



*International Civil Aviation Organization*

**Aerodrome Certification Implementation Task Force  
(ADCI TF/1)**

**First Meeting  
(Cairo, Egypt, 15 - 17 October 2012)**

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**Agenda Item 4: Certification Process and Implementation Issues**

**CERTIFICATION PROCESS**

*(Presented by United Arab Emirates)*

**SUMMARY**

Further to creation and implementation of a national regulatory framework to support certification of aerodromes, the UAE has developed a certification process.

**1. INTRODUCTION**

1.1 In order to support the national regulatory requirement for aerodrome certification used for international operations, the UAE has created detailed guidance documentation and supporting processes.

**2. DISCUSSION**

2.1 The UAE's General Civil Aviation Authority (GCAA) has created a five stage process which is detailed in Civil Aviation Advisory Publication (CAAP) 30 - The Issue and Renewal of an Aerodrome Certificate - and summarised below:

2.1.1 **Stage 1:** Application

2.1.2 **Stage 2:** Aerodrome's pre-assessment against applicable Civil Aviation Regulations (CARs).

2.1.3 **Stage 3:** Aerodrome's confirmation of pre-assessment and completion of any outstanding actions.

2.1.4 **Stage 4:** Aerodrome's Statement of Compliance and GCAA pre-certification safety oversight audit.

2.1.5 **Stage 5:** Issue of an Aerodrome Certificate, subject to GCAA approval, and further to aerodrome's closure/mitigation of audit findings and payment of fees.

- 2.2 The GCAA has created the following in support of the above process:
- 2.2.1 **CAAP 30 - The Issue and Renewal of an Aerodrome Certificate** – produced for industry to describe what operators need to do to get an aerodrome certificate. It provides an overview of the general obligations relating to aerodromes as encapsulated in the aerodrome regulatory system as at **Appendix A** to this working paper.
  - 2.2.2 **Application for an Aerodrome Certificate** to provide a standard framework for requests for certification and collection of relevant details as at **Appendix B** to this working paper.
  - 2.2.3 **Aerodrome CAR Core Item Checklist** to support aerodrome’s pre-certification safety audit as well as the GCAA’s certification oversight audit as at **Appendix C** to this working paper.
  - 2.2.4 **Aerodrome Manual Checklist** against aerodrome CAR to assist in aerodrome’s pre-certification self-assessment process as at **Appendix D** to this working paper.
  - 2.2.5 **SMS CAR Core Item Checklist** to support aerodrome’s pre-certification safety audit as at **Appendix E** to this working paper.
  - 2.2.6 **SMS Manual Checklist** against aerodrome CAR to assist in aerodrome’s pre-certification self-assessment process as at **Appendix F** to this working paper.
  - 2.2.7 **Aerodrome Safety Report** for aerodromes to summarise and submit safety related information prior to GCAA certification audit as at **Appendix G** to this working paper.
  - 2.2.8 **Compliance Matrix** template to support the aerodrome’s Statement of Compliance as at **Appendix H** to this working paper.
  - 2.2.9 **GCAA Internal Aerodrome Certification Process** as at **Appendix I** to this working paper.
  - 2.2.10 **Certification Checklist** for internal GCAA coordination as at **Appendix J** to this working paper.
  - 2.2.11 **Aerodrome Certificate** templates as at **Appendix K** to this working paper.

### 3. ACTION BY THE MEETING

- 3.1 The meeting is invited to:
- a) note the information contained in this paper and attached documents;
  - b) note that the MID states are encouraged to **adopt similar steps** towards their aerodrome certification process;
  - c) note that the MID states are invited to **provide comment** in relation to their own processes and issues;

- d) consider adapting attached UAE certification process and attached documents, further to input of MID States, to create an “**Aerodrome Certification Toolkit**” for use in MID region; and
- e) note the UAE willingness, in cooperation with ICAO MID office, to work closely with the MID States to develop and improve aerodrome certification frameworks.

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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](http://www.gcaa.ae/publications), where you may also register for e-mail notification of amendments.

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## 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](http://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:

	<b>GCAA View</b>	<b>GCAA Action</b>	<b>Reference</b>
<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
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### **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.

**GCAA Civil Aviation Authority****APPLICATION FOR AN AERODROME CERTIFICATE (ANS AC 001)**

Please complete the form in BLOCK CAPITALS using black or dark blue ink

**IMPORTANT – PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THE FORM.**

Dear Applicant

It is important that you answer all relevant questions as fully as possible as this will help to avoid delays in processing your application. Your responses to these questions should provide the GCAA with the information it needs to give proper consideration to your application.

It may be helpful to explain why this information is required. The GCAA may grant a certificate only if it is satisfied that both the aerodrome and the applicant meet the safety related requirements for certificate issue. This will involve an inspection and assessment of the aerodrome against internationally agreed criteria as laid out in Civil Aviation Publication Certification of Aerodromes, appropriate to the nature and scale of operations proposed. The GCAA also has to satisfy itself that the applicant is competent to provide a safe operating environment for aircraft. Many of the questions on the application form seek information relevant to that end; for example

- a) Sections 1 and 2 will provide information about the applicant and the aerodrome; some of these details will be included on the aerodrome certificate itself.
- b) Section 3 will provide details of key personnel with safety-related responsibilities.
- c) Section 4 will provide details on the nature, scale, and type of operations proposed.
- d) Section 5 will provide information on the services to be provided at the aerodrome to secure the safety of its airspace.
- e) Sections 6 and 7 will provide information on the applicant's rights to use the site as an aerodrome, and to exercise control over the activities that will take place.
- f) Section 8 will provide information on which the certificate fee will be assessed.
- g) Section 9 deals with the Aerodrome Manual, which is viewed by the GCAA as a major indicator of the competency of the certificate holder to operate the aerodrome safely.

**The charge for the grant of an aerodrome certificate is as per the GCAA Scheme of Charges, see [www.gcaa.ae](http://www.gcaa.ae). Should the site not be certificated following inspection, this charge is not refundable.**

Cheques, postal orders or money orders should be made payable to the General Civil Aviation Authority and sent with this application form and the required supporting documentation to:

General Civil Aviation Authority  
Aerodrome Certification  
ANS Department  
P.O. Box 6558  
Abu Dhabi  
United Arab Emirates

If you have any difficulty completing the form please do not hesitate to contact us at the GCAA office in Abu Dhabi

Yours sincerely

Director General



**1. DETAILS OF CERTIFICATE HOLDER** (as required to be shown on the Certificate)

**NOTES: 1) The certificate holder must be a legal entity. If the certificate holder is a group or club and is not incorporated, the name(s) of the person(s) who will hold the certificate and be responsible for giving effect to the conditions of the certificate should be stated.**

**2) Where the applicant is an individual, his/her current Curriculum Vitae (CV) must be enclosed.**

1.1 Full name of Certificate Holder .....

1.2 Certificate Holder's Accountable Manager: .....

1.3 Address of Certificate Holder .....

1.4 Telephone number .....

1.5 Fax number: .....

1.6 Email: .....

**2. DETAILS OF AERODROME** (as required to be shown on the certificate)

2.1 Proposed Name of Aerodrome: .....

2.2 Address of Aerodrome: .....

.....  
.....  
.....

2.3 Telephone number: .....

2.4 Fax number: .....

2.5 Web site address: .....

2.6 Email address: .....

2.7 Position of proposed aerodrome with reference to nearest location (in nautical miles): .....

2.8 Latitude/Longitude in WGS 84 of reference point: .....

2.9 Grid reference in OSGB of reference point: .....

2.10 Purpose for which aerodrome is to be used

(e.g. Public Transport, flying training): .....

**NOTE: This application must be accompanied by an Ordnance Survey Map, size A4, showing by means of a red line the exact boundary of the proposed licensed area of the aerodrome. This map will be a Schedule attached to the Certificate.**

**3. KEY MANAGEMENT PERSONNEL** (please enter details when applicable)

**3.1 AND 3.2 TO BE COMPLETED ONLY WHERE THE APPLICANT IS A COMPANY OR OTHER CORPORATE BODY**

**3.1 Board Member or person having specific responsibility for safety:**

Name: .....

Telephone number: .....

Email address: .....

**3.2 Managing Director** (if different from above):

Name: .....

Telephone number: .....

Email address:.....

**TO BE COMPLETED BY ALL APPLICANTS**

**3.3 The person in charge of day-to-day operation of the aerodrome:**

(Please enclose a current CV)

Name: .....

Job Title: .....

Telephone number: .....

Email address:.....

**3.4 The person responsible for aerodrome safety** (if different from 3.3 above):

(Please enclose a current CV)

Name:.....

Job Title: .....

Telephone number: .....

Email

address:.....

**3.5 Person responsible for overseeing the day-to-day provision of Rescue & Fire Fighting Services (RFFS):**

Name: .....

Job Title: .....

Telephone number: .....

Email address:.....

**3.6 Provider of the Air Traffic Control Service:**

Name: .....

Address:.....

**3.7 Person responsible for overseeing the day-to-day provision of the Air Traffic Control Service:**

Job Title: .....

Telephone number: .....

Email address:.....

**3.8 Person responsible for overseeing the day-to-day provision of Airport Security Service:**

Name: .....

Job Title: .....

Telephone number: .....

Email address:.....

**4. AERODROME ACTIVITIES**

4.1 Period for which certificate is required, if less than 12 months (i.e. Seasonal Certificate):  
 From: ..... To: .....

4.2 Do you require a certificate for Air Service defined in Civil Aviation Law, Article 1 YES  NO

4.3 Is a certificate for night use required? YES  NO

4.4 If the aerodrome is NOT intended for night use, is it intended to display aeronautical lights? YES  NO

4.5 If the answer to 4.3 or 4.4 above is YES, a Permission to display aeronautical lights will be required. Please provide details of proposed lighting. (See CAR part 9).  
 .....  
 .....

4.6 Please give details of other proposed aviation activities not requiring the use of a certificated aerodrome (e.g. gliding, parachuting, microlights).  
 .....

4.7 Classification of aircraft to be operated at the aerodrome (e.g. aeroplanes, helicopters, gyroplanes).  
 .....

4.8 Type and maximum total weight authorised of the heaviest aircraft engaged on flights for the purpose of public transport of passengers and for the instruction in flying expected to use the aerodrome, including overall length and maximum fuselage width.

<b>Public Transport</b>	<b>Instruction in Flying of Passengers</b>
Type: .....	.....
Weight (kg): .....	.....
Length: .....	.....
Fuselage Width: .....	.....

4.9 RFF Category to be provided

<b>Aeroplanes</b>	<b>Helicopters .</b>
.....	.....
.....	.....

4.10 Do you require a certificate for Air Service defined in Civil Aviation Law, Article 1. (Low Capacity) Yes  No

**5. AIR TRAFFIC SERVICES**

You should apply separately to GCAA for permissions and frequency allocations.

Which of the following will be provided?

a) Air Traffic Control Service with licensed air traffic controllers?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
b) Aerodrome Flight Information Service?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
c) Air/Ground or FISO Service?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

**6 CONTROL OF THE AERODROME**

6.1 Are you the owner of the aerodrome site? YES  NO

If NO – please state:

a) Details of the rights you hold over the site.

.....  
.....  
.....

b) The period for which you hold these rights, including terminating date.

From: ..... To: .....

c) The name and address of the owner or the tenant whose permission has been obtained for the site to be used as an aerodrome.

.....  
.....  
.....

6.2 Does any public or private right of way exist on or near the proposed aerodrome? YES  NO

If YES, would the use of the site as an aerodrome interfere with such rights? YES  NO

If there is a risk of interference with such rights, has any agreement been made with the holder of the rights for the use of the site as an aerodrome (e.g. Letters of Agreement)? YES  NO

If YES please give details of the agreement.

.....  
.....  
.....  
.....

6.3 Do you have sole charge of aircraft movements at the aerodrome? YES  NO

If NO please give details of the nature of aircraft movements outside your control, and the person controlling such movements, and any agreements made regarding co-ordination of movements, including letters of agreement with third parties (e.g. Letters of Agreement).

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**7. PERMISSIONS AND APPROVALS**

7.1 **Before submitting this application, the authorities, as indicated below, should be consulted and, if appropriate, their approvals obtained. There may also be other bodies that applicants should inform, in their own interests. However, the application for planning permission and the request for the aerodrome certificate are not interdependent and are made separately.**

The following list is not comprehensive, and is for guidance only.

**Land Aerodromes, or Water Aerodromes in Inland Waters**

- Urban Planning Authority
- Local Emergency Services (Emergency Plan)
- Port and Harbour Authority
- Environment Agency (Rivers)
- Utilities Bodies (e.g. power cables)

**Water Aerodromes in Coastal Waters**

- Local Planning Authority
- Pilotage Authority
- Port and Harbour Authority
- Utilities Bodies (e.g. power cables)

7.2 Are there any local planning conditions or other relevant approvals Which may affect the use of the site as an aerodrome? YES  NO   
If YES, please provide details.

