

CIVIL AVIATION [(NO. 12) AERODROME LICENSING]  
REGULATIONS, 2004

***Arrangement of Regulations***

*Regulation*

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LEGAL NOTICE NO. 55

REPUBLIC OF TRINIDAD AND TOBAGO

THE CIVIL AVIATION ACT, 2001

REGULATIONS

MADE BY THE AUTHORITY WITH THE APPROVAL OF THE MINISTER  
UNDER SECTION 33 OF THE CIVIL AVIATION ACT

THE CIVIL AVIATION [(NO. 12) AERODROME LICENSING]  
REGULATIONS, 2004

1. These Regulations may be cited as the Civil Aviation [(No. 12) Citation  
Aerodrome Licensing] Regulations, 2004.

2. In these Regulations—

“aerodrome” means any area of land or water designed or  
equipped, set apart or commonly used for affording  
facilities for landing and departure of aircraft and includes  
any area or space, whether on the ground, on the roof of a  
building or elsewhere which is designed, equipped or set  
apart for affording facilities for the landing and departure  
of aircraft, capable of descending and climbing vertically  
and also includes an airport which has the meaning given  
to it under the Airports Authority Act and licenced under  
regulation 6;

Interpreta-  
tion

“Aerodrome Licence” means a licence to operate an aerodrome  
issued by the Authority under regulation 6;

“Aerodrome Manual” means the manual that forms part of the  
application for an Aerodrome Licence pursuant to these  
Regulations, including any amendments thereto accepted  
or approved by the Authority;

“aerodrome operator” means the holder of an Aerodrome  
Licence;

“aerodrome reference point” means the designated geographic  
location of an aerodrome;

“aerodrome register” means the register established and  
maintained under regulation 16;

“airside” means the movement area of an aerodrome, adjacent  
terrain and buildings or portions thereof, access to which is  
controlled;

“Aeronautical Information Publication” means a publication issued by the Authority containing aeronautical information of a lasting character essential to air navigation;

“aerodrome reference code” means a code used for planning purposes in the Manual of Aerodrome Standards to classify an aerodrome with respect to the critical aeroplane characteristics for which the aerodrome is intended;

“apron” means a defined area on a land aerodrome intended to accommodate aircraft for purposes of loading or unloading of passengers, mail or cargo, fuelling, parking or maintenance;

“Authority” means the Trinidad and Tobago Civil Aviation Authority as established by the Civil Aviation Act;

“automatic aerodrome information service” means the service that provides current, routine information for aircraft arriving at or departing from an aerodrome by means of repetitive broadcasts on a discrete frequency;

“licenced aerodrome” means an aerodrome whose operator has been granted an Aerodrome Licence;

“manoeuvring area” means that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons;

“Manual of Aerodrome Standards” means the International Standards and Recommended Practices for Aerodromes contained in Annex 14 to the Chicago Convention, as amended from time to time;

“marker” means an object displayed above ground level in order to indicate an obstacle or delineate a boundary;

“marking” means a symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information;

“maximum carrying capacity” means, in relation to an aircraft, the maximum passenger-seating capacity or the maximum payload, permitted under the certificate of type approval of the aircraft;

“maximum passenger-seating capacity” means, in relation to an aircraft, the maximum number of seats for passengers permitted under the certificate of type approval of the aircraft;

“movement area” means that part of the aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron;

“non-controlled aerodrome” means an aerodrome at which an Air Traffic Control service is not operating;

“obstacle” means a temporary or permanently fixed and mobile object or part thereof, that is located on an area intended for the surface movement of aircraft or that extends above a defined surface intended to protect aircraft in flight;

“obstacle limitation surfaces” means a series of surfaces that define the volume of airspace at and around an aerodrome to be kept free of obstacles in order to permit the intended aeroplane operations to be conducted safely and to prevent the aerodrome from becoming unusable by the growth of obstacles around the aerodrome;

“runway strip” means a defined area including the runway and stopway, where provided which is intended to—

(a) reduce the risk of damage to aircraft running off a runway; and

(b) protect aircraft flying over it during take-off or landing operations;

“safety management system” means a system for the management of safety at aerodromes including the organizational structure, responsibilities, procedures, processes and provisions for the implementation of aerodrome safety policies by an aerodrome operator, which provides for the control of safety at and the safe use of, the aerodrome;

“taxiway strip” means an area including a taxiway intended to protect an aircraft operating on a taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway;

“time-limited works” means aerodrome works carried out where normal aircraft operations are not disrupted and the movement area can be restored to normal safety standards and any obstacles created by those works can be removed in not more than thirty minutes;

“unserviceable area” means a part of the movement area that is unfit and unavailable for use by aircraft; and

“works area” means a part of an aerodrome in which maintenance or construction works are in progress.

## PART I

## GENERAL

***Applicability of these Regulations***

Applicability  
of these  
Regulations

3. (1) These Regulations prescribe the requirements for—
- (a) the operation of aerodromes;
  - (b) licensing of aerodromes and the requirements that apply to operators of licenced aerodromes;
  - (c) safety inspections of aerodromes;
  - (d) obstacles and hazards at aerodromes; and
  - (e) the obligations of an aerodrome operator in relation to compliance with the Manual of Aerodrome Standards.

