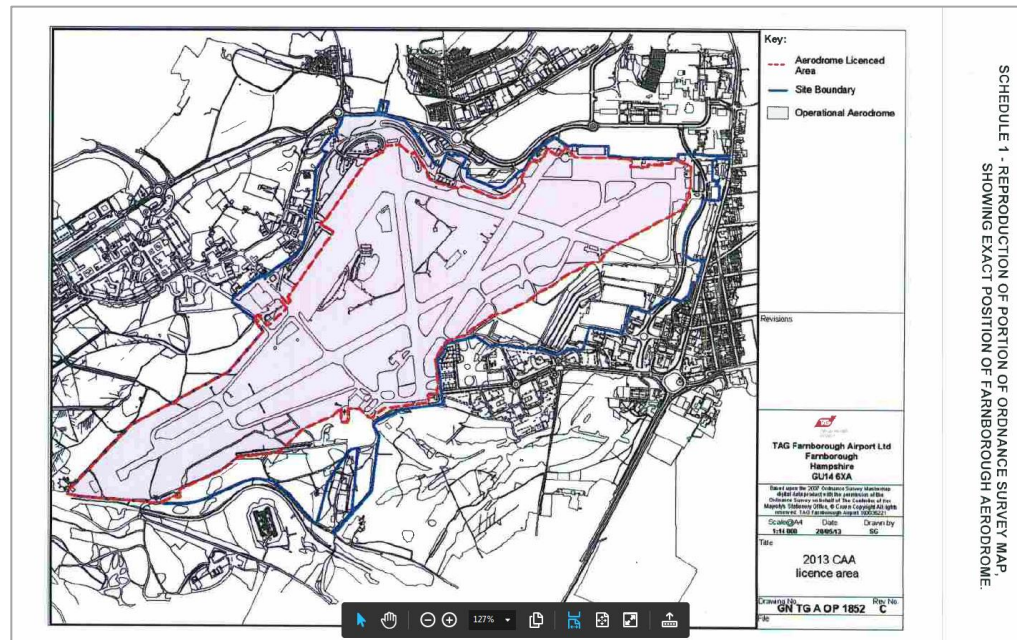
- Guidance on applying for an aerodrome certificate

- [Certificates | Civil Aviation Authority (caa.co.uk)](http://caa.co.uk)

Aerodrome Plan/Maps

- The certificate holder (or applicant) is required to:
    - Provide a scaled map, showing the exact location of the aerodrome,
    - Delineate on the map the boundary of the aerodrome land.

Aerodrome Plan/Maps

- The aerodrome boundary for certification purposes should not be confused with boundaries established for other purposes such as the operational boundaries used by local planning authorities, or those used to designate security restricted zones. These other boundaries may be coincident either in whole or in part with the aerodrome certificate boundary, but there is no requirement for them to be so.

- The map to the aerodrome certificate should show the boundary of the area of the aerodrome set aside for the movement of aircraft requiring the use of a licensed or certificated aerodrome, so should include runways, taxiways, aprons and, in most cases, the area adjacent to the terminal building.

Application Form

- The aerodrome should apply for certification following procedures laid down by the competent authority

- **UK Application Form**

  - **https://caa-my.sharepoint.com/personal/graeme_ritchie_caa_co_uk/Documents/Documents/CAAi/COSCAP/Supporting%20Documents/srg2002b-issue5.pdf**

Application example – EASA Requirements

- We use the same application form.
- EASA requires the applicant to provide the following:

1) its official name and business name, address, and mailing address;

2) information and data regarding:
    - the location of the aerodrome;
    - the type of operations at the aerodrome; and
    - the design and facilities of the aerodrome, in accordance with the applicable certification specifications established by the Agency

Application example – EASA Requirements

3) any proposed deviations from the identified applicable certification specifications established by the Agency;

4) evidence of adequacy of resources to operate the aerodrome in accordance with the applicable requirements;

5) PANS Aerodromes (Doc 9981) and Aerodrome Certification (Doc 9774) provide additional guidance documentation demonstrating how it will comply with the applicable requirements

Application example – EASA Requirements

5) documented evidence showing the relationship of the applicant with the aerodrome owner and/or the land owner;

6) the name of and relevant information about the accountable manager and the other nominated persons;

7) a copy of the aerodrome manual.

- If acceptable to the Competent Authority, information under points (7) and (8) may be provided at a later stage determined by the Competent Authority, but prior to the issuance of the certificate.