.....  
.....  
.....  
.....  
.....

7.3 Has any of the authorities mentioned above raised any objections to the proposed use of the site as an aerodrome? YES  NO   
If YES – Please state the Authority concerned and the nature of any objections.

.....  
.....  
.....  
.....  
.....

7.4 Is a safeguarding map to be deposited with the Urban/Local Planning Authority, to show the height above which new constructions in the vicinity of the aerodrome may interfere with its use? YES  NO

**8. SCHEME OF CHARGES**

Please refer to the GCAA Scheme of Charges (Aerodrome Certification). Please enter against the highest weight category appropriate to your aerodrome the total number of movements of aircraft in that Category flying for the purpose of public transport of passengers or instruction in flying or both which you expect to take place at the aerodrome during the twelve month period starting on 1 January.

**NOTE: The figure required is the combined total for the year, each take-off and each landing counting as a movement.**

Category (by maximum authorised code of aircraft)	No. of Movements
8.1 (a) Up to and including Code F	.....
(b) Up to and including Code C	.....
(c) Up to and including Code B	.....
(d) Helicopter operations	.....

**9. AERODROME MANUAL**

9.1 Is a completed Aerodrome Manual enclosed with this application? YES  NO

If NO - please indicate below when this is likely to be submitted to the GCAA.  
.....

**NOTE: An aerodrome certificate will not be granted until an Aerodrome Manual has been received and accepted by the GCAA. The Aerodrome Manual should be submitted in electronic format to [ans.req@gcaa.ae](mailto:ans.req@gcaa.ae)**

**10. AIP REQUIREMENTS**

The Aeronautical Information Publication (AIP) is identified as the publication used for the provision of aeronautical information/data necessary for the regularity and efficiency of air navigation. The holder of an aerodrome certificate should ensure that all information relating to the aerodrome and its facilities, which is significant for the conduct of flights to and from the aerodrome, is available to users of the aerodrome.

You should apply separately to Aeronautical Information Service

**11. ANY FURTHER COMMENTS**

.....  
.....  
.....  
.....  
.....

**CERTIFICATE**

I hereby certify that the foregoing information is correct in every respect and no relevant information has been withheld.

I undertake to pay the GCAA's charges in respect of this application and agree to abide by the terms and conditions of holding an aerodrome certificate as outlined in CAR Part IX, Chapter 2.

**NOTE: It is an offence to make any false representation with intent to deceive, for the purpose of procuring the grant, issue, renewal or variation of an aerodrome certificate. A person found guilty of such an offence is liable to a fine on summary conviction, and to a fine, imprisonment or both on conviction on indictment.**

Signature of Applicant: .....  
(or Accountable Manager)

Date: .....

Name: .....

(Block Capitals)

Position held: .....

APPENDIX C



Aerodromes Operations Core Item Checklist

Aerodrome Operations (Senior)Inspector:  
Inspection Dates:  
Reference:

No	CORE ITEM		FINDINGS / OBSERVATIONS
<b>1</b>	<b>Certification Documentation</b>		
1.1		Aerodrome Manual	
1.2		Completed CAR Part 1X Ch 3 Checklist	
1.3		Identification of Deviations	
1.4		Certificate Conditions	
1.5		Declared Distances: RWY Code	
1.6		Aerodrome Boundary	
1.7		AIP entry	
<b>ACTIONS:</b>			
<b>2</b>	<b>SMS</b>		
2.1		Adoption of CAR Pt X principles: <ol style="list-style-type: none"> <li>1. Safety Policy &amp; Objectives</li> <li>2. Safety Risk Management</li> <li>3. Safety Assurance</li> </ol>	



		4. Safety Promotion	
2.2		Key post holders	
2.3		Roles, Accountabilities & Responsibilities	
2.4		Investigation Process - incident/accident reporting	
2.5		Policy /Procedures / SOPs	
2.6		Integration of SMS: OPS/RFFS/ATS	
2.7		Internal Auditing Process	
2.8		Third Party Oversight	
2.9		Training Records	
2.10		Training Modules	
2.11		Hazard Log / Risk Assessments	
2.12		Management of Change	
2.13		Document Control	
2.14		Committee/Safety Meeting: ToRs, structure	
<b>ACTIONS:</b>			
<b>3</b>	<b>Physical Characteristics</b>		
3.1		Runway	
3.2		Runway Clear & Graded Area	
3.3		Runway Strip	
3.4		Delethalisation	
3.5		Aiming Point / TDZ	
3.6		Provision of RESA	
3.7		Provision of runway turn pads	
3.8		Taxiways	

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3.9		Taxiway Strip	
3.10		Apron	
3.11		Markings	
3.12		Signage	
3.13		Location and conspicuity of wind sleeve	
3.14		Vehicle access roads	
<b>ACTIONS:</b>			
<b>4</b>	<b>Apron Management</b>		
4.1		Apron Markings	
4.2		Aircraft Parking Areas	
4.3		Apron Equipment	
4.4		Turnround Procedures	
4.5		Visual Docking Guidance Systems	
4.6		FOD Controls	
4.7		Apron Safety & Training	
4.8		Marshalling	
4.9		Control procedures for vehicles on the movement area (signage, vehicle accompaniment, etc)	
<b>ACTIONS:</b>			
<b>5</b>	<b>Aeronautical Ground Lighting (AGL)</b>		
5.1		Runway	
5.2		Taxiways	
5.3		Apron Lux Levels	

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5.4		Obstacle Lighting	
5.5		Inspection & Maintenance Procedures	
5.6		Assessment of Photometric Testing	
5.7		Alternate Power Switch-Over Times	
5.8		Flight Checks	
5.9		PAPI Checks (location & survey)	
<b>ACTIONS:</b>			
<b>6</b>	<b>Runway/Taxiway Incursion Prevention</b>		
6.1		LVP Table-Top Exercise	
6.2		Physical controls on aerodrome	
6.3		LVP (operations)	
6.4		Road System Assessment	
6.5		Airside Driver Training	
<b>ACTIONS:</b>			
<b>7</b>	<b>Runway Surface Friction</b>		
7.1		Review of Runway Surface Friction Assessments	
7.2		Procedures / Documentation	
7.3		Training	
<b>ACTIONS:</b>			
<b>8</b>	<b>Fuel Management</b>		
8.1		Inspection of facilities	
8.2		Training / Competency	
8.3		Retained samples storage area and testing equipment	

## Air Navigation &amp; Aerodrome Department

8.4		System for Recording	
8.5		Third Party Oversight and Fuel Sample	
8.6		Procedure for Fuel Management	
<b>ACTIONS:</b>			
<b>9</b>	<b>Wildlife Hazard Control &amp; Habitat Management</b>		
9.1		Wildlife Hazard Control Plan	
9.2		Equipment, vehicle and dispersal techniques	
9.3		Local Environs	
9.4		Assessment within the vicinity of aerodrome	
9.5		Method for recording & assessing bird strikes / wildlife data	
<b>ACTIONS:</b>			
<b>10</b>	<b>Surveys</b>		
10.1		Management of Data (Procedure)	
10.2		AGA Surfaces Assessment	
10.3		Management / Treatment of Obstacles	
10.4		Proposed Treatment of Obstacles	
10.5		Survey Declaration Form (Following publication of CAAP Aerodrome Survey Requirements)	
<b>ACTIONS:</b>			
<b>11</b>	<b>Aerodrome Safeguarding</b>		
11.1		Responsibility for off-aerodrome	

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		safeguarding	
11.2		Safeguarding map with Municipality	
11.3		Procedure to manage the Safeguarding Process	
11.4		Training / Experience	
<b>ACTIONS:</b>			
<b>12</b>	<b>On-Aerodrome Projects</b>		
12.1		Procedure for Managing Projects	
12.2		Control of Contractors	
12.3		Compliance Means	
<b>ACTIONS:</b>			
<b>13</b>	<b>Runway &amp; Movement Area Inspections</b>		
13.1		Periodicity of inspections	
13.2		Personnel undertaking inspections	
13.3		Physical extent of inspections undertaken	
13.4		Defect-reporting system and loop closure (follow-up)	
13.5		Recording of inspections undertaken	
13.6		Sand Management	
<b>ACTIONS:</b>			

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APPENDIX D



**CAR PART IX – CHAPTER 3 – AERODROME MANUAL CHECKLIST** Form No: ANF-CTF -003

**Aerodrome Certificate Holders MUST refer to  
CAR Part IX for greater detail required within each section.**

**Aerodrome Name:**

**Date:**

CAR Part IX Reference	Section Method of Compliance	Compliance Status			Manual Page Reference
		Yes	No	N/A	
					Page Number
	Document Control Process				
	Definitions				
	<b>Part 1 - General</b>				Page Number
Appendix 3 3.1.1	Purpose and Scope of the Aerodrome Manual				
Appendix 3 3.1.2	Legal Requirements				
Appendix 3 3.1.3	Conditions for Use of the Aerodrome				
Appendix 3 3.1.4	Limitations on the Operation of the Aerodrome				
Appendix 3 3.1.5	Responsibilities for Aerodrome Certification and Safety Issues				
Appendix 3 3.1.6	Obligations of the Aerodrome Operator				
<b>Comments:</b>					
	<b>Part 2 - Particulars of the Aerodrome Site</b>				Page Number
Appendix 3 3.1.1	General Description of Aerodrome				
Appendix 3 3.2.1	Location Plan				
Appendix 3 3.2.2	Boundary Plan				
Appendix 3 3.2.3	Aerodrome Plan				
Appendix 3 3.2.4	Apron Plan				
Appendix 3 3.2.5	Ground Movement Plan				
Appendix 3 3.2.6	Lighting Plan				
<b>Comments:</b>					
	<b>Part 3 - Particulars of the Aerodrome Required by AIS</b>				Page Number
Appendix 3 3.3.1	Description of procedures to ensure accuracy and quality of AIS information				

## Aerodrome Manual Checklist

Appendix 3 3.3.1	Description of procedures to promulgation and review AIS information				
<b>Comments:</b>					
	<b>General Information</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Page Number</b>
Appendix 3 3.3.2(a)	Aerodrome Name				
Appendix 3 3.3.2(b)	Aerodrome Location				
Appendix 3 3.3.2(c)	Aerodrome Reference Point				
Appendix 3 3.3.2(d)	Aerodrome Elevation				
Appendix 3 3.3.2(e)	Runway Elevations, Low Points, Touchdown Points				
Appendix 3 3.3.2(f)	Aerodrome Reference Temperature				
Appendix 3 3.3.2(g)	Aerodrome Beacons				
Appendix 3 3.3.2(h)	Aerodrome Contact Details				
<b>Comments:</b>					
	<b>Aerodrome Dimensions &amp; Related Information</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Page Number</b>
Appendix 3 3.3.3.1	Runways				
Appendix 3 3.3.3.2	Runway Strips, Runway End Safety Areas, Stopways (Length & Width)				
Appendix 3 3.3.3.3	Taxiways (Length & Width)				
Appendix 3 3.3.3.4	Apron and Aircraft Stands				
Appendix 3 3.3.3.5	Clearway				
Appendix 3 3.3.3.6	Visual Aid including indicators, marking, markers, lighting, signs and control systems				
Appendix 3 3.3.3.6	Visual Aids - Approach Lighting Type and PAPI				
Appendix 3 3.3.3.6	Visual Aids - Runway				
Appendix 3 3.3.3.6	Visual Aids - Taxiway				
Appendix 3 3.3.3.6	Visual Aids - Aprons and Aircraft Stands				
Appendix 3 3.3.3.7	Location and Radio Frequency of VOR Checkpoint Signs				
Appendix 3 3.3.3.8	Standard Taxiway Routes				
Appendix 3 3.3.3.9, 3.3.3.10, and 3.3.3.11	Geographic Coordinates – Thresholds, Taxiway Centre Line Points, Aircraft Stands				
Appendix 3 3.3.3.12	Geographic Coordinates – Significant Obstacles				
Appendix 3 3.3.3.13	Pavement Surfaces				