(2) The provisions of Part I of the Civil Aviation [(No. 1) General Application and Personnel Licensing] Regulations, 2004 with respect to the surrender, suspension or revocation of aviation documents apply to licences issued under these Regulations.

(3) The Manual of Aerodrome Standards provides the minimum standards for the operation of aerodromes in Trinidad and Tobago.

***Aerodromes to be Licenced***

Requirement  
to licence  
aerodrome

4. A person shall not operate an aerodrome in Trinidad and Tobago unless such aerodrome is issued an Aerodrome Licence by the Authority.

## PART II

## LICENCED AERODROMES

***Application for Aerodrome Licence***

Application  
for an  
Aerodrome  
Licence

5. (1) A person who wishes to apply for an Aerodrome Licence to operate an aerodrome shall—

- (a) apply to the Authority in the prescribed form;
- (b) pay the prescribed fee; and
- (c) meet the requirements of these Regulations and Civil Aviation [(No. 8) Aviation Security] Regulations, 2004.

(2) An application under subregulation (1), shall be accompanied by an Aerodrome Manual applicable to the aerodrome for which the application is made.

**Grant of Aerodrome Licence**

6. (1) The Director General may recommend that the Authority Issue of Aerodrome Licence  
issue an Aerodrome Licence to an applicant under regulation 5 where he is satisfied that—

- (a) the facilities and equipment of the aerodrome are in accordance with the standards specified in the Manual of Aerodrome Standards;
- (b) the operating procedures of the aerodrome make satisfactory provision for the safety of aircraft and air navigation;
- (c) the aerodrome is properly and adequately equipped for safe operations in commercial air transport;
- (d) the aerodrome is properly and adequately equipped for its maintenance;
- (e) the applicant has sufficient financial resources to conduct safe operations;
- (f) an Aerodrome Manual, in accordance with Part III, has been prepared for the aerodrome;
- (g) the applicant would, where the Aerodrome Licence is granted, be able to properly operate and maintain the aerodrome; and
- (h) an acceptable safety management system that complies with the standards specified in the Manual of Aerodrome Standards shall be in place at the aerodrome by 24th November, 2005.

(2) An Aerodrome Licence under subregulation (1), shall be signed by the Authority and contain—

- (a) licence number specifically assigned to the aerodrome by the Authority;
- (b) name and reference points of the aerodrome;
- (c) date of issue; and
- (d) terms of the approval.

**Conditions for issue of Aerodrome Licence**

7. (1) The Director General shall not recommend the issue of an Aerodrome Licence under these Regulations— Conditions for issue of Aerodrome Licence

- (a) where the applicant—
  - (i) does not meet the requirements of these Regulations;
  - (ii) has provided incomplete, inaccurate, fraudulent or false information in applying for the Aerodrome Licence;

- (iii) employs or proposes to employ a person in a management or supervisory capacity who—
  - (A) held an aviation document issued by the Authority that was suspended or revoked within the previous five years by reason of criminal, fraudulent, improper action or insanity on the part of such applicant; or
  - (B) contributed materially to the suspension or revocation of an aviation document issued by the Authority; or
- (b) where a person having substantial ownership or interest in the operations of the aerodrome—
  - (i) held an aviation document issued by the Authority that was suspended or revoked within the previous five years by reason of criminal, fraudulent, improper action or insanity on the part of such a person; or
  - (ii) contributed materially to the suspension or revocation of an aviation document issued by the Authority.

#### ***Notice of Refusal to issue Aerodrome Licence***

Refusal to  
issue  
Aerodrome  
Licence

8. Where the Authority refuses to issue an Aerodrome Licence to an applicant, the applicant shall be given written notice of the refusal and the reasons for such refusal, no later than fourteen days after the Authority refuses to issue the licence.

#### ***Aerodrome Licence may be Subject to Conditions***

Conditions of  
licence

9. (1) The Authority may grant an Aerodrome Licence subject to any condition that the Authority considers necessary in the interests of the safety of aircraft and air navigation.

(2) Where the Authority grants an Aerodrome Licence subject to a condition, the applicant shall be given written notice of the reasons for the decision.

(3) A condition under subregulation (2) shall be set out on the Aerodrome Licence or in the notice given to the applicant under that subregulation.

(4) An aerodrome operator shall not contravene a condition contained in his Aerodrome Licence.

- (5) It shall be a condition of an Aerodrome Licence that—
- (a) an aerodrome operator shall comply with any directive given by the Director General in respect of aerodrome operations;
  - (b) the Director General shall have access at any place and time to conduct tests or inspections of aerodrome facilities, equipment or operating procedures at the aerodrome for the purpose of ensuring the safety of aircraft.
- (6) The Director General under subregulation (5) shall—
- (a) give reasonable notice to the aerodrome operator of any tests to be conducted; and
  - (b) carry out the tests referred to in paragraph (a), at a reasonable time.

#### ***Duration of Aerodrome Licence***

10. An Aerodrome Licence issued under these Regulations shall be valid for twelve months from the date of issue unless it is surrendered, suspended, or revoked.

#### ***Suspension or Revocation by the Authority***

11. (1) In addition to the provisions set out in Part I of the Civil Aviation [(No. 1) General Application and Personnel Licensing] Regulations, 2004, the Director General may recommend that the Authority give written notice to the holder of an Aerodrome Licence (hereinafter referred to as an “aerodrome operator”), of the suspension or revocation of his Aerodrome Licence where he believes there are reasonable grounds for believing that—

- (a) a condition to which the licence is subject has been breached;
- (b) the aerodrome facilities, equipment, operations or maintenance are not of the standard required in the interests of the safety of air navigation; or
- (c) the holder has failed to comply with regulation 9(5).