Application Checklist

- ## So how does the CAA manage the application:

  - ### Through a multi-department approach
  - ### Using the aerodrome certificate application checklist

AERODROME CERTIFICATE APPLICATION CHECKLIST

https://caa-my.sharepoint.com/personal/graeme_ritchie_caa_co_uk/Documents/Documents/CAAi/COSCAP/Supporting%20Documents/Checklist%20-%20Licensing%20or%20Certificate%20Application%20Checklist%20for%20New%20Applications%20and%20Changes%20to%20Existing%20Aerodromes.docx

Initial Certification - Aerodromes

- CAA Aerodromes team will:

  - Coordinate certification across all CAA departments

  - Manage all aspects of the aerodrome certification:

    - Aerodrome manual

    - Other documents

    - SMS

    - Procedures and infrastructure verification

Initial Certification - Air Traffic Management

- CAA Air Traffic Management team will:

    - Manage the ANSP certification or designation

    - Conduct similar process as for aerodrome licensing

    - This applies only to an air traffic service or flight information service

    - Certification applies to a new ANSP

    - Designation applies to a new unit for an existing ANSP

Initial Certification - Airspace

- CAA Airspace team looks at:

  - The aerodrome traffic zone (ATZ)

  - Instrument flight procedures

  - Airspace requirements

  - Promulgation of information (AIP)

  - Allocation of radio frequencies

  - ICAO designator

On-site verification

- The scope of the on-site verification covers the elements included in the aerodrome manual:

  - Confirms that the aerodrome operations are carried out effectively in accordance with the applicable regulation and as described in the manual

  - The physical infrastructure is compliant and safe

  - Verification of the structure of the SMS is normally included at this stage of initial certification

  - Certificated - Infrastructure Compliance Matrix Template
  - Certificated - Operations Compliance Matrix Template

On-site verification

- The scope of the on-site verification covers the elements included in the aerodrome manual:

  - A list of findings is given to the aerodrome operator, if appropriate
  - The operator will develop a corrective action (to eliminate or mitigate findings), with deadlines for each action
  - When no findings are reported or, once the corrective action plans are accepted and mitigation measures are agreed upon, the CAA will grant the aerodrome certificate to the applicant

Certificate Issue

- Certificate is issued when the aerodrome operator has demonstrated compliance with all elements

- CAA normally issues a single aerodrome certificate but EASA permits two separate certificates:
  - One for the aerodrome infrastructure
  - One for the aerodrome operator

- Examples:

- Highlands and Islands Airports operates 11 aerodromes:
  - HIAL is the operator – corporate centre and management
  - Local airport teams following directions from centre

- Manchester Airports Group – separate entities

Certificate Issue

- Certificate includes any conditions applied and cannot be transferred

- Certificate is issued to a named person/entity so a change of certificate holder requires new application

- Certificate has an unlimited duration

- Certificate holder can surrender the certificate at any time

- Certificate may be suspended or revoked by the Competent Authority

Types of Certificate used in the UK

- ## Ordinary Licence

    - Relates only to use of the aerodrome by the licence holder and those specifically authorised by him

- ## EASA Certificate

    - Aerodrome open to public use **and** serves commercial air transport operations, **and** has a published instrument approach or departure procedure **and**:

        a) has a paved runway of 800 metres or above; **or**

        b) exclusively serves helicopters

Certificate Conditions

- ## Ordinary Licence

  - https://caa-my.sharepoint.com/personal/graeme_ritchie_caa_co_uk/Documents/Documents/CAAi/COSCAP/Supporting%20Documents/Licence%20Template%20-%20Ordinary%20Night.docx

- ## EASA Certificate

  https://caa-my.sharepoint.com/personal/graeme_ritchie_caa_co_uk/Documents/Documents/CAAi/COSCAP/Supporting%20Documents/20230314%20EMA%20Aerodrome%20Certificate%20EGNX-002%20v3.pdf

Certification

- The certificate must be endorsed to show the type of operations and facilities provided

- A certificate can be valid until it is suspended, cancelled or revoked

- The Competent Authority must have processes for the surrender, transfer or amendment of a certificate (e.g. change in ownership or management, use, boundary)

Accountable Manager

- The role of the accountable manager is crucial

- Legal (ICAO Doc 9859) requirement to nominate an accountable manager

- May be chief executive, managing director or other role

- Needs to have the level of authority to ensure that activities are financed and carried out to the required standard

- The accountable manager makes important commitments regarding safety and compliance in the application process

Accountable Manager

- Duties re initial certification:

  - ensure that all necessary resources are available to operate the aerodrome in accordance with the aerodrome manual.

  - establish, implement and promote the safety policy; and

  - ensure compliance with relevant regulations, licensing criteria and the organisation's safety management system.

Accountable Manager

- The accountable manager should have:

  - appropriate seniority within the organisation;

  - an appropriate level of authority to ensure that activities are financed and carried out to the standard required;

  - knowledge and understanding of the documents that prescribe relevant aerodrome safety standards;

  - understanding of the requirements for competence of aerodrome management personnel, to ensure that competent persons are in place;

  - knowledge and understanding of SMS related principles and practices, and how these are applied within the organisation;

  - knowledge of the role of the accountable manager; and

  - knowledge and understanding of the key issues of risk management within the aerodrome.

Timescales for Certification

- Allow lots of time – typically 18 months is necessary, plus keep communicating, meeting and providing information.