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Appendix 3 3.3.3.14	Altimeter Check Locations				
Appendix 3 3.3.3.15	Declared Distances (for Runways and any Intersection Departures)				
Appendix 3 3.3.3.16	Disabled Aircraft Removal Plan				
Appendix 3 3.3.3.17	Rescue & Fire Fighting Services				
<b>Comments:</b>					
<b>Part 4 - Aerodrome Operating Procedures &amp; Safety Measures</b>					
Appendix 3 3.4.1	<b>Reporting of Aerodrome Information</b>	Yes	No	N/A	Page Number
Appendix 3 3.4.1.1	Reporting or changing information in the AIP and Issuing NOTAMS including:				
Appendix 3 3.4.1(a)	Procedures for checking AIP information				
Appendix 3 3.4.1(b)	Procedures for issuing a NOTAM				
Appendix 3 3.4.1(c)	Procedures for changing AIP information				
Appendix 3 3.4.1(d)	Procedures for briefing Aircraft Operators				
Appendix 3 3.4.2	Details of persons responsible				
Appendix 3 3.4.3	Details for reporting changes to the Authority				
<b>Comments:</b>					
Appendix 3 3.4.2	<b>Access to the Aerodrome Movement Area</b>	Yes	No	N/A	Page Number
Appendix 3 3.4.2.1	Procedures for preventing unauthorised access into movement area including:				
Appendix 3 3.4.2.1(a)	Role of each agency with key responsibility for aerodrome security				
Appendix 3 3.4.2.1(b)	Procedures to control access of personnel and contractors				
Appendix 3 3.4.2.1(c)	Procedures to control access of vehicles and equipment				
Appendix 3 3.4.2.2	Details of persons responsible				
<b>Comments:</b>					
Appendix 3 3.4.3	<b>Aerodrome Movement Area Inspections (3.4.3)</b>	Yes	No	N/A	Page Number
Appendix 3 3.4.3.1	Procedures for daily inspection of movement area and OLS including:				
Appendix 3 3.4.3.2	Description of inspections undertaken including frequency				
Appendix 3 3.4.3.2	Inspection checklists				
Appendix 3 3.4.3.3	Description of record keeping and corrective actions				
Appendix 3 3.4.3.4	Description of communications with ATC & Apron Management Services				



## Aerodrome Manual Checklist

Appendix 3 3.4.3.5	Procedures for reporting results to ATC and parties responsible for defect rectification				
Appendix 3 3.4.3.5	Runway inspection and defect reporting				
Appendix 3 3.4.3.5	Taxiway inspection and defect reporting				
Appendix 3 3.4.3.5	Apron inspection and defect reporting				
Appendix 3 3.4.3.6	Procedures for restricting aircraft operations				
Appendix 3 3.4.3.7	Details of persons responsible				
<b>Comments:</b>					
Appendix 3 3.4.4	<b>Aerodrome Electrical Systems &amp; Visual Aids</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Page Number</b>
Appendix 3 3.4.4.1	Synopsis of facilities and procedures for the inspection and maintenance of the electrical system, aeronautical lights, signs and markings including:				
Appendix 3 3.4.4.1(a)	<b>Electrical</b>				
Appendix 3 3.4.4.1(a)(i)	Description of electrical system and power supplies				
Appendix 3 3.4.4.1(a)(ii)	Single line diagram of electrical system as built				
Appendix 3 3.4.4.1(a)(iii)	Description of testing including frequency for secondary power supply				
Appendix 3 3.4.4.1(b)	<b>Airfield Lighting</b>				
Appendix 3 3.4.4.1(b)(i)	Description of Aerodrome Ground Lighting including VDGS				
Appendix 3 3.4.4.1(b)(ii)	Description of lighting circuitry				
Appendix 3 3.4.4.1(b)(iii)	Details of inspection schedule, type of inspections and calibration methods				
Appendix 3 3.4.4.1(b)(iv)	Inspection checklists				
Appendix 3 3.4.4.1(b)(v)	Details of record keeping and tracking of corrective actions				
Appendix 3 3.4.4.1(b)(vi)	Procedures for reporting results and parties responsible for defect rectification				
Appendix 3 3.4.4.1(b)(vii)	Description of preventative maintenance program				
Appendix 3 3.4.4.1(b)(viii)	Number of staff and details of shift structure				
Appendix 3 3.4.4.1(c)	<b>Signs and Markings</b>				
Appendix 3 3.4.4.1(c)(i)	Description of aerodrome signs and markings				
Appendix 3 3.4.4.1(c)(i)	Description of inspection schedule and inspections undertaken				
Appendix 3 3.4.4.1(c)(ii)	Inspection checklists				
Appendix 3 3.4.4.1(c)(iii)	Details of record keeping and tracking of corrective actions				
Appendix 3 3.4.4.1(c)(iv)	Procedures for reporting results and parties responsible for defect rectification				
Appendix 3 3.4.4.1(c)(v)	Description of preventative maintenance program				

## Aerodrome Manual Checklist

Appendix 3 3.4.4.1(d)	<b>Details of persons responsible for the following:</b>				
Appendix 3 3.4.4.1(d)(i)	Electrical System				
Appendix 3 3.4.4.1(d)(i)	Airfield Lighting				
Appendix 3 3.4.4.1(d)(i)	Airfield signs				
Appendix 3 3.4.4.1(d)(i)	Pavement Markings				
<b>Comments:</b>					
Appendix 3 3.4.5	<b>Aerodrome Movement Area Maintenance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Page Number</b>
Appendix 3 3.4.5.1	Synopsis of pavement maintenance program and description of pavement management system for the movement area including:				
Appendix 3 3.4.5.1(a)	Pavement inventory				
Appendix 3 3.4.5.1(b)	Inspection schedule, types of inspection/surveys/assessment including:				
Appendix 3 3.4.5.1(b)	Paved and unpaved areas				
Appendix 3 3.4.5.1(b)	Runways and taxiways strips				
Appendix 3 3.4.5.1(c)	Details of record keeping and tracking of corrective actions				
Appendix 3 3.4.5.1(d)	FOD management arrangements				
Appendix 3 3.4.5.1(e)	Description of friction testing, assessment and corrective action programme				
Appendix 3 3.4.5.1(e)	Rubber removal programme for runways				
Appendix 3 3.4.5.1(f)	Drainage system maintenance and adequacy				
Appendix 3 3.4.5.2	Details of persons responsible				
<b>Comments:</b>					
Appendix 3 3.4.6	<b>Aerodrome Works Safety</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Page Number</b>
Appendix 3 3.4.6.1	Procedures for works on or in the vicinity or the movement area or those that may extend above the OLS including:				
Appendix 3 3.4.6.1(a)	Methodology for development of a safety plans and control of contractors				
Appendix 3 3.4.6.1(a)	Checklists				
Appendix 3 3.4.6.1(b)	Methodology for implementation of airside works safety plans				
Appendix 3 3.4.6.1(b)	Works notification and work authority permit process				
Appendix 3 3.4.6.1(c)	Procedures for closing off and reopening work areas				
Appendix 3 3.4.6.1(c)	Formal acceptance of work areas prior to return them to service				
Appendix 3 3.4.6.1(d)	Supervisory oversight of works in progress				
Appendix 3 3.4.6.1(e)	Communications between parties (contractors, ATC, Apron Management Services, etc)				

## Aerodrome Manual Checklist

Appendix 3 3.4.6.2	Details of persons responsible				
<b>Comments:</b>					
Appendix 3 3.4.7	<b>Apron Management</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Page Number</b>
Appendix 3 3.4.7.1	Synopsis for apron management including communication between ATC and Apron Management Services including:				
Appendix 3 3.4.7.1(a)	Description of geographical areas of responsibility including points of transfer				
Appendix 3 3.4.7.1(b)	Procedures for transfer of control for arriving and departing aircraft				
Appendix 3 3.4.7.1(c)	Arrangements for allocating aircraft parking positions				
Appendix 3 3.4.7.1(d)	Arrangements for ensuring stand availability, equipment serviceability and stand is clear of FOD prior to aircraft arrival				
Appendix 3 3.4.7.1(d)	Arrangements for communicating stand availability and clearance				
Appendix 3 3.4.7.1(e)	Description of stand guidance system used				
Appendix 3 3.4.7.1(f)	Arrangements for engine start-up and ensuring clearance during push-back				
Appendix 3 3.4.7.1(g)	Description of follow-me procedures including communication of instructions				
Appendix 3 3.4.7.2	Details of persons responsible				
<b>Comments:</b>					
Appendix 3 3.4.8	<b>Apron Safety Management</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Page Number</b>
Appendix 3 3.4.8.1	Synopsis of procedures and facilities used to ensure apron safety including:				
Appendix 3 3.4.8.1(a)	Procedures for protection from jet blast				
Appendix 3 3.4.8.1(b)	Procedures to protect aircraft from FOD				
Appendix 3 3.4.8.1(c)	Fuel spillage response and cleanup				
Appendix 3 3.4.8.1(d)	Enforcement of safety precaution during refuelling				
Appendix 3 3.4.8.1(e)	Procedures for reporting accidents/incidents				
Appendix 3 3.4.8.1(e)	Procedures for investigation				
Appendix 3 3.4.8.1(e)	Procedures for analysis of accidents/incidents				
Appendix 3 3.4.8.1(f)	Procedures for auditing safety compliance of apron personnel				
Appendix 3 3.4.8.1(g)	Details of any apron/ground safety committees				
Appendix 3 3.4.8.1	Details of persons responsible				
<b>Comments:</b>					
Appendix 3 3.4.9	<b>Airside Vehicle Control</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Page Number</b>

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Appendix 3 3.4.9.1	Procedure for control of surface vehicles operating on or in the vicinity of the movement area including:				
Appendix 3 3.4.9.1(a)	Description of airside traffic rules including:				
Appendix 3 3.4.9.1(a)	Speed limits				
Appendix 3 3.4.9.1(a)	Means of enforcement				
Appendix 3 3.4.9.1(b)	Description of vehicle serviceability requirements				
Appendix 3 3.4.9.1(c)	Method for issuing driving permits				
Appendix 3 3.4.9.1(d)	Method for authorisation for airside vehicles/equipment				
Appendix 3 3.4.9.1(d)	Considerations for vehicles/equipment that will remain airside				
Appendix 3 3.4.9.2	Details of persons responsible				
<b>Comments:</b>					
Appendix 3 3.4.10	<b>Wildlife Hazard Management</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Page Number</b>
Appendix 3 3.4.10.1	Synopsis of methods to deal with dangers caused by birds and wildlife on aerodrome or in the flight path as detailed in Aerodrome Operator's Wildlife Hazard Management Plan				
Appendix 3 3.4.10.2	Details of persons responsible				
<b>Comments:</b>					
Appendix 3 3.4.11	<b>Obstacle Control</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Page Number</b>
Appendix 3 3.4.11.1	Synopsis of system to control and remove obstacles at the aerodrome and its environs (off the aerodrome) including:				
Appendix 3 3.4.11.1(a)	Methodology for obstacle assessment				
Appendix 3 3.4.11.1(a)	Frequency of obstacle assessment or confirmation				
Appendix 3 3.4.11.1(b)	Methodology to control new obstacles				
Appendix 3 3.4.11.1(b)	Methodology to monitor new building developments				
Appendix 3 3.4.11.1(c)	Description of systems to remove existing obstacles				
Appendix 3 3.4.11.1(d)	Process to notify the GCAA of obstacles				
Appendix 3 3.4.11.1(d)	Process to notify the GCAA of additional or removed obstacles				
Appendix 3 3.4.11.1(d)	Process for amending the AIS publications regarding obstacles				
Appendix 3 3.4.11.1(e)	Description of system to obtain and report data in the applicable data collection areas				
Appendix 3 3.4.11.2	Details of persons responsible				
<b>Comments:</b>					
Appendix 3 3.4.12	<b>Handling Hazardous Materials</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Page Number</b>

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Appendix 3 3.4.12.1	Procedures for handling and storage of hazardous material on the aerodrome including:				
Appendix 3 3.4.12.1(a)	Details of special areas set-up for storage of flammable liquids and any other hazardous material				
Appendix 3 3.4.12.1(a)	Details of special areas set-up for storage of aviation fuel				
Appendix 3 3.4.12.1(b)	Methods for handling hazardous materials including:				
Appendix 3 3.4.12.1(b)	Description for method for accepting delivery				
Appendix 3 3.4.12.1(b)	Description for method for storage				
Appendix 3 3.4.12.1(b)	Description for method for dispensing				
Appendix 3 3.4.12.1(c)	Description of system for testing the quality of aviation fuel prior dispensing into aircraft				
Appendix 3 3.4.12.1(d)	Procedures for ensuring apron safety during fuelling operations				
Appendix 3 3.4.12.1(d)	Procedures for ensuring apron safety during defuelling operations				
Appendix 3 3.4.12.2	Details of persons responsible				
<b>Comments:</b>					
Appendix 3 3.4.13	<b>Low Visibility Operations</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Page Number</b>
Appendix 3 3.4.13.1	Procedures to be introduced for Low Visibility Operations (LVO) including:				
Appendix 3 3.4.13.1(a)	Lowest limits for aircraft approaches				
Appendix 3 3.4.13.1(a)	Lowest limits for aircraft departures				
Appendix 3 3.4.13.1(b)	Description of how RVR is made				
Appendix 3 3.4.13.1(b)	Description of how RVR is reported				
Appendix 3 3.4.13.1(c)	Description of safeguarding methods and stages of implementation				
Appendix 3 3.4.13.1(d)	Description of systems for the control of aircraft during LVO				
Appendix 3 3.4.13.1(d)	Description of systems for the control of vehicles during LVO				
Appendix 3 3.4.13.2	Details of persons responsible				
<b>Comments:</b>					
Appendix 3 3.4.14	<b>Protection of Radar and Navigation Sites</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Page Number</b>
Appendix 3 3.4.14.1	Procedures for protection, operations and maintenance of radar and radio navigational aids:				
Appendix 3 3.4.14.1(a)	Description of aerodrome navigation aids				
Appendix 3 3.4.14.1(b)	Inspection schedule and types of inspection and calibration				
Appendix 3 3.4.14.1(c)	Inspection checklists				
Appendix 3 3.4.14.1(d)	Description of record keeping and tracking of corrective actions				