(2) In making a recommendation under subregulation (1), the Director General shall set out the facts and circumstances that he determines justify the suspension or revocation of an Aerodrome Licence.

(3) Before suspending or revoking an Aerodrome Licence under subregulation (1) such aerodrome operator shall be given a notice which—

- (a) sets out the facts and circumstances that justify the suspension or revocation of that Aerodrome Licence; and
- (b) invites the aerodrome operator to show cause, in writing, within a reasonable period stated in the notice, as to why that certificate should not be suspended or revoked.

(4) The reasons given by the aerodrome operator under subregulation (3)(a) shall be taken into consideration when making a decision to suspend or revoke his Aerodrome Licence.

(5) A suspension or revocation of an Aerodrome Licence shall take effect from the date specified in the notice of suspension or revocation.

#### ***Surrender of Aerodrome Licence***

Surrender of  
Aerodrome  
Licence by  
aerodrome  
operator

12. Where an aerodrome operator wishes to surrender his Aerodrome Licence he shall give the Authority not less than thirty days written notice of the date on which he wishes to surrender his Aerodrome Licence.

#### ***Aerodrome Licence not Transferable***

Non-transfer-  
ability of an  
Aerodrome  
Licence

13. An Aerodrome Licence shall not be transferable, and any purported transfer of any Aerodrome Licence shall be void.

#### ***Temporary Aerodrome Licence***

Issue of  
temporary  
Aerodrome  
Licence

14. (1) The Director General may recommend that the Authority grant a temporary Aerodrome Licence to an applicant under regulation 5 where—

- (a) the application of the applicant is for an Aerodrome Licence to operate an aerodrome for which an existing Aerodrome Licence is in force;
- (b) the holder of the existing Aerodrome Licence has given the Authority notice under regulation 12 for the Aerodrome Licence to surrender such licence;
- (c) the cancellation of the existing Aerodrome Licence will have effect before the Authority can fully consider the application of the applicant; and
- (d) he is satisfied that the applicant will be able to properly operate and maintain the aerodrome for the duration of the temporary Aerodrome Licence.

(2) A temporary Aerodrome Licence issued in accordance with subregulation (1) shall not be granted for a period greater than sixty days.

**Amendment of an Aerodrome Licence**

15. The Director General may recommend that the Authority amend an Aerodrome Licence where the requirements of these Regulations have been met and—

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

**Aerodrome Register**

16. The Director General shall cause a register to be known as the “Aerodrome Register”, to be kept which shall contain the names of all aerodromes licenced in accordance with these Regulations, their aerodrome reference points, the dates of issue of such licences, the aerodrome reference code and the name and principal place of business of the relevant aerodrome operator.

**PART III****AERODROME MANUAL****Preparation and Location of Aerodrome Manual**

17. (1) An aerodrome operator shall have an Aerodrome Manual in a form set out at regulation 19.

(2) The aerodrome operator shall give the Authority a printed copy of his Aerodrome Manual and keep a printed copy of his Aerodrome Manual at his principal place of business and at the aerodrome.

(3) The aerodrome operator shall make the copy of the Aerodrome Manual kept at his principal place of business and at the aerodrome available to authorized persons during normal business hours.

**Information to be included in Aerodrome Manual**

Contents of  
Aerodrome  
Manual

18. (1) An Aerodrome Manual under regulation 17 shall include the following information applicable to the aerodrome:

- (a) a general section;
- (b) the particulars of the aerodrome—
  - (i) site;
  - (ii) required to be reported to the Authority;
  - (iii) operating procedures and safety measures; and
  - (iv) administration and safety management system as prescribed in Schedule 1; and
- (c) any other matter which the Authority deems necessary in the interest of safety.

Schedule 1

(2) Where particular information referred to in subregulation (1), is not included in the manual because it is not applicable to the aerodrome, an Aerodrome Manual shall contain—

- (a) a statement to the effect that the information is not applicable; and
- (b) the reasons why it is not applicable.

(3) Where an exemption has been granted by the Authority, under regulation 60, in relation to the aerodrome, an Aerodrome Manual shall contain—

- (a) any identifying number given to the exemption by the Authority;
- (b) the date on which the exemption came into effect; and
- (c) any condition subject to which the exemption is granted.

**Form of Aerodrome Manual**

Required  
form for  
Aerodrome  
Manual

19. (1) An Aerodrome Manual under this Part shall—

- (a) include instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities with a high degree of safety;
- (b) be in a form that is easy to revise and contain a system which allows personnel to determine the current revision status of each manual;
- (c) have a date of the last revision on each page concerned;
- (d) not be contrary to these Regulations; and
- (e) include a reference, where applicable, to the appropriate Civil Aviation Regulation.

(2) In addition to the matters set out in subregulation (1), the Aerodrome Manual referred to in subregulation (1), may be produced either—

- (a) in a series of parts;
- (b) as a series of volumes; or
- (c) as a single document.

