

Aerodrome Certification Process

Group 3

Regulatory Requirement

- Regulatory framework – ACT and Aerodrome regulations with requirements for certification and all annex 14 standards.
- Guidance materials for the Inspectors-Orders, Hand book ,Checklist, internal procedures and PANS Aerodrome
- Guidance Materials to the Operators - Circulars, Development of Aerodrome Manual,5 phase certification process

Personnel

Regulatory – standards and Oversight(Inspections)

- Civil and Electrical
- Aerodrome Operations- Safety , RFFS, Obstacle Evaluation, Movement areas etc
- Others Cat
- MOU with other states in case of lack of qualified staff

Operator – Specialized training

MOUs with industry and other states to supplement personnel deficiencies

Five Phase Certification of Aerodromes

- Expression of Interest
- Assessment of formal application and document evaluation
- Assessment of facilities and infrastructure
- Issuing or refusal of Certificate
- Promulgation of certified Aerodrome and with the details in the AIP

Expression of Interest

- Pre-application
 - Informal meeting with operator to explain process
- Formal application
 - Aerodrome manuals and attachments

For the Regulator the internal procedure is initiated

Outcome is acceptance of formal application

Assessment of Formal Application and Document Evaluation

- Certification Team put together and takes assignment
- Administrative matters(documents review, etc)
- Assessment of formal application by the inspectors using an aerodrome manual evaluation checklist, SMS Manual, implementation plan etc
- Meeting where necessary with Aerodrome operator amendment/ additional information
- Outcome is an approved Aerodrome manual
- Ideally 9 month process as per PANS- Aerodromes

Assessment of Facilities and Infrastructure

- CAA write formally to inform of dates of inspection and attach inspection program
- In-briefing and exit-briefing (with aerodrome key personnel)
- Inspection team(divides into smaller Teams) carries out inspection and records evidences. for 5 days.
- **Outcome is De-brief of findings**
- Inspection team to complete report within 2 weeks.
- Corrective Action Request (CAR) send to Aerodrome Operator 30 days to respond
- Corrective Action Plan (CAP) send by Aerodrome operator to CAA
- Evaluation of CAPs 2 weeks.
- Verification 1 week followed by I week report writing
- **Outcome acceptable CAPs**

Issuing or Refusal of Certificate

- Inspection Team report to DG through internal process
- Certificate may have conditions/exemptions
- Process takes 2 weeks
- Outcome Signed Certificate with forward letter to Operator

Promulgation of Status of Certificate

- Memo generated to AIS through QMS department by HOD with certified aerodrome with details
- Information made public in AIP through AIRAC Process
- Notification to ICAO initiated by DG

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