## Aerodrome Manual Checklist

Appendix 3 3.4.14.1(e)	Procedures for reporting results and parties responsible for defect rectification				
Appendix 3 3.4.14.1(e)	Procedures for reporting results to units responsible for control of aircraft on movement areas				
Appendix 3 3.4.14.1(e)	Procedures for follow-up of reported deficiencies				
Appendix 3 3.4.14.1(f)	Description of preventative measures methods				
Appendix 3 3.4.14.1(g)	Number of staff and details of shift structure				
Appendix 3 3.4.14.1(h)	Description of maintenance schedule programme				
Appendix 3 3.4.14.1(i)	Description of control measures in the vicinity of radars				
Appendix 3 3.4.14.1(i)	Description of control measures for navigation aids				
Appendix 3 3.4.14.2	Details of persons responsible				
<b>Comments:</b>					
<b>Part 5 - Rescue &amp; Fire-Fighting Service</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Page Number</b>
Appendix 3 3.5.1	Details of persons responsible				
Appendix 3 3.5.2	High-level policy statement of provided RFF categories				
Appendix 3 3.5.3	Descriptions of actions required to upgrade the facility, if higher category available by prior arrangement				
Appendix 3 3.5.4	Chart of defined objectives (with operational levels acceptable as per policy) for each RFF category provided including:				
Appendix 3 3.5.5(a)	Amounts of media provided				
Appendix 3 3.5.5(b)	Discharge rates				
Appendix 3 3.5.5(c)	Number of foam-producing appliances				
Appendix 3 3.5.5(d)	Manning levels				
Appendix 3 3.5.5(e)	Levels of supervision				
Appendix 3 3.5.6	Procedures for monitoring and maintaining adequate response time capability				
Appendix 3 3.5.7	Management of personnel engaged in extraneous duties to ensure no effect on response capability				
Appendix 3 3.5.8	Details of specialist equipment such as water tankers, rescue craft, emergency tenders, hose layers, appliances with aerial capability, etc.				
Appendix 3 3.5.8	Procedures to be followed if above specialist equipment is temporarily unavailable				
Appendix 3 3.5.9	Polices or letters of agreement with third party organisations that provide essential equipment for safe operation of the aerodrome (e.g. water rescue)				
Appendix 3 3.5.10	Contingency plans if organisations providing essential equipment not available				
Appendix 3 3.5.11	Process for selection and retention of RFFS personnel				
Appendix 3 3.5.12	Process for ensuring initial and continued competence of RFF personnel				

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Appendix 3 3.5.13	Procedures for accessing accidents within 1,000 m of the threshold of each runway and details of access to difficult environs				
Appendix 3 3.5.14	Procedures for managing normal aircraft RFF response if the RFF responds to domestic fires or special services				
Appendix 3 3.5.15	Policy if the RFF facility responds to aircraft accidents landside/off-aerodrome				
Appendix 3 3.5.15	Procedures to manage the effects on continued aircraft operations if RFF facility responds to aircraft accidents landside/off aerodrome				
Appendix 3 3.5.16	Description of the availability of additional water supplies following an aircraft accident				
Appendix 3 3.5.16	Policy in the event of contractual work which requires isolation or depletion of water supplies				
Appendix 3 3.5.17	Description of scale of available medical equipment including location and transport arrangements if not held on the RFF appliances				
Appendix 3 3.5.18	<b>Integrated Emergency Planning</b>	Yes	No	N/A	Page Number
Appendix 3 3.5.18.1	Description of arrangements for determining and implementing plans ensuring the integrated management of response to an aircraft incident/accident. These arrangements should take account of the complexity and size of the aircraft operations.				
Appendix 3 3.5.18.2	Policy statement of the distance the RFF would respond to an off-aerodrome aircraft accident				
Appendix 3 3.5.18.3	Additional information/instructions within the emergency plan based upon the Aerodrome Operator's hazard/risk registry				
Appendix 3 3.5.19	<b>Aircraft Recovery Plan</b>	Yes	No	N/A	Page Number
Appendix 3 3.5.19.1	Description of arrangements and implementation plans ensuring the integrated management of aircraft recovery and business continuity following an aircraft incident/accident. These arrangements should take account of the complexity and size of the aircraft operations and based on the largest aircraft using the aerodrome.				
<b>Part 6 - Safety Management Systems</b>					
Appendix 3 3.6.1	<b>Aerodrome Administration and SMS Organisation</b>	Yes	No	N/A	Page Number
Appendix 3 3.6.1(a)	Organisational chart of key personnel				
Appendix 3 3.6.1(a)	Description safety accountabilities				
Appendix 3 3.6.1(b)	Description of safety management groups/committees				
Appendix 3 3.6.1(b)	Description of published safety accountabilities				
<b>Comments:</b>					
Appendix 3 3.6.2	<b>Safety Management System (SMS)</b>	Yes	No	N/A	Page Number
Appendix 3 3.6.2.1	Description of the SMS established for ensuring compliance with all safety requirements and achieving continuous improvement in safety performance including:				
Appendix 3 3.6.2.1(a)	Statement of <b>safety policies</b> on the process of safety management and its relation to the operational and maintenance process				
Appendix 3 3.6.2.1(b)	Description of how <b>planning and strategy</b> is undertaken including:				
Appendix 3 3.6.2.1(b)	Description for setting priorities of and implementing safety initiatives				

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Appendix 3 3.6.2.1(b)	Description for setting safety performance targets				
Appendix 3 3.6.2.1(b)	Description of how performance against targets is assessed				
Appendix 3 3.6.2.1(c)	Description of <b>Aerodrome Quality Assurance System</b>				
Appendix 3 3.6.2.1(c)	Description of internal safety auditing process and review schedule				
Appendix 3 3.6.2.1(c)	Description of method for ensuring compliance with these Regulations				
Appendix 3 3.6.2.1(c)	Description of quality control on safety				
Appendix 3 3.6.2.1(d)	Description of <b>documentation</b> methods relating to safety				
Appendix 3 3.6.2.1(d)	Airport operational records				
Appendix 3 3.6.2.1(d)	Airport maintenance records including pavements and lighting				
Appendix 3 3.6.2.1(e)	Description of method used for <b>risk identification</b>				
Appendix 3 3.6.2.1(e)	Description of hazard identification, recording and reviewing				
Appendix 3 3.6.2.1(e)	Description of how risks are mitigated				
Appendix 3 3.6.2.1(e)	Description of how risks are controlled				
Appendix 3 3.6.2.1(f)	Description of how <b>critical safety areas</b> are identified				
Appendix 3 3.6.2.1(f)	Description of Safety Measures Program (e.g. works safety plan, airside driver licensing, low visibility operations)				
Appendix 3 3.6.2.1(g)	Description of system for <b>reporting, recording, investigating occurrences</b> , complaints, defects, faults, discrepancies and failures				
Appendix 3 3.6.2.1(g)	Description of system for reporting				
Appendix 3 3.6.2.1(g)	Description of system for continued safety monitoring				
Appendix 3 3.6.2.1(g)	Description of system for analysis of trends				
Appendix 3 3.6.2.1(h)	Description of methods and procedures for <b>communicating safety measures</b>				
Appendix 3 3.6.2.1(h)	Safety messages				
Appendix 3 3.6.2.1(h)	Enforcement of safety requirements				
Appendix 3 3.6.2.1(i)	Description of system for <b>recruitment, training and competency testing of staff</b>				
Appendix 3 3.6.2.1(i)	Description of system for review and evaluation of the adequacy of training provided				
Appendix 3 3.6.2.1(i)	Description of certification system for testing competency				
Appendix 3 3.6.3	<b>Safety Policies</b> should include the following:				
Appendix 3 3.6.3(a)	Statement for maintaining or improving safety performance				
Appendix 3 3.6.3(b)	Statement for minimising risks of an accident				
Appendix 3 3.6.3(c)	Statement for implementing safety systems				
Appendix 3 3.6.3(d)	Statement about individual and management accountabilities and responsibilities for safety performance				



## Aerodrome Manual Checklist

Appendix 3 3.6.3(e)	Statement about priority of flight safety in relation to other priorities				
Appendix 3 3.6.3(f)	Statement about compliance with safety standards and regulatory requirements				
Appendix 3 3.6.3(g)	Statement about ensuring sub-contractors meet safety standard and requirements.				
Appendix 3 3.6.4	Description of system to <b>brief Air Transport Operators</b> and Air Carriers				
Appendix 3 3.6.5	Details of procedures to <b>restrict operators</b> who do not meet UAE regulatory requirements or are subject to a ban; a cease and desist order; or grounding order				
<b>Comments:</b>					

<b>Name Aerodrome Certificate Holder (or Representative):</b>	
<b>Signature Aerodrome Certificate Holder (or Representative):</b>	
<b>Date:</b>	
<b>Inspector Name:</b>	
<b>Signature Inspector</b>	
<b>Date:</b>	

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**APPENDIX E**



**SMS manual elements and review list**

Aviation Safety Affairs Inspectors  
 Reference: CAR Part X, CAAP 50

No.	SMS Manual elements and review list	Reference to GCAA publication		Inspector Comments during document review	Reference in the manual
		CAR Part X Chapter	CAAP 50 Chapter		
1	SAFETY POLICY AND OBJECTIVES				
1.1	Management commitment and responsibility: 1. Safety policy available and signed by Accountable Manager. 2. Safety objectives are established and documented. 3. If management of SMS is delegated to another person than the Accountable Manager then the manual shall document it.	5	1.1		
1.2	Safety accountabilities of managers are documented and are in line with the size, nature and complexity of operations.	6	1.2		
1.3	Appointement of Key Safety post holders/groups:	6	1.3		

	<p>1. Safety Manager qualifications and responsibilities are documented. (Note: The Accountable Manager retains his accountability for the proformance of the organisation's SMS)</p> <p>2. Safety Review Board and Safety Action Group (for large organisation) requirement documented with resources allocations, and descriptions of roles and functions.</p>				
1.4	Emergency Response Plan documented with objectives set, and allocation of roles and responsibilities of internal and external stakeholders.	8	1.4		
1.5	Identification of the person in charge of the administration of the manual and the mechanisms for revising it along with record keeping of all activities related to SMS.	9, 10	1.5		
2	SAFETY RISK MANAGEMENT				
2.1	Hazard identification process documented with formal means of collection, record, and analyse including an effective feedback process.	13.2	2.1		
2.2	Risk assessment and mitigations processes documented with formal means of collection, record, categorisation (against probability, severity and exposure) and analyse for mitigation purpose including an effective feedback process.	13.3	2.2		
3	SAFETY ASSURANCE				
3.1	Safety Performance Monitoring and Measurement process documented to ensure compliance with the Safety Policy and Objectives with focus on adequate staff	14.2, 16	3.1		

Aviation Safety affairs

	competencies, compliance with approved procedures and instructions.				
3.2	Management of Change documented including identification process of external and internal factor that may affect the safety of operations.	14.3	3.2 and Appendix B		
3.3	Means for Continuous Improvement of the Safety System are identified and established including Internal Auditing Process, Third Party Oversight, and personnel performances.	14.4	3.3		
4	SAFETY PROMOTION				
4.1	Training and Education. It shall be in accordance with the structure established in CAAP50.	15.2	4.1		
4.2	Safety Communication. It shall identify the medias in place for such promotion.	15.3	4.2		

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**SMS BASELINE AUDIT CHECK LIST**