### ***Amendments of Aerodrome Manual***

20. (1) To maintain the accuracy of the Aerodrome Manual, an aerodrome operator shall amend the Aerodrome Manual for his aerodrome—

- (a) whenever it is necessary to do so; and
- (b) upon the written directions of the Authority, requiring him to amend his Aerodrome Manual.

(2) An aerodrome operator shall comply with any direction given to him under subregulation (1)(b).

(3) Where an aerodrome operator wishes to make an amendment to his Aerodrome Manual under subregulation (1) he shall submit the proposed amendment, in writing, to the Authority for its approval.

(4) Where the Director General is satisfied that the amendment to an Aerodrome Manual submitted under subregulation (3), will not establish procedures or equipment which will endanger aircraft, persons or the aerodrome he may recommend the Authority approve the amendment.

### ***Person Responsible for Aerodrome Manual***

21. (1) An aerodrome operator shall assign a person in his organization to be responsible for the Aerodrome Manual of his aerodrome.

(2) A person assigned responsibility for an Aerodrome Manual under subregulation (1), shall ensure that—

- (a) a record is kept of the persons who hold copies of the whole or a part of the Aerodrome Manual; and
- (b) amendments or information for the manual are distributed to those persons who require such information.

## PART IV

## OPERATION AND MAINTENANCE OF AN AERODROME

***Care and Diligence in Operation and Maintenance***

Duty of aerodrome operator to ensure aerodrome is maintained

22. An aerodrome operator shall ensure that his aerodrome is operated and maintained with a reasonable degree of care and diligence.

***Persons Responsible for Reporting Changes in Aerodrome Condition***

Appointment and duties of a person to be responsible for reporting changes in aerodrome condition

23. (1) An aerodrome operator shall assign one or more persons in his organization to—

- (a) monitor the serviceability of the aerodrome; and
- (b) report to the Authority and Air Traffic Control any changes in conditions, or any other occurrences, at the aerodrome that shall be reported under subregulation 30(1).

(2) An aerodrome operator shall not appoint a person under subregulation (1), to be responsible for reporting changes in aerodrome conditions unless such person has been trained to perform the functions in accordance with his Aerodrome Manual.

***Works Safety Officer for Aerodrome Work***

Appointment and duties of works safety officer

24. (1) Where aerodrome works are being carried out at a certified aerodrome, an aerodrome operator shall appoint one or more persons as a works safety officer for the aerodrome works.

(2) A works safety officer referred to in subregulation (1) shall ensure aerodrome safety while aerodrome works are being carried out.

(3) An aerodrome operator shall not appoint a person as a works safety officer for the aerodrome works where such person has not been trained in accordance with his Aerodrome Manual, to perform the functions of a works safety officer.

***Works Safety Officer for Time-Limited Works***

Requirement to have a works safety officer for time-limited work

25. Where time-limited works are being carried out at a certified aerodrome, an aerodrome operator shall ensure that a person who has been trained, in accordance with the Aerodrome Manual to perform the function of a works safety officer performs that function for those works.

### ***Training of Aerodrome Personnel***

26. An aerodrome operator shall ensure that all persons performing duties or providing services at his aerodrome are trained in accordance with the standards for training aerodrome personnel set out in his Aerodrome Manual.

Required  
training for  
aerodrome  
personnel

### ***Aerodrome Manual Procedures***

27. (1) Subject to any directions issued under subregulation (2), an aerodrome operator shall operate and maintain an aerodrome in accordance with the procedures set out in the Aerodrome Manual for the aerodrome.

Aerodrome  
operator to  
conduct  
operations in  
accordance  
with

(2) The Director General may recommend that the Authority direct an aerodrome operator to change the procedures set out in the Aerodrome Manual, where he considers it necessary in the interests of the safety of aircraft and air navigation.

Aerodrome  
Manual

(3) An aerodrome operator shall comply with a direction given to him under subregulation (2).

### ***Deviation from Aerodrome Manual Procedures***

28. (1) Where an aerodrome operator wishes to deviate from the procedures contained in his Aerodrome Manual he may apply to the Authority, for approval before the implementation of such procedures.

Deviation  
from  
Aerodrome  
Manual  
Procedures

(2) Where the Director General is satisfied after taking into consideration such aeronautical studies as he thinks fit, that the deviation applied for under subregulation (1) would attain the level of safety required by or equivalent to the standards prescribed by these Regulations, he may recommend the Authority approve the deviation.

### ***Aerodrome Data***

29. An aerodrome operator shall ensure that aerodrome data appropriate to his Aerodrome Licence for his aerodrome are in accordance with the Manual of Aerodrome Standards.

Requirements  
for aerodrome  
data

### ***Notice of Changes in Physical Condition of Aerodrome***

30. (1) An aerodrome operator shall, in accordance with the Manual of Aerodrome Standards, give notice to the Authority of—

(a) any temporary or permanent change in the physical condition of the aerodrome that may affect the safety of aircraft; and

(b) any other occurrence relating to the operation or maintenance of the aerodrome that may affect the safety of aircraft.

Aerodrome  
operator to  
notify the  
Authority of  
circum-  
stances which  
may affect  
safety of  
aircraft

(2) Where the aerodrome is a controlled aerodrome, the notice shall also be given to Air Traffic Control.

(3) In this regulation “controlled aerodrome” means an aerodrome at which an Air Traffic Control Service is operating.