- UK CAA requires a minimum of 60 days from the date a completed aerodrome manual is accepted by the CAA, to allow for detailed consideration and inspection of the aerodrome before the issue of a Certificate.

- The interval between application and grant of a Certificate may depend upon matters within the control of the applicant.

- Competent Authority does not guarantee that it will be able to reach a decision within a particular period.

Timescales

Figure I-2-Att B-1.   The certification process
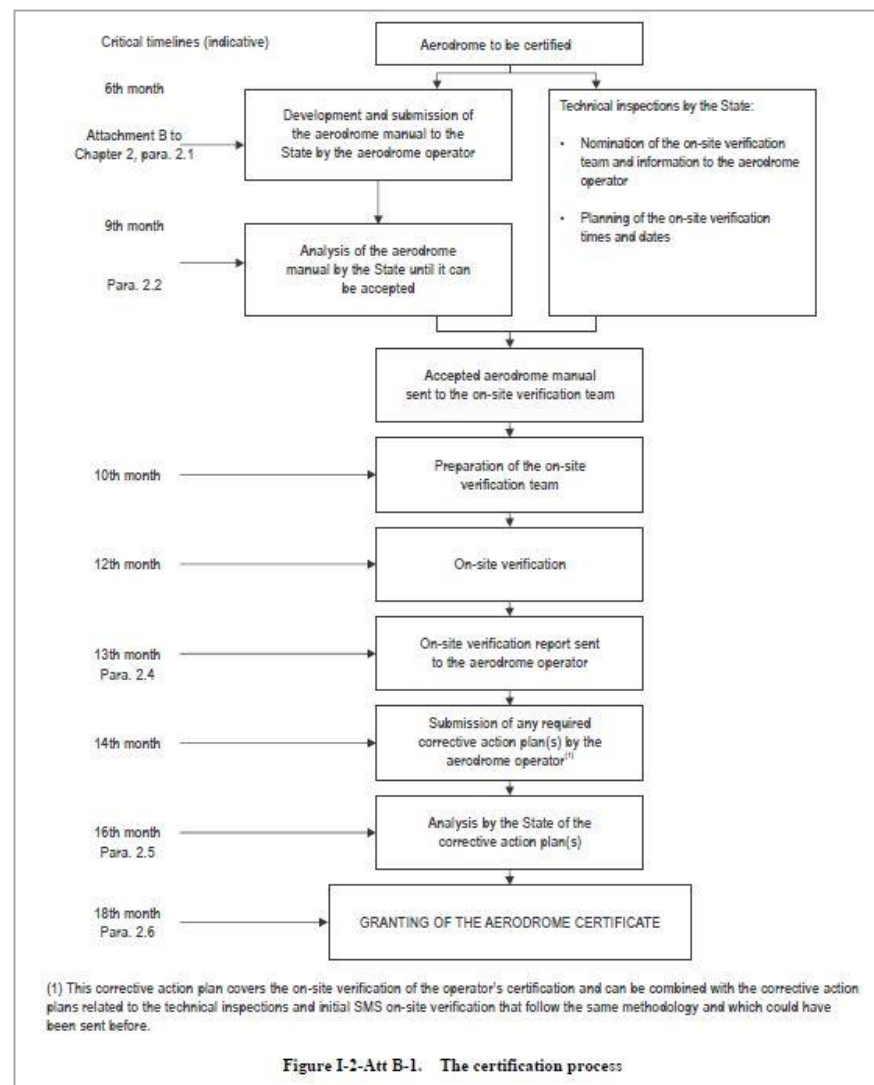
St Athan Aerodrome – Case Study

- Scenario:
  - Previously an RAF Aerodrome operated by MOD
  - Aimed to transfer to civil licence (ordinary) on 31 March 2019
  - Civil aerodrome will be owned by Welsh Government – to be managed by Cardiff Airport
  - 1828m Code 4E runway
  - Key activities:
    - Training, maintenance and repair organisations (MROs), general aviation (GA) for based operators only, ad-hoc military, helicopter – private operator, National Police Air Service (NPAS) and Search and Rescue (SAR) since 2016

RAF St Athan – Case Study

CAA International, part of the UK Civil Aviation Authority

St Athan – Case Study

Issues:

- Physical changes to aerodrome:
  - Delethalisation, security fence, obstacle limitation

- Airport management:
  - Timing of handover to Cardiff
  - Integration into Cardiff management team and system:
    - St Athan will have UK Certificate (Cardiff has EASA certificate)

- Air Traffic control;
  - Designation of current certificated ANSP
  - Tower equipment update

- Operations:
  - Introduction of GNSS approaches

Case Study – St Athan Aerodrome

- Timescales:
    - Initial conversations 2014
    - Certificate application November 2017
    - Initial meeting December 2017
    - First onsite visit February 2018
    - Review meetings May, June (ATC), September 2018
    - Onsite verification visit November 2018
    - AIP Cycle 21 December 2018 (live on 28 March 2019)

Any Questions?