Form No.: GTF-SMS-001



**Note: Observe HSE guidelines as detailed in [GAP-02](#) Section 3.14, IMS registers EMS-F01 and GCAA-IMS-P02 F01.**

<i>Aspect to be analyzed or question to be answered</i>	<i>Answer status of implementation</i>
<b>Part X Section 5</b>	
Is there a safety policy in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the safety policy reflect organizational commitments regarding safety management?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the safety policy include a clear statement about the provision of the necessary resources for the implementation of the safety policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the safety policy include the safety reporting procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the safety policy clearly indicate which types of operational behaviors are unacceptable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the safety policy include the conditions under which disciplinary action would not apply?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the safety policy signed by the Accountable Executive?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the safety policy communicated, with visible endorsement, throughout the organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the safety policy periodically reviewed to ensure it remains relevant and appropriate to the organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a formal process to develop a coherent set of safety objectives?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the safety objectives linked to the safety performance indicators, safety performance targets and action plans?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the safety objectives publicized and distributed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Part X Section 6</b>	
Has the organization identified an Accountable Executive who, irrespective of other functions, shall have ultimate responsibility and accountability, on behalf of the organization, for the implementation and maintenance of the SMS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the Accountable Executive have responsibility for ensuring that the safety management system is properly implemented and performing to requirements in all areas of the organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the Accountable Executive have full control of the financial resources required for the operations authorized to be conducted under the operations certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the Accountable Executive have full control of the human resources required for the operations authorized to be conducted under the operations certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the Accountable Executive have direct responsibility for the conduct of the organization's affairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the Accountable Executive have final authority over operations authorized to be conducted under the operations certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the organization identified the accountabilities of all members of	<input type="checkbox"/> Yes

# SMS BASELINE AUDIT CHECK LIST

Form No.: GTF-SMS-001



<i>Aspect to be analyzed or question to be answered</i>	<i>Answer status of implementation</i>
management, irrespective of other functions, as well as of employees, with respect to the safety performance of the SMS?	<input type="checkbox"/> No
Are the safety responsibilities, accountabilities and authorities documented and communicated throughout the organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the organization included a definition of the levels of management with authority to make decisions regarding safety risk tolerability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the organization appointed a qualified person to manage and oversee the day-to-day operation of the SMS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the person overseeing the operation of the SMS fulfil the required job functions and responsibilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Part X Section 8 and CAAP 50</b>	
Does the organization have an emergency response/contingency plan appropriate to the size, nature and complexity of the organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the organization coordinate its emergency response/contingency procedures with the emergency/response contingency procedures of other organizations it must interface with during the provision of services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the organization have a process to distribute and communicate the coordination procedures to the personnel involved in such interaction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Part X Sections 9 and 10</b>	
Has the organization developed and maintains a safety library for appropriate hazard documentation and documentation management?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the organization developed and maintains SMS documentation in paper or electronic form?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the SMS documentation developed in a manner that describes the SMS and the consolidated interrelationships between all the SMS components?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the SMS explicitly address the coordination between the service provider's SMS and the SMS of other organizations the organization must interface with during the provision of services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the service provider developed a safety management systems manual (SMSM) as a key instrument for communicating the organization's approach to safety to the whole organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the SMSM document all aspects of the SMS including, among others, the safety policy, objectives, procedures and individual safety accountabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the SMSM clearly articulate the role of safety risk management as an initial design activity and the role of safety assurance as a continuous activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the service provider have a records system that ensures the generation and retention of all records necessary to document and support operational requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the service provider's records system in accordance with Part X Section 10?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the records system provide the control processes necessary to ensure appropriate identification, legibility, storage, protection, archiving, retrieval,	<input type="checkbox"/> Yes <input type="checkbox"/> No

# SMS BASELINE AUDIT CHECK LIST

Form No.: GTF-SMS-001



<i>Aspect to be analyzed or question to be answered</i>	<i>Answer status of implementation</i>
retention time, and disposition of records?	
<b>Part X Section 13</b>	
Does the organization have a formal safety data collection and processing system (SDCPS) for effectively collecting information about hazards in operations? Does the organization SDCPS include a combination of reactive, proactive and predictive methods of safety data collection?	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No
Does the organization have reactive, proactive, and predictive processes that provide for the capture of information relevant to safety and risk management?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the service provider developed training relevant to reactive, proactive, and predictive methods of safety data collection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the service provider developed communication relevant to reactive, proactive, and predictive methods of safety data collection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is reactive, proactive, and predictive reporting, accessible and commensurate with the size of the service provider?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are reactive, proactive, and predictive reports reviewed at the appropriate level of management?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Part X Section 7</b>	
Does the organization have adequate facilities and accommodation for staff to plan and perform their duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the organization developed and does it maintain a formal process that ensures analysis, assessment and control of the safety risks in the organization operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the organization SMS documentation clearly articulate the relationship between hazards, consequences and safety risks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there criteria for assessing safety risks and establishing safety risk tolerability (i.e. the acceptable level of safety risk the organization is willing to accept)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the service provider have safety risk mitigation strategies that include corrective/preventive action plans to prevent recurrence of reported occurrences and deficiencies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>SAFETY ASSURANCE</b>	
<b>Part X Section 14</b>	
Has the organization implemented an internal process to verify the safety performance of the organization and to validate the effectiveness of safety risks controls?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the following tools included in those processes? Safety reporting systems Safety studies Safety reviews Safety audits Safety surveys Internal safety investigations	<input type="checkbox"/> Yes <input type="checkbox"/> No

# SMS BASELINE AUDIT CHECK LIST

Form No.: GTF-SMS-001



<i>Aspect to be analyzed or question to be answered</i>	<i>Answer status of implementation</i>
Is the safety performance of the organization verified in reference to the safety performance indicators and safety performance targets of the SMS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are safety reports reviewed at the appropriate level of management?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the management conduct regular reviews of the SMS, including the output of the Safety Risk Management and assess the need for changes to the Organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are corrective and preventive actions generated in response to hazard identification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there procedures in place for the conduct of internal investigations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a process to ensure that occurrences and deficiencies reported are analyzed to identify all associated hazards?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there regular safety meetings discussing safety risks and hazards encountered (intervals)? Management evaluation review of the SMS/intervals and persons attending the meetings.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the service provider have a process for evaluating the effectiveness of the corrective/preventive measures that have been developed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the service provider have a system to monitor the internal reporting process and the associated corrective actions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there an internal auditing schedule to establish effectiveness of SMS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Part X Section 16</b>	
Is there an audit function with the independence and authority required to carry out effective internal evaluations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the audit system cover all functions, activities and subcontracted organizations evaluation within the service provider?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there selection/training processes to ensure the objectivity and competence of auditors as well as the impartiality of the audit process?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a procedure for reporting audit results and maintaining records?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a procedure outlining requirements for timely corrective and preventive action in response to audit results?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a procedure to record verification of action(s) taken and the reporting of verification results?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a process in place to monitor and analyze trends?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Part X Section 14.3</b>	
Has the organization developed and does it maintain a formal process to identify changes within the organization which may affect established processes and services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the formal process for the management of change analyze changes to	<input type="checkbox"/> Yes



# SMS BASELINE AUDIT CHECK LIST

Form No.: GTF-SMS-001



<i>Aspect to be analyzed or question to be answered</i>	<i>Answer status of implementation</i>
operations or key personnel for safety risks?	<input type="checkbox"/> No
Has the organization established arrangements to ensure safety performance prior to implementing changes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the organization established a process to eliminate or modify safety risk controls that are no longer needed due to changes in the operational environment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Part X Section 14.4</b>	
Has the organization developed and does it maintain a formal process to identify the causes of substandard performance of the SMS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the organization established a mechanism(s) to determine the implications of substandard performance of the SMS on operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the organization established a mechanism(s) to eliminate or mitigate the causes of substandard performance of the SMS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the organization have a process for the proactive evaluation of facilities, equipment, documentation and procedures (through audits and surveys, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the organization have a process for the proactive evaluation of an individual's performance, to verify the fulfilment of that individual's safety responsibilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>SAFETY PROMOTION</b>	
<b>Part X Section 15</b>	
Is there a documented process to identify training requirements so that personnel are trained and competent to perform their SMS duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the safety training appropriate to the individual's involvement in the SMS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there emergency response/contingency training for affected personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a process that measures the effectiveness of training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there communication processes in place within the organization that permit the safety management system to function effectively?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there communication processes (written, meetings, electronic, etc.) commensurate with the size and scope of the service provider?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is safety-critical information established and maintained in a suitable medium that provides direction regarding relevant SMS documents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is safety-critical information disseminated throughout the organization and is the effectiveness of safety communication monitored?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a procedure that explains why particular safety actions are taken and why safety procedures are introduced or changed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**RESTRICTED - MANAGEMENT (WHEN COMPLETED)****AERODROME SAFETY AUDIT (ANS ASA 002)**

**XXXXXXXXXX (enter airport) INTERNATIONAL AIRPORT  
GCAA AERODROME CERTIFICATION AUDIT (enter date)**

**ALL AERODROMES ARE TO COMPLETE THIS REPORT PRIOR TO EACH PERIODIC GCAA AERODROME LICENSING AUDIT OR THE ISSUE OR RENEWAL OF AN AERODROME CERTIFICATE.**

**PURPOSE**

The purpose of this report is to give Aerodrome Management the opportunity to demonstrate to the regulator how aerodrome safety is managed, and to provide a useful tool for self-audit. It will therefore enable both ANS Regulations Department and Aerodrome Certificate Holders to review the aerodrome's Safety Management System. Accordingly, there are no hidden meanings or agenda within this questionnaire and Certificate Holders/Aerodrome Managers are requested to accept the document at face value and thereby gain the maximum benefit.

**CONTENT**

**PART 1 - AERODROME ADDRESS AND PRINCIPAL PERSONAL DETAILS**

**PART 2 - THE SYSTEM FOR ORGANISING AND MANAGING AIRSIDE SAFETY ON YOUR AERODROME.**

**PART 3 - A FACTUAL STATEMENT OF THE PHYSICAL CHARACTERISTICS OF THE AERODROME AND THE LEVEL OF SERVICE PROVIDED.**

**PART 4 - LEVELS OF PROVISION OF RESCUE, FIRE FIGHTING & MEDICAL SERVICES**

**PART 5 - EMERGENCY PLANNING**

**GUIDANCE NOTES FOR COMPLETION**

1. Where information has been provided from the GCAA database, the Aerodrome Management are requested to check such information and amend as necessary, **highlighting any amendments** to enable the GCAA database to be updated accordingly.
2. When completing this report it is not necessary to duplicate large areas of other manuals; but provide full reference so answers can be easily found.
3. When completing the Report, the computerised form should allow each answer box to expand to accept an answer of any length.
4. If Aerodrome Management considers any particular questions do not apply to their aerodrome, they should state this in the space provided for the answer, and the Aerodrome Inspector will discuss the matter at the next audit.
5. Queries relating to the completion of this should be directed to your Aerodrome Inspector.
6. Aerodromes will have been sent this Report by email. It is requested that when the document is completed, it should be returned via e-mail to [ans.reg@gcaa.ae](mailto:ans.reg@gcaa.ae)

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

**PART ONE - AERODROME ADDRESS AND PRINCIPAL PERSONAL DETAILS**

**1. 1 AERODROME PERSONNEL DETAILS** (From ANS database. Please confirm/highlight any amendments)

**a) Name and Address of Aerodrome:**

--

Telephone No:	
Fax No:	
Web Site:	

**b) Name and Address of Certificate Holder:**

--

Telephone No:	
Fax No:	
Email:	

**c) Name of Board Member having responsibility for safety:**

--

Telephone No:	
Fax No:	
Email:	

**d) Name & Status of the Official in Charge of day -to-day operation of the aerodrome:**

--

Telephone No:	
Fax No:	
Email:	

**e) Name & Status of Manager responsible for Aerodrome Safety** (if different from above):

--

Telephone No:	
Fax No:	
Email:	

**f) Name & Status of Person responsible for overseeing the day-to-day provision of RFFS:**

--

Telephone No:	
Fax No:	
Email:	

**g) Name & Status of Person responsible for overseeing the day-to-day provision of ATS:**

--

Telephone No:	
Fax No:	
Email:	

Add name for **PART ONE** confirming details are correct.

**Print Name**..... **Date**.....

**On behalf of** .....

## **PART TWO - THE SYSTEM FOR ORGANISING AND MANAGING AIRSIDE SAFETY ON YOUR AERODROME**

The following questions are intended to assist aerodrome management and the GCAA ANS Regulations Department in assessing the Safety Management System in operation at your aerodrome. The answers should encompass all organisations that work or have an influence on airfield activities.

### **2.1 MANAGEMENT OF SAFETY**

2.1.1	Describe the current framework for managing safety and state where is it documented?
2.1.2	Describe how your aerodrome meets the requirements of CAR Part X - Safety Management System. If you do not use this document, do you use an alternative? If so, please state what the alternative is and how it is utilised.
2.1.3	a) Describe the process, which ensures that the risks involved in any activity on the aerodrome have been reduced to the minimum acceptable level.
	b) How and when is this reviewed?
2.1.4	a) Are Safety Objectives and Key Performance Indicators used in your Safety Management System (SMS)?
	b) Describe how they are maintained and reviewed.
2.1.5	How do you ensure that safety performance and compliance is maintained across all operational areas?
2.1.6	Describe the safety audit process in place at your aerodrome

2.1.7	Following any accident/incident or internal audit
a)	Describe the reporting and investigation process
b)	Describe how any identified learning outcomes or actions are incorporated into your policy and procedures?