***Notice of Changes in Information Published in Aeronautical Information Publication***

Notice of changes in Aeronautical Information Publication

31. To maintain the accuracy of information published in the Aeronautical Information Publication in relation to an Aerodrome Licence issued by the Authority, an aerodrome operator shall inform the Authority, in writing, as soon as practicable of any change required to that information, other than a change that is published in the Notices to airmen.

***Physical Characteristics of Movement Area***

Movement area to comply with standards

32. An aerodrome operator shall ensure that the physical characteristics of the movement area appropriate to his Aerodrome Licence comply with the standards set out in the Manual of Aerodrome Standards.

***Aerodrome Markings***

Aerodrome operator required to have aerodrome markings

33. (1) An aerodrome operator shall mark the following areas of the aerodrome in accordance with the standards set out in the Manual of Aerodrome Standards:

- (a) the movement area;
- (b) an unserviceable area;
- (c) a work area on or near the movement area.

(2) An aerodrome operator shall ensure that all aerodrome markings are maintained in accordance with the standards set out in the Manual of Aerodrome Standards.

***Signal Area***

Requirement to have signal area

34. (1) An aerodrome operator who does not have a continuous air traffic service provided by Air Traffic Control during the day shall provide a signal area in accordance with the standards set out in the Manual of Aerodrome Standards.

(2) An aerodrome operator shall display the appropriate signal in the signal area in any circumstances set out in the Manual of Aerodrome Standards that require such a signal to be displayed.

(3) An aerodrome operator shall ensure that the signal area and any signal displayed in it are clearly visible to any aircraft intending to use the aerodrome.

### **Wind Direction Indicators**

35. (1) An aerodrome operator shall, in accordance with the standards for wind direction indicators set out in the Manual of Aerodrome Standards, install and maintain at least one wind direction indicator at the aerodrome.

Aerodrome operator to have a wind direction indicator at aerodrome

(2) An aerodrome operator under subregulation (1), shall ensure that there is a wind direction indicator installed near the end of the runway.

(3) The Director General may recommend that the Authority exempt an aerodrome operator under these Regulations from compliance with subregulation (1), only if he is satisfied that surface wind information is passed to the pilots of aircraft approaching the runway by—

- (a) an automatic weather observing system that:
  - (i) is compatible with the weather observing system of the Piarco Meteorology Office; and
  - (ii) provides surface wind information through an aerodrome weather information broadcast; or
- (b) an approved observer having a communication link with pilots through which timely information about surface wind can be clearly passed to pilots; or
- (c) any other approved means of providing surface wind information.

### **Visual Aids for navigation**

36. (1) An aerodrome operator shall ensure that visual aids for navigation, appropriate to the aerodrome licence he holds, are in compliance with the Manual of Aerodrome Standards.

Requirements for visual aids for navigation

(2) An aerodrome operator shall ensure that visual aids for denoting restricted areas appropriate to the aerodrome licence he holds comply with the Manual of Aerodrome Standards.

### **Visual Approach Slope Indicator System**

37. (1) An aerodrome operator shall, in accordance with the standards for visual approach slope indicator systems set out in the Manual of Aerodrome Standards, provide an approved visual approach slope indicator system for the end of a runway at the aerodrome where that end of the runway is regularly used as the approach end for jet-propelled aircraft conducting regular public transport operations or charter operations.

Aerodrome operator to have visual approach Indicator system installed at aerodrome

(2) The Director General may recommend that the Authority direct the aerodrome operator to provide an approved visual approach slope indicator system for the approach end or ends of a runway to which subregulation (1) does not apply, where he considers it necessary in the interests of the safety of aircraft and air navigation.

(3) The aerodrome operator shall comply with a direction given to him under subregulation (2).

### ***Signs***

Aerodrome operator to have signs installed

38. (1) An aerodrome operator shall ensure that signs are provided to convey either a mandatory instruction on a specific location or destination on a movement area or to provide other information to meet the requirements of the Manual of Aerodrome Standards.

(2) Signs under subregulation (1) may be either fixed message signs or variable message signs and shall meet the requirements set out in the Manual of Aerodrome Standards.

### ***Markers***

Requirements for markers

39. (1) An aerodrome operator shall ensure that markers are frangible and those located near a runway or taxi way shall be sufficiently low to preserve clearance of propellers and for engine pods of jet aircraft.

(2) Markers under subregulation (1) shall meet the requirements set out in the Manual of Aerodrome Standards.

### ***Lighting of Movement Area***

Aerodrome operator to have movement area of aerodrome lit

40. (1) Where an aerodrome is available for an aircraft to land or take-off at night, or in less than Visual Meteorological Conditions during the day, an aerodrome operator shall provide and maintain a lighting system for the movement area of the aerodrome that is in accordance with subregulations (2) and (3).

(2) A lighting system under subregulation (1) shall include:

- (a) lighting of runways, taxiways and aprons intended for use at night or in less than Visual Meteorological Conditions during the day;
- (b) lighting of at least one wind direction indicator;
- (c) lighting of obstacles within the movement area; and
- (d) where the aerodrome has a runway intended to serve Category I, Category II or Category III precision approach, operations, approach, runway and taxiway lighting for the runway and taxiway.

- (3) A lighting system under this regulation shall—
- (a) where the lighting system is of a kind for which standards are specified in the Manual of Aerodrome Standards, meet those standards; or
  - (b) in any other case be of a kind, approved by the Authority.

### ***Checking of Lighting Systems***

41. (1) An aerodrome operator shall not put a new lighting system of a kind mentioned in subregulation (3) into service at an aerodrome unless the following requirements are met: Requirement to check lighting system

- (a) a pilot approved by the Authority has conducted a flight check of the system; and
- (b) an electrical engineer or a licensed electrician has checked the system for compliance with any applicable electrical specifications and technical standards set out in the Manual of Aerodrome Standards.

(2) Where checking compliance with a specification requires the use of survey instruments, the aerodrome operator shall ensure that the checking is done by—

- (a) a person with a degree, diploma or certificate in surveying or civil engineering; or
- (b) a person with experience and competence in surveying that is acceptable to the Authority.

(3) For subregulation (1), the kinds of lighting systems are as follows:

- (a) an approach lighting system;
- (b) a runway lighting system for instrument approach runways;
- (c) a visual approach slope indicator system for jet-propelled aircraft, other than a system intended for use on a temporary basis for a period not longer than thirty days; and
- (d) a pilot-activated lighting system.

### ***Equipment and Installations***

42. An aerodrome operator shall ensure that all equipment and installations at his aerodrome appropriate to the Aerodrome Licence he holds are in compliance with the Manual of Aerodrome Standards. Required equipment and installations

### ***Aerodrome Emergency Committee***

Aerodrome operator to establish Aerodrome Emergency Committee

43. (1) An aerodrome operator shall establish an aerodrome emergency committee.

(2) The aerodrome emergency committee under subregulation (1) shall include a representative from the fire, Police or other emergency service that, having regard to the location of the aerodrome, would be likely to be asked to assist in the event of an emergency at the aerodrome.

### ***Emergency and Other Services***

Requirements of emergency and other services at an aerodrome

44. (1) An aerodrome operator shall ensure that he complies with the requirements for emergency and other services provided for in the Manual of Aerodrome Standards.

(2) An aerodrome operator shall ensure that rescue and fire fighting services are provided at his aerodrome.

(3) Notwithstanding the generality of subsection (2) an aerodrome operator shall ensure that—

(a) where an aerodrome is located close to water or swampy areas or difficult terrain; or

(b) where a significant portion of approach or departure operations take place over areas listed in paragraph (a), specialist rescue and fire fighting equipment appropriate to the hazards and risks are available.

### ***Aerodrome Emergency Plan***

Aerodrome to have aerodrome emergency plan

45. (1) An aerodrome emergency committee under regulation 43 shall prepare an aerodrome emergency plan for that aerodrome that shall include—

(a) procedures for co-ordinating the responses of all emergency service organizations referred to in the plan; and

(b) any other matters that are required to be included in the emergency plan as prescribed in the Manual of Aerodrome Standards.

(2) An aerodrome emergency committee shall review an aerodrome emergency plan under subregulation (1), at least once every twelve months and make any changes to the plan that are necessary to ensure that such aerodrome emergency plan operates properly.

(3) A review under subregulation (2), shall be carried out in consultation with the emergency service agencies referred to in the emergency plan.

(4) As soon as practicable after an emergency exercise has been carried out at the aerodrome, or if an emergency has occurred at the aerodrome, as soon as practicable after such emergency, an aerodrome operator shall arrange for the aerodrome emergency committee to—

- (a) review the effectiveness of the responses to the exercise or the emergency;
- (b) assess the adequacy of the emergency plan to deal with emergencies at the aerodrome; and
- (c) take such corrective action as may be necessary to ensure that the plan operates properly.

(5) An aerodrome operator shall ensure that—

- (a) records of each review of the emergency plan carried out under this regulation are kept; and
- (b) each record is retained for at least three years after the review to which the record relates was carried out.

#### ***Testing of Aerodrome Emergency Plan***

46. (1) An aerodrome operator shall, subject to subregulations (2), (3) and (4), conduct an emergency exercise at least once every twenty-four months to test—

- (a) the co-ordination of the emergency service agencies referred to in the aerodrome emergency plan; and
- (b) the adequacy of the procedures and facilities provided for in the aerodrome emergency plan.

(2) Where a real emergency occurs at an aerodrome within six months before an emergency exercise is to be conducted, the aerodrome operator may ask the Authority to extend the period within which the next emergency exercise shall be conducted.

(3) The Director General may recommend that the Authority grant the request under subregulation (2), where he is satisfied that—

- (a) all emergency service agencies referred to in the plan responded to the real emergency; and
- (b) the real emergency adequately tested the plan.

(4) In granting a request under subregulation (3), the Authority may extend the period until the end of twenty-four months after the real emergency occurred.

**Aerodrome Serviceability Inspections**

Requirement  
to conduct  
aerodrome  
serviceability  
inspections

47. (1) An aerodrome operator shall conduct an aerodrome serviceability inspection to ensure that it is safe for aircraft operations—

- (a) after a gale, storm or other severe weather;
- (b) as soon as practicable after any aircraft accident or incident;
- (c) during any period of construction or repair of the aerodrome facilities or equipment critical to safety of aircraft operations;
- (d) at any time that Air Traffic Control or the Authority requires the inspection; and
- (e) at any other time when there are conditions at the aerodrome which could affect safety.