2.1.8	What are the forums and/or processes through which safety related items could be discussed and evaluated with aerodrome users?

**2.2 REVIEW OF THE PAST YEAR**

2.2.1	List any items from last year's GCAA Aerodrome Annual Audit Report that have not been completed, with comments on the progress for each item.

2.2.2	Identify and describe any changes, new developments and/or changes in habitat, on or around the aerodrome, since the last GCAA Audit.

2.2.3	Identify and outline the reasons for any change in the numbers of personnel or changes in the organisational structure that have an impact on operational safety, that have occurred since the last GCAA Audit.

**2.3 REVIEW OF THE CORPORATE PLAN**

2.3.1	Do you anticipate any change in size, quantity or type of air traffic over the next five-year planning cycle? (Include details of any Master Plan, if appropriate)

2.3.2	a) Facilities?
	b) Staff?
	c) Procedures?

**2.4 AERODROME ACTIVITY**

2.4.1 a) Provide the following details of aircraft types and movements for the last 12 months or proposed movements.			
ACTIVITY	List the largest A/C Type in each activity group.	RFF Category of the aircraft.	Category of RFF cover provided for that size of aircraft.
Public Transport			
Flying Training			
Freight			
Specified Hazardous Freight			
Maintenance or positioning			
Aerial Work			
b) Other Aviation Activities not requiring the use of a certified aerodrome i.e. Gliding, Parachuting, Microlights.			
ACTIVITY	List the largest A/C Type in each activity group.	RFF Category of the aircraft.	Category of RFF cover provided for that size of aircraft.
c) Other Aviation Activities within ATZ.			
ACTIVITY	List the largest A/C Type in each activity group.	RFF Category of the aircraft.	Category of RFF cover provided for that size of aircraft.

2.4.2	Total Number of aircraft movements in last 12 months. <i>Note: A movement is either a take-off or a landing.</i>

## 2.5 TRAINING & EDUCATION

2.5.1	Describe how staff are trained.
2.5.2	Describe how those involved in operational activities maintain their competence to an appropriate standard.
2.5.3	How do you ensure that the following are trained and made aware of the safety issues working in an aerodrome 'airside' environment?
a)	New Staff?
b)	Staff transferred to new functions
c)	Staff who's remit is expanded to take in additional roles/functions
2.5.4	What changes in training or education policy have occurred since the last GCAA Audit?
2.5.5	How do you ensure the adequacy of the Airside Safety Training for the staff of all organisations operating airside?
2.5.6	How do you ensure that all staff are aware of the necessary safety information & knowledge, and of any changes that occur?

## 2.6 AERODROME MANUAL

2.6.1	What is your policy for reviewing and amending the Aerodrome Manual?
2.6.2	When and by whom was the Aerodrome Manual last reviewed to ensure the information is still current, and that the procedures in all parts are still correct?
2.6.3	How do you ensure all aerodrome operating staff have access to, and have read and understood, those parts of the Aerodrome Manual that apply to them?

## 2.7 AERODROME SAFEGUARDING

2.7.1	Who is responsible for Aerodrome Safeguarding at your aerodrome?
2.7.2	What training have they received?
2.7.3	Describe the safeguarding procedure in place at your aerodrome?
2.7.4	How many safeguarding consultations have you processed since the last GCAA aerodrome audit?



**2.8 AERODROME DEVELOPMENT**

2.8.1 Who is responsible in the management structure for co-ordinating development on the aerodrome, whether on behalf of the aerodrome or a third party?

--

2.8.2 Please list all developments or projects that:

a) Are currently in progress

--

b) Have taken place in the past 12 months

--

c) Are still in the planning stage

--

Add name for **PART TWO** confirming details are correct.

**Print Name**..... **Date**

**On behalf of** .....

**PART THREE** – THIS SECTION IS A FACTUAL STATEMENT OF THE PHYSICAL CHARACTERISTICS OF THE AERODROME AND THE LEVEL OF SERVICE PROVIDED.

**3.1 RUNWAYS & TAXIWAYS**

3.1.1 RUNWAYS				
1) Please complete / amend the table below (dimensions in metres). 2) Highlight where CAR Part IX minima are not met. 3) Indicate areas where special procedures are required.				
Runway Designator	Code No. & letter	Runway Width	Bearing Strength (PCN)	Runway Strip Width

*Please continue on separate sheet if necessary*

**3.2 CALCULATION OF DECLARED DISTANCES**

3.2.1 Please fill in all the details contained on the following GCAA Form Declared Distances.	

### 3.2.2 GENERAL CIVIL AVIATION AUTHORITY

AERODROME CERTIFICATE INSPECTION REPORT

CALCULATION OF DECLARED DISTANCES

AERODROME.....		Runway Magnetic Bearing.....		GRID REFERENCE (on centreline at both ends of paved surface)
Runway	Dimensions .	LCG/PCN	Instrument/Visual	
TOR	Starts			
	Ends			
ED	Ends			
TOD	Ends			
LD (based on approach slope of..1: 50.....)	Starts	Displaced threshold:-		
	Ends			
Undershoot (total)	From	RESA AVAILABLE -		
	To			
Over-run (total)	From	RESA AVAILABLE -		
	To			
Approach Surface Slope (If different form CAR PART IX requirement give reason).				

Runway	Dimensions ..	LCG/PCN.	Instrument/Visual	
TOR	Starts			
	Ends			
ED	Ends			
TOD	Ends	at		
LD (based on approach slope of...1:50.....)	Starts	Displaced threshold:-		
	Ends			
Undershoot (total)	From	RESA AVAILABLE -		
	To			
Over-run (total)	From	RESA AVAILABLE -		
	To			
Approach Surface Slope (If different form CAR PART IX requirement give reason).				

Signed

Date:.....

### 3.3 TAXIWAYS

3.3.1 Taxiways.				
1) Please complete / amend the table below (dimensions in metres). 2) Highlight where CAR PART IX minima are not met. 3) Indicate areas where special procedures are required. (If already completed, please only highlight any changes).				
Taxiway Designator	Code	Width	Strip Width	Bearing Strength (PCN)

### 3.4 RUNWAY END SAFETY AREAS: (RESAs)

3.4.1 RESA		
1) Please complete / amend the table below (dimensions in metres). 2) Highlight where CAR PART IX minima are not met. 3) Indicate areas where special procedures are required. (If already completed, please only highlight any changes).		
Runway	Undershoot RESA (metres)	Overrun RESA (metres)

3.4.2	Where a RESA Study is required; state the date that this was last reviewed. (CAR PART IX Ref XXXX will Offer guidance later this year)

### 3.5 AERODROME GROUND LIGHTING (AGL)

3.5.1 Please highlight and describe any changes									
	INDICATE TYPE OF LIGHTS (e.g. HI OR LI)								REMARKS
RUNWAY (designator)									
Approach									
Supplementary									
PAPI									
APAPI									
LITAS									
Rwy Centreline									
Rwy Edge									
Threshold									
End									
TDZ									
Stopway									
Taxiway Edge									
Taxiway Centreline									
Illuminated Signs									
Illuminated Windsleeves									
Docking Guidance									
Floodlighting									
Obstacle									
Beacon									
Other (Helicopter?)									

3.5.2	Does your lighting comply with CAR PART IX, Appendix 9, in all respects?	YES / NO
a)	If NO, please identify and justify the non compliance.	
b)	Describe any mitigating procedures you have put in place to ameliorate the reduced standard of safety.	

3.5.3	What is the aerodrome policy on aerodrome lighting inspections and where is it documented?

3.5.4	a) Are the apron and aircraft stands illuminated in accordance with CAR PART IX?
	b) When was the last apron/aircraft stand luminance check carried out?

3.5.5	a) When did the last runway lighting inspection take place?
	b) Who conducted it?
	c) What was recorded & where?

3.5.6	a) When did the last aerodrome AGL Flight Check take place?
	b) Who conducted it?
	c) What was recorded & where?

3.5.7	a) Describe the fault reporting and follow up system that ensures faults are rectified?
	b) Who conducted it?
	c) What was recorded & where?

3.5.8	a) What is the policy for checking the alternate input power supply to the AGL system?
	b) Who conducted it?
	c) What was recorded & where?

3.5.9	Are there any developments or changes to the AGL system planned?

3.5.10	How is the photometric performance of the AGL checked?

**3.6 APRONS, STANDS AND HARDSTANDINGS**

3.6.1	Confirm that all aprons, stands and hardstandings meet the requirements of CAR PART IX Chapter 3 in terms of:
	a) Slopes
	b) Markings
	c) Aircraft stand spacing
	d) Aircraft clearance from obstructions etc

3.6.2	Identify any aprons, stands or hardstandings in use that do not comply with CAR Part IX, and describe any mitigating feature or procedures in place.

3.6.3	Where there are any non-compliances, are these:
a)	Listed as certificate variations?
b)	Identified in the aerodrome AIP entry?

**3.7 VARIATIONS TO LICENSING CRITERIA (IGNORE THIS SECTION UNTIL FURTHER NOTICE)**

It is ANS Regulations Department's policy that when development takes place on an aerodrome in the area of a variation, the variation should, where possible, be removed or mitigated. Please review the following GCAA Form XXXX variations from CAR PART IX criteria.

3.7.1	You are requested to re-justify the need for continuing with each of these variations.

3.7.2	Identify mitigating actions that have been taken to ameliorate the reduced level of safety caused by these variations; i.e. lighting, AIP entry, operational procedures etc.

3.7.3	Indicate any plans for removing the variation in the future.

3.7.4	Are there any variations from CAR PART IX criteria that you are aware of, that are not listed on FormXXXX?



### 3.7.5 GENERAL CIVIL AVIATION AUTHORITY

Aerodrome: \_\_\_\_\_

- 1) The variations in place for your aerodrome are shown below.
- 2) Each variation is to be reviewed by Aerodrome Management each year, and a plan - even long term plan for deletion (where practicable) is to be included with this report.

Note: This form is to be placed inside front cover of file.

Type of Licence:

No	Details of Variation	File Ref Doc	Head of Department	
			Date	Initials
1	Rising ground and boundary fence south from threshold of runway 09 penetrate transitional surface by 2.75 metres (max). <i>(To be considered by the new owner. The long term plan is to consider purchase of farm land and realignment of Cooks Bridal path.) EXAMPLE</i>	10G/28/114/ 2E Doc 17 Appendix 2 12 Nov 1997		
2	Code D aircraft are operated from a 46m wide rwy which does not benefit from Rwy Shoulders. This is mitigated by Safety Case and Operational Procedures and is subject to review on a regular basis. <i>(CAR PART IX Chapter 3, para 3.7 refers) EXAMPLE</i>	Inspection Report October Nov 99 Doc E14 10G/28/114/ 2F		

GCCA XXXX

**3.8 AERODROME SURVEY INFORMATION**

Please complete the table below and include the latest survey information.				
		<i>Date of last Full Survey</i>	<i>Date of next Full Survey or Check Survey</i>	<i>Date of last Check Survey</i>
<b>(a) Aerodrome Plan (Scale .....1:2500...)</b> <i>(If not 1:2500 please give scale)</i>				
<b>(b) AGA Survey</b>				
<b>(c) Type A Chart Survey</b>				
<b>(d) Precision Approach</b>	CAT I			
<b>Procedure Survey</b>	CAT II/III			
<b>(e) Precision Approach Terrain Chart Survey</b>				
<b>(f) Dominant Obstacle Survey</b>				
<b>(g) Departure Area</b>				

<b>3.8.1</b>	<b>Has a copy of the survey information been sent to and accepted by the GCAA?</b>

<b>3.8.2</b>	<b>What procedure is in place to review and assess the survey data?</b>

### 3.9 AERODROME MARKINGS & SIGNALS

3.9.1	What is the aerodrome policy and process on aerodrome inspections for markings, signals and signage?

3.9.2	What is the date of the last inspection specifically for markings and signals, conducted by Aerodrome Operations?

3.9.3	a) Do all signs, markings & signals comply with CAR PART IX?	<b>YES / NO</b>
	b) If NO, please give details, and show a plan with dates to achieve compliance.	