(2) An aerodrome serviceability inspection under subregulation (1), shall include the following:

- (a) an inspection of the movement area to check its surface condition, including check for the presence of foreign objects;
- (b) an inspection of aerodrome markings, lighting, signs, wind direction indicators and ground signals;
- (c) an inspection for any obstacles infringing the take-off, approach and transitional surfaces;
- (d) an inspection for any birds or animals on or near the movement area;
- (e) an inspection of any measures, including aerodrome fencing, to control the inadvertent entry of persons or animals into the movement area;
- (f) an empirical assessment of the bearing strength of unrated runway pavements;
- (g) an empirical assessment of the runway strip or each runway strip where the runway concerned is not marked and the whole runway strip may be used for aircraft operations; and
- (h) a check of the accuracy and currency of notices to airmen for the aerodrome.

(3) The inspections under subregulation (2), shall comply with all applicable standards for aerodrome serviceability inspections set out in the Manual of Aerodrome Standards.

### ***Aerodrome Technical Inspections***

48. (1) An aerodrome operator shall conduct aerodrome technical inspection for his aerodrome to ensure that any deterioration that could make a facility unsafe for aircraft operations is detected.

Requirement  
to conduct  
aerodrome  
technical  
inspections

(2) An aerodrome technical inspection shall include the following:

- (a) an instrument survey of the approach, take-off and transitional surfaces;
- (b) an inspection and testing of the aerodrome lighting and electrical reticulation systems, including the visual approach slope indicator;
- (c) an electrical testing of any earthing points at the aerodrome;
- (d) an inspection and assessment of the movement area, pavements and drainage;
- (e) an inspection of signs on the movement area;
- (f) an inspection of facilities at the aerodrome used for any of the following:
  - (i) aerodrome emergencies;
  - (ii) the handling of hazardous materials;
  - (iii) bird and animal hazard management;
  - (iv) stand-by and emergency aerodrome lighting;
- (g) an inspection of airside vehicle control arrangements; and
- (h) a check of the currency and accuracy of—
  - (i) aerodrome information published in the Aeronautical Information Publication; and
  - (ii) aerodrome operating procedures specified in the aerodrome manual for the aerodrome.

(3) The inspection under subregulation (2), shall comply with all applicable standards for aerodrome technical inspections set out in the Manual of Aerodrome Standards.

### ***When Aerodrome Technical Inspections shall be conducted***

49. (1) An aerodrome operator shall ensure that—

- (a) an aerodrome technical inspection is conducted at intervals of not more than twelve months; or
- (b) where the operator has elected to have a part or parts of the aerodrome technical inspection conducted at different times under subregulation (2), each facility for the aerodrome to be inspected is inspected at intervals of not more than twelve months.

Timeframe  
for the  
conduct of  
technical  
inspections

(2) An aerodrome operator may elect to have a part or parts of an aerodrome technical inspection conducted at different times from the other parts.

(3) Where it appears from an aerodrome serviceability inspection that a particular facility at the aerodrome requires an aerodrome technical inspection, the aerodrome operator shall ensure that the necessary technical inspection of the facility is conducted as soon as practicable.

(4) An aerodrome operator—

(a) shall, where the aerodrome operator has elected to have a part or parts of an aerodrome technical inspection conducted at different times under subregulation (2)—

- (i) keep records of each part of each inspection; and
- (ii) retain each record for at least three years after the part of the inspection to which the record relates was conducted; or

(b) shall, in any other case—

- (i) keep records of each inspection; and
- (ii) retain each record for at least three years after the inspection to which the record relates was conducted.

#### ***Who May Conduct Aerodrome Technical Inspections***

Requirements  
for the  
conduct of  
technical  
inspections

50. (1) An aerodrome operator shall ensure that an aerodrome technical inspection is conducted by a person or persons with appropriate technical qualifications and experience.

(2) Notwithstanding the generality of subregulation (1), an aerodrome operator shall ensure that—

(a) the movement area, other pavements and drainage are inspected by a person who has a recognized degree, diploma or certificate in civil engineering or appropriate technical experience;

(b) the lighting and electrical facilities are inspected by an electrical engineer or a licenced electrician; and

(c) the obstacle limitation surfaces are inspected by a person who—

- (i) is technically qualified or experienced in surveying; and
- (ii) has a sound knowledge and understanding of the standards and survey procedures for obstacle limitation surfaces.

### ***Planning and Execution of Aerodrome Works***

51. (1) An aerodrome operator shall ensure that any aerodrome works carried out at the aerodrome are carried out in a way that does not create a hazard to aircraft, or confusion to pilots.

Requirements for the planning and execution of aerodrome works

(2) The aerodrome operator shall comply with the standards set out in the Manual of Aerodrome Standards in relation to planning and notice requirements that shall be satisfied before aerodrome works may be carried out.

### ***Safety Management System***

52. An aerodrome operator of—

(a) an aerodrome used by aircraft engaged in international operations on and after 1st November, 2005; and

(b) any other aerodrome on and after 1st January, 2007,

shall ensure that the aerodrome has a safety management system that complies with the standards set out in the Manual of Aerodrome Standards.

Aerodrome operator shall have a safety management system for aerodrome

### ***Aerodrome Operators to Collect Statistics if Directed***

53. Where the Director General considers it necessary in the interests of the safety of air navigation, he may recommend the Authority give directions in writing to an aerodrome operator to collect—

Aerodrome operator to collect statistics

(a) statistics about—

(i) the types of aircraft using the aerodrome; and

(ii) the times of aircraft movements at the aerodrome; and

(b) other information specified by the Authority in the directive, that is relevant to deciding what radio communication services or air traffic services should be provided at the aerodrome.