3.9.4	Indicate markings & signs provided, or provide a coloured diagram, or advise where such a diagram may be found.								
<b>Runway Designator</b>									<b>REMARKS</b>
<b>Runway Threshold</b>									
<b>Aiming Point</b>									
<b>Touchdown Zone</b>									
<b>Runway Centreline</b>									
<b>Runway Edge Markings</b>									
<b>Runway Edge (Grass)</b>									
<b>Taxiway Centreline</b>									
<b>Taxiway edge</b>									
<b>Taxiway intermediate hold</b>									
<b>Runway Taxi-Holding Positions</b>									
<b>Signs</b>	Mandatory								
	Information								
<b>Boundary Markers</b>									
<b>Landing T/ Signals Area</b>									
<b>Windsleeve (Illuminated)</b>									
<b>Other Signals/Markings</b>									

**3.10 HUMAN OBSERVER RUNWAY VISUAL RANGE**

3.10.1	What procedures/policies are in place for Human Observer Runway Visual Range?	
3.10.2	Where are such procedures/policies documented?	
3.10.3	What is the aerodrome policy on calibration, marking and lighting of a vehicle used as the ROP?	
3.10.4	What is the frequency of inspection of marker boards/lights used for RVR observations	
3.10.5	a) Are the runway light fitting/bulb types and supply voltage unchanged since the last calibration?	<b>YES / NO</b>
	b) If NO, please give details.	
3.10.6	What is the policy to ensure all persons employed on RVR observer duties are:	
	a) Adequately Trained	
	b) Medically fit to undertake the task	
3.10.7	How do you ensure the RVR operating instructions included in the Aerodrome Manual or other documents are still relevant and amended when necessary?	

### 3.11 LOW VISIBILITY PROCEDURES

<b>Refs.:</b>	<b>a) CAR PART IX</b>	<b>b) LVPs LATSIs</b>	<b>c) ICAO Annex 10 Vol I</b>
3.11.1	Please state:		
	a) In what documents are the LVPs for your aerodrome laid out?		
	b) Do all documents agree and cross refer to each other?		
3.11.2	What is the aerodrome's policy on testing the low visibility procedures?		
3.11.3	When was the last LVP Table Top Exercise undertaken?		
3.11.4	Aerodrome boundary:		
	a) Description		
	b) Construction		
	c) Height		
3.11.5	Entrance gates		
	a) How many entrance gates are there?		
	b) How are they made secure?		
	c) How many of the gates are locked?		
	d) How many are manned permanently?		
	e) Are there any comments you feel the GCAA should be aware of regarding your aerodrome entrances?		

3.11.6	Emergency access gates	
a)	How many Emergency Access gates are there?	
b)	How are they secured?	
c)	Who holds the keys	
d)	What is the surface type and condition of the access routes?	
e)	Are there any comments you feel the GCAA should be aware of regarding your Emergency Access gates?	
3.11.7	If your obstacle free zone is safeguarded for all ILS operations, how is this achieved	
3.11.8	ILS Sensitive Area Safeguarding	
a)	Do you safeguard the ILS to the standards recommended in ICAO Annex 10?	<b>YES / NO</b>
b)	If no please give details	
c)	Are the holding points & taxiway distances from the runway centreline compliant with Code letter?	<b>YES / NO</b>
d)	If no please give details	
e)	Are there any infringements, either permanent or temporary?	<b>YES / NO</b>
f)	If yes please give details	
3.11.9	Vehicle movements (manoeuvring area)	
a)	Are vehicles allowed on the manoeuvring area during LVPs?	<b>YES / NO</b>
b)	If yes please give details	
c)	Are they R/T equipped?	<b>YES / NO</b>
d)	If no please give details how they are controlled	

3.11.10	Vehicle movements (apron)	
a)	Are vehicles allowed on the apron(s) during LVPs?	<b>YES / NO</b>
b)	If yes please give details	
c)	Are they R/T equipped?	<b>YES / NO</b>
d)	If no please give details how they are controlled	

3.11.11	Is the Airside Driver Training Scheme operated in accordance with best practice?	<b>YES / NO</b>

3.11.12	What are the policies for Airside Driver Training?
a)	Initial?
b)	Re-checking?
c)	Visitor's vehicles?
d)	Where are they allowed?
e)	Are any passes or permits required?

**3.12 RUNWAY INCURSION PREVENTION MEASURES**

3.12.1	Indicate below how each runway is safeguarded?
a)	Entry and exit points
b)	Runway Taxi-Holding points
c)	Stop bars
d)	Signs illuminated
e)	Runway Guard Lights
f)	Control lights

3.12.2	a) Are there any vehicular traffic routes that intersect runways or taxiways?
	b) How is this controlled?

3.12.3	a) What is the policy for reviewing runway incursion prevention measures?
	b) Describe any process you have in place for such a review i.e. a local runway safety team?



**3.13 RUNWAY SURFACE FRICTION ASSESSMENT**

3.13.2	Do you have policies & procedures for the following areas of periodic friction assessment?	
a)	Training in use of equipment?	YES / NO
c)	Record keeping?	YES / NO
e)	Maintenance of equipment?	YES / NO
g)	Where are the above policies and procedures documented?	

3.13.3	Please state: -	
a)	Type of Continuous Friction Measuring Equipment (CFME) used for runway surface friction assessments	
b)	Latest assessment friction readings for inner and both outer portions	
c)	Date of most recent runway surface friction assessment	

3.13.4	a)	Following the most recent runway surface friction assessment, are you aware of any portion of the runway having a friction level lower than Maintenance Planning Level?	YES / NO
b) If yes what maintenance has been planned to improve friction values?			
c) Following the most recent runway surface friction assessment, are you aware of any portion of the runway having a friction level lower than Minimum Friction Level?			
d) If yes, what maintenance has been planned to improve friction values?			
e) If the answer to c) above is Yes, has the runway concerned been notified by NOTAM as 'may be slippery when wet'?			

**Note: Please ensure that a complete copy of the most recent runway surface friction assessment is available to the GCAA during the audit.**

**3.14 FUEL**

3.14.1	How many, separate aircraft fuelling facilities are there on your aerodrome, and who are they operated by?
3.14.2	How do you ensure that the fuel installations on your aerodrome are managed and operated in accordance with the requirements of ANO Article 137, CAP 748?

**3.15 WILDLIKE HAZARD CONTROL**

3.15.1	Who is responsible for Wildlife hazard control on your aerodrome?
3.15.2	How many people are engaged in Wildlife hazard control at any one time?
3.15.3	If not a "dedicated" team, what duties are the Wildlife hazard controllers drawn from?
3.15.4	a) Have all personnel attended a formal Wildlife hazard control-training course? <b>YES / NO</b>
	b) If NO, please give details of what training they have recieved
3.15.5	How is Wildlife hazard control undertaken?
a)	Constant patrol and control? <b>YES / NO</b>
b)	If no, what measures are taken
c)	Before first movement and as required until last movement? <b>YES / NO</b>
d)	If no, what action is taken?
e)	Response to ATC call-out? <b>YES / NO</b>
f)	If no, what are the procedures?
g)	Other?

3.15.6	What are the teams' hours of operation?
3.15.7	What equipment is utilised in your Wildlife hazard control?
3.15.8	What are the main species of Wildlifes on your aerodrome?
3.15.9	What method do you use to assess your Wildlife strike probability?
3.15.10	How many Wildlife strikes has the aerodrome identified in the last; -
a)	Year to date?
b)	In the previous full calendar year?
3.15.11	What are the specific habitat problems on your aerodrome or in its vicinity?
3.15.12	What policy do you have in place to manage the airfield grass throughout the year?
3.15.13	What liaison do you have with your local or county council on developments near your aerodrome, which might attract Wildlifes?
3.15.14	a) When was an assessment of the 13km Wildlife circle last made and by whom?
b)	What procedures are in place to review it?
c)	Have you or are you in the process of developing a '13km' Wildlife hazard' chart?

3.15.15	Have you or are you in the process of developing a dedicated document promulgating your policies and procedures on Wildlife Hazard Control e.g. Wildlife Hazard Control Plan?	

**3.16 AERODROME INFORMATION (AIP Entry)**

AIP amendments **other** than those for permanent changes to declared distances or permanent changes to the RFF category are the responsibility of the aerodrome management, who may arrange permitted amendments directly with Aeronautical Information Service (AIS).

3.16.1	a) Are all details (with regard to the Aerodrome Physical Characteristics and RFF Category) as promulgated in the current AIP correct?	<b>YES / NO</b>
	b) If not, is amendment process in hand	<b>YES / NO</b>
	c) Has a NOTAM been issued?	<b>YES / NO</b>

3.16.2	OBSTACLE CHECK – Is the Aerodrome Certificate Holder satisfied that all significant obstacles are promulgated in the AIP?	
	a) Obstacles on Aerodrome?	<b>YES / NO</b>
	b) Obstacles in Local Area?	<b>YES / NO</b>
If not, provide details and explain why these have not been published		

3.16.3	When was your aerodrome entry in the AIP last reviewed for accuracy and by whom?	

Add name for **PART THREE** confirming details are correct.

**Print Name**..... **Date**

**Certificate Holder/On behalf of** .....

APPENDIX H

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**Sample Compliance Matrix Template**

Name of Aerodrome:			GCAA Reference:	
Proposed Certification Date:				
Date of Compliance Assessment:				
Name Aerodrome Accountable Manager:		Position:		
Accountable Manager Signature:		Date :		

Description	UAE Regulation Reference	Compliance Statement <i>(Including reference to documentation where appropriate)</i>

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**AVIATION SAFETY PROCEDURES MANUAL**

Doc Ref: AS/PM/01



<b>SECTION:</b>	<b>AIR NAVIGATION AND AERODROMES PROCEDURES</b>	<b>ANP-14</b>
<b>SUBJECT:</b>	<b>AERODROME CERTIFICATION PROCESS</b>	

**1. INTRODUCTION****1.1 Requirement**

CAR Part IX requires that an operator of an Aerodrome served by aircraft conducting an Air Service shall be in possession of an Aerodrome Certificate. The criteria for certification are contained in CAR Part IX, Chapter 2.

ICAO Annex 14, Volume 1, 1.4 requires certification of aerodromes and supporting criteria and procedures.

**1.2 Purpose**

The purpose of this procedure is to provide the GCAA Inspectors guidance on the Authority's policy, procedures and processes for certifying Organizations under CAR Part IX, Chapter 2.

**1.3 Responsibility**

This procedure is maintained by the Manager Aerodromes, and applicable to any authorized Inspector when certifying an Aerodrome. It is the responsibility of the Inspector assigned to the particular Certificate Application to receive and acknowledge the application, review the documentation provided, communicate any shortcomings in the documentation with the applicant, conduct a Certification Audit and recommend certification to the Manager Aerodrome Section when all elements of the procedure below are complete.

**2. REFERENCES**

CAR PART IX – Aerodromes – Chapter 2

CAAP 30 – The Issue and Renewal of an Aerodrome Certificate

ASPM Procedure [GTP-04](#) Control of Manuals

ASPM Procedure [GTP-08](#) Surveillance and Audit Programme

ASPM Procedure ANP-11 ANA File Naming Conventions

ASPM Procedure ANP-10 ANA File Reference Conventions for External Correspondence

ASPM Procedure ANP-18 AOP Certification Deviations Process

ASFM Form [ANF-CTF-001](#) Certification Tracking Form

ASFM Form ANF-CER-003 AOP Certificate

ASFM Form ANF-CER-004 AOP Certificate – Part 1

ASFM Form ANF-CER-005 AOP Certificate – Part 2

ASFM Form ANF-CER-007 ANS ASA 001 – GCAA Aerodrome Certificate Application

ANA ASR 002 –Aerodrome Operations

ANA ASR 003 – RFFS/AEP



<b>SECTION:</b>	<b>AIR NAVIGATION AND AERODROMES PROCEDURES</b>	<b>ANP-14</b>
<b>SUBJECT:</b>	<b>AERODROME CERTIFICATION PROCESS</b>	

**3. PROCEDURE**

**3.1 Inspector Actions**

**3.1.1 Application**

Upon receipt of the Aerodrome Certificate Application, Manager Aerodrome Section will assign an Allocated Inspector and the Approvals Coordinator will create a Certification File in ANA Portal > ANA Certification and upload the Application.

**3.1.2 Processing – The Approvals Coordinator shall:**

Review the documentation and distribute accordingly to the appropriate discipline/Department, with instruction to upload additional information into the Certificate File.

**3.1.3 Processing - The Allocated Inspector shall:**

The Allocated Inspector shall be prepare a letter of acknowledgement, provide the Certification Reference Number, send to the applicant and save to the appropriate Certification File.

Save all supporting documentation in the Certificate File and carry out a review of the submitted supporting documentation and advise the applicant of any shortcomings in the documentation. When documentation is satisfactory, accept the documentation and advise the applicant via an acceptance letter as per [GTP-04](#) Control of Manuals.

Prepare AOP Certificate (ANF-CER-003), AOP Certificate – Part 1 (ANF-CER-004), AOP Certificate – Part 2 (ANF-CER-003) and Certification Tracking Form ([ANF-CER-001](#)).

Determine what areas of certification and prepare the unit checklist (Aerodrome Audit Checklist is available in E-Audit Question Bank).

If the aerodrome is not registered in E-Audit System, arrange for this to be carried out through the Q-Pulse Administrator.

Attend the aerodromes certification meetings, communicating with the Manager Aerodromes for the notification of additional GCAA sections to attend when required.

Maintaining accurate records of the progress on the certification. (File-Notes)

AOP and RFFS Inspectors to attend full certification emergency exercise, and provide exercise report.

**3.1.4 Audit**

When the documentation has been accepted, schedule a compliance audit with the aerodrome to conduct a full Certification Audit as per [GTP-08](#) Surveillance and Audit Programme, for both AOP and RFFS.



<b>SECTION:</b>	<b>AIR NAVIGATION AND AERODROMES PROCEDURES</b>	<b>ANP-14</b>
<b>SUBJECT:</b>	<b>AERODROME CERTIFICATION PROCESS</b>	

The audit(s) shall be processed through the E-Audit System and in accordance with [GTP-08](#) and Q-Pulse operations manual.

**3.1.5 Recommendations**

When the audit/s is complete and all CA/PAs are closed or there is an acceptable programme for closure (Action Plan), complete the Certification Tracking Form ([ANF-CER-001](#)) and make recommendations to the Manager Aerodrome Section.

Fill out AOP Certificate (ANF-CER-003), AOP Certificate – Part 1 (ANF-CER-004) and AOP Certificate – Part 2 (ANF-CER-005) as well as GTF-WAC-004/ANF-CER-006 according to ANP-018 Aerodrome Certification Deviation Process where appropriate and submit to Manager Aerodrome Section.

**3.2 Manager Aerodrome Section Actions**

**3.2.1** Receive the Certificate and related Conditions, check for completeness and accuracy. Coordinate with other Sections/Departments to clarify status where issues are integrated (ATS, Security).

**3.2.2** To organise GCAA aerodrome certification internal briefing meetings. (ANA/Security/Flight Operations)

**3.2.3** Make appropriate recommendation and comments and forward to the Director ANA.

**3.3 Director ANA Actions**

**3.3.1** Receive the Certificate and related Conditions, check for completeness and accuracy. Make appropriate recommendation and comments and forward to the Executive Director ASAS.

**3.4 Executive Director ASAS**

**3.4.1** Receive the Certificate and related Conditions, check for completeness and accuracy. Make appropriate recommendation and comments and forward to Director General.

**3.5 ANA Administration**

**3.5.1** Carry out the actions as per the appropriate section of the Certification Tracking Form ([ANF-CER-001](#)).

**3.5.2** Prepare collate documentation for Senior Managers signing.

**3.5.3** Assist Inspectors in management of documentation.

**4. APPENDICES**

Nil



APPENDIX J



**CERTIFICATION TRACKING FORM**

Form No: ANF-CTF-001

<b>Name of Aerodrome/Unit</b>		<b>File Ref</b>	
<b>Type of Certificate</b>	TYPE Certificate <input type="checkbox"/>		
<b>Certification Period (if Temporary)</b>	From:	To:	

**1. INITIAL ACTION**

	Yes	No	N/A	Date	Reference
Application received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Safety Report received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Application Acknowledged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Type of Change</b>	Initial issue <input type="checkbox"/>	Condition Change <input type="checkbox"/>	Change of Certificate Holder <input type="checkbox"/>		
	Lost Original <input type="checkbox"/>	Condition Added <input type="checkbox"/>	Change of Certificate Holder Name <input type="checkbox"/>		
<b>Other (comments)</b>					
<b>Type of Service</b>	Aerodrome Operations <input type="checkbox"/>	CNS <input type="checkbox"/>	Aerodrome Emergency Service <input type="checkbox"/>		
	Area Control <input type="checkbox"/>	Approach Control <input type="checkbox"/>	Aerodrome Control <input type="checkbox"/>		
	AIP Service <input type="checkbox"/>	PFIB Service <input type="checkbox"/>	Meteorological Reporting Service <input type="checkbox"/>		
	NOTAM service <input type="checkbox"/>	Climateological Service <input type="checkbox"/>	Meteorological Forecasting Service <input type="checkbox"/>		
	Flight Information <input type="checkbox"/>	Watch Office <input type="checkbox"/>	Meteorological Briefing Service <input type="checkbox"/>		
			Information Dissemination Service <input type="checkbox"/>		
<b>Initial comments on Certificate Application:</b>					
<b>Signature:</b>		<b>Name:</b>		<b>Date:</b>	



**CERTIFICATION TRACKING FORM**

Form No: ANF-CTF-001

**2. ACTION –INSPECTOR**

Description	Yes	No	N/A	Date	Reference
2.1 Management Structure Acceptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.2 SMS Manual Acceptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.3 Aerodrome Manual Acceptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.4 Aerodrome Emergency Plan Acceptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.5 SOP Manual Acceptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.6 Letters of Agreement Acceptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.7 Aeronautical Information Publications Acceptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.8 Contingency Plan Acceptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.9 Incident Reporting Process Acceptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.10 Statement of Compliance (Exposition) Acceptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.11 Safety Management Requirements met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.12 Personnel Requirements met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.13 Facility Requirements met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.14 Document Control Requirements met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.15 Collection of Information Requirements met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.16 Record Management Requirements met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.17 Quality Assurance Requirements met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.18 Security Requirements met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.19 Safety Critical Issues Resolved or Mitigated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.20 Security Critical Issues Resolved or Mitigated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Comments:



**CERTIFICATION TRACKING FORM**

Form No: ANF-CTF-001

**3. ACTION - SECTION MANAGER**

<b>Certification Recommended:</b>			
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Signature:	Name: Date:
Comments :			

**4. ACTION - DIRECTOR ANA DEPARTMENT**

<b>Certification Recommended:</b>			
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Signature:	Name: Date:
Comments :			

**5. ACTION - EXECUTIVE DIRECTOR AVIATION SAFETY AFFAIRS SECTOR**

<b>Certification Recommended:</b>			
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Signature:	Name: Date:
Comments :			

**6. ACTION - DIRECTOR GENERAL OFFICE**

			Date	Ref			
Date passed to Director General for signature.							
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	Ref
Certificate Issued	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other supporting Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Issue letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letter of rejection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other relevant comments/issues:							
<b>DG Office Confirmation - Certificate approved and signed by:</b>							
Signature:			Name:			Date:	



### CERTIFICATION TRACKING FORM

Form No: ANF-CTF-001

#### 7 ANA SECTION COMPLETION ACTIONS

<b>1) Hard copy of Certificate Document or email to DATABASE link to :</b>		
File <input type="checkbox"/>	File <input type="checkbox"/>	REGIONAL OFFICE <input type="checkbox"/> DUBAI RO <input type="checkbox"/>
<b>2) Letter to Local Authorities if Temporary or First Certificate?</b>		Date: <input type="text"/>
<b>3) E-mail for info to :</b>		
Chief/Ops Inspectors <input type="checkbox"/>	ATC Inspectors <input type="checkbox"/>	ANS Admin Staff <input type="checkbox"/>
RFFS Inspectors <input type="checkbox"/>	Flight Ops (Helicopter only) <input type="checkbox"/>	<input type="checkbox"/>
Security Inspectors <input type="checkbox"/>	Relevant Departments <input type="checkbox"/>	Other <input type="checkbox"/>
<b>4) Update Certificate and Certificate Holder details on the Database (Personnel &amp; Certificate Fields)</b>		<input type="checkbox"/>
<b>5) Advise Finance of change of Name/Certificate Holder (for them to raise new account number)</b>		<input type="checkbox"/>
<b>6) Certificate Issued and Presented or Sent: Recorded Delivery</b>		<input type="checkbox"/>
<b>7) Advise</b>		<input type="checkbox"/>
<b>8) Advise</b>		<input type="checkbox"/>
<b>Certificate Documents issued by:</b>		
Signature: <input type="text"/>	Name: <input type="text"/>	Date: <input type="text"/>

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## APPENDIX K



GCAA

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

## AERODROME CERTIFICATE (ACxxx)

### AIRPORT NAME

**Aerodrome Operator: xxx**

The General Civil Aviation Authority (GCAA) certifies that, under the authority of the UAE Civil Aviation Law, Federal Act No. 20 (1991), **Aerodrome Operator Name** has been successfully assessed against the requirements of UAE Civil Aviation Regulations. This assessment has been based on a series of audits and inspections.

This Certificate is issued subject to the current versions of the attached conditions and deviations as detailed in:

Part I	Standard Conditions
Part II	Specific Conditions
Part III	Deviations from UAE Civil Aviation Regulations

The GCAA may suspend or revoke this Aerodrome Certificate at any time where the airport operator fails to comply with the provisions set forth in Law or Regulation.

This Certificate shall remain in effect unless surrendered, suspended, transferred or revoked.

\_\_\_\_\_  
Name

Director General

\_\_\_\_\_  
Date of Issue



**AERODROME CERTIFICATE Axxx**  
**Part I – STANDARD CONDITIONS**

Name of Aerodrome	<b>Airport Name</b>
Position of Aerodrome	<b>xx° xx' xx"X xxx° xx' xx"X</b>
Name of Aerodrome Operator	<b>Operator Name</b>

The General Civil Aviation Authority (in this Certificate referred to as 'the GCAA') in applying its powers under UAE Civil Aviation Law, Federal Act 20 (1991) Article 27, hereby certifies the above-named aerodrome as an aerodrome to be used as a place of take-off and landing of aircraft engaged in flights for the purpose of an air service operation, subject to the following conditions:

1. The aerodrome is certified for use only by the Certificate Holder and by persons specifically authorised by the aerodrome operator. The validity of this Aerodrome Certificate is based on the particulars contained in the accepted Aerodrome Manual and continued effectiveness of the Aerodrome's Safety Management System. Operations shall comply with the UAE Civil Aviation Regulations.
2. No aircraft shall take-off or land at the aerodrome unless such fire fighting, rescue, medical services and emergency arrangements, as are required in respect of such an aircraft, are provided there. Such services, equipment and facilities shall at all times, when the aerodrome is available for the take-off or landing of aircraft be kept fit and ready for immediate use.
3. Changes in the physical characteristics of the aerodrome including the erection of new buildings and alterations to existing buildings or to visual aids/navigational facilities shall not be made without prior approval of the GCAA.
4. The Certificate Holder shall, immediately as required by regulations, notify the GCAA of any material change in the surface of the landing area, or in the obstacle characteristics of the approach, take-off or circuit in relation to the aerodrome.
5. The aerodrome is certified for the take-off and landing of aircraft at night. Such systems of lighting appropriate to the Category of runway in use as described in the UAE CAR Part IX, shall be in operation at all times when aircraft are taking-off or landing at the aerodrome at night.
6. The Aerodrome Certificate renewal fee, (the amount as specified by Federal Cabinet Decree), shall be paid annually prior to the commencement of the calendar year.
7. The Aerodrome Operator or Certificate Holder's Representative shall allow GCAA Inspectors unrestricted access to the aerodrome and all safety related documents for the purpose of regulatory oversight.
8. Required corrective actions arising from GCAA audits shall be completed by the agreed dates or as specified in subsequent correspondence from the GCAA.
9. All Security requirements must be approved by the GCAA.
10. Other conditions may be added specific to the aerodrome. These shall be stated on Part II of this

\_\_\_\_\_  
**Name**  
**Executive Director Aviation Safety Affairs Sector**

\_\_\_\_\_  
**Date**



**AERODROME CERTIFICATE Acxxx  
PART II – SPECIFIC CONDITIONS**

Name of Aerodrome	<b>Aerodrome Name</b>
Position of Aerodrome	<b>xx° xx' xx"X xxx° xx' xx"X</b>
Name of Aerodrome Operator	<b>Operator Name</b>

- EXAMPLE:** Aerodrome shall not operate outside the limitations of the Aerodrome Reference Code (CAR Part IX) for the designated runways and associated facilities unless an aeronautical study/safety case is undertaken and prior approval to operate has been granted by the GCAA ANA Department.

\_\_\_\_\_  
**Name**  
 Executive Director Aviation Safety Affairs Sector

\_\_\_\_\_  
**Date**

**AERODROME CERTIFICATE PART III**

Form No: ANF-XXX-003



**AERODROME CERTIFICATE ACxxx  
PART III – WAIVER FOR DEVIATIONS FROM UAE CIVIL AVIATION REGULATION**

Name of Aerodrome	<b>Aerodrome Name</b>
Position of Aerodrome	<b>xx° xx' xx"X xxx° xx' xx"X</b>
Name of Aerodrome Operator	<b>Operator Name</b>

**The following deviations from the UAE Civil Aviation Regulations are in effect:**

1. Details to be included following assessment by the Airport.

\_\_\_\_\_  
**Name**  
**Executive Director Aviation Safety Affairs Sector**

\_\_\_\_\_  
**Date**

-END-