## **PART V**

### **OBSTACLES AND HAZARDS**

#### ***Visual Aids Denoting Obstacles***

54. An aerodrome operator shall ensure that visual aids for denoting obstacles, appropriate to the Aerodrome Licence he holds, comply with the standards set out in the Manual of Aerodrome Standards.

Visual aids denoting obstacles to comply with standards

### ***Monitoring of Airspace***

Aerodrome operator to monitor airspace around aerodrome

55. An aerodrome operator shall monitor the airspace around the aerodrome for infringement of the obstacle limitation surfaces by—
- (a) any object, building or structure; or
  - (b) any gaseous efflux having a velocity exceeding 4.3 metres per second.

### ***Establishment of Obstacle Limitation Surfaces***

Aerodrome operator to establish obstacle limitation surface for aerodrome

56. An aerodrome operator shall ensure that obstacle limitation surfaces are established for the aerodrome in accordance with the standards set out in the Manual of Aerodrome Standards.

### ***Notice of Obstacles***

Requirements in respect of obstacles at aerodrome

57. (1) An aerodrome operator shall take all reasonable measures to ensure that obstacles at, or within the vicinity of, the aerodrome are detected as quickly as possible.

(2) If the aerodrome operator becomes aware of the presence of an obstacle, he shall—

- (a) inform the Authority immediately; and
- (b) give the Authority details of—
  - (i) the height and location of the obstacle; and
  - (ii) amended declared distances and gradients, if applicable.

(3) Where the aerodrome operator becomes aware of any development or proposed construction near the aerodrome that is likely to create an obstacle, he shall—

- (a) inform the Authority as soon as practicable; and
- (b) give to the Authority details of the likely obstacle.

### ***Structures 110 Metres or more above Ground Level***

Requirement to notify of construction of building or structure over 110 metres

58. A person who proposes to construct a building or structure the top of which will be 110 metres or more above ground level shall inform the Authority of that intention and the proposed height and location of the building or structure.

### ***Hazardous Objects***

Requirements where hazardous objects exist at aerodrome

59. (1) The Director General may determine, in writing, that—
- (a) an obstacle, or any proposed development or other proposed construction that is likely to create an obstacle; or
  - (b) a building or structure the top of which is 110 metres or more above ground level; or

(c) a proposed building or structure the top of which will be 110 metres or more above ground level, is or will be, a hazardous object because of its location, height or lack of marking or lighting.

(2) The Director General may determine, in writing, that a gaseous efflux having a velocity exceeding 4.3 metres per second is, or will be, a hazard to aircraft operations because of the velocity or location of the efflux.

(3) Where the Director General makes a determination under subregulation (1) or (2), he shall—

- (a) publish in Aeronautical Information Publication or notice to airmen particulars of the hazardous object or gaseous efflux to which the determination relates; and
- (b) give written notice of the determination in accordance with subregulation (4).

(4) The Director General shall give a copy of the notice—

- (a) in the case of a hazardous object that is a proposed building or structure to the Authority or, if applicable, one or more of the agencies whose approval is required for the construction; and
- (b) in any other case other than that set out in paragraph (a), to an identifiable person who—
  - (i) is the owner or occupier;
  - (ii) has control of the hazardous object;
  - (iii) is in control of the installation that produces a gaseous efflux.

## PART VI

### MISCELLANEOUS

#### ***Exemptions***

60. (1) The Authority may exempt in writing an aerodrome operator from complying with specific provisions of these Regulations. Exemptions

(2) An exemption granted by the Authority under subregulation (1) shall be subject to any condition or procedures specified by the Authority in the relevant Aerodrome Licence as being necessary in the interest of safety.

(3) An exemption under this Part shall be subject to the aerodrome operator complying with the conditions and procedures specified under subregulation (2).

**Director General may amend Schedules**

Director  
General may  
amend  
Schedules

61. The Director General may, by Order amend any of the Schedules.

**Commencement**

Commence-  
ment

62. The requirements of these Regulations shall come into effect twelve months from the date of publication of these Regulations.

## SCHEDULE 1

[Regulation 18(1)(b)(iv)]

## CONTENTS OF AERODROME MANUAL

## PART 1

*General*

General information, including the following:

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

## PART 2

## PARTICULARS OF THE AERODROME SITE

General information, including the following:

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

## PART 3

## PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE OF THE AUTHORITY

3.1 *General Information*

General information, including the following:

- (a) the name of the aerodrome;
- (b) the location of the aerodrome;
- (c) the geographical co-ordinates of the aerodrome reference point determined in terms of the World Geodetic System—1984 (WGS-84) reference General datum;
- (d) the aerodrome elevation and geoid undulation;
- (e) the elevation of each threshold and geoid undulation, the elevation of the runway end and any significant high and low points along the runway, and the highest elevation of the touchdown zone of a precision approach runway;
- (f) the aerodrome reference temperature;
- (g) details of the aerodrome beacon; and
- (h) the name of the aerodrome operator and the address and telephone numbers at which the aerodrome operator may be contacted at all times.

3.2 *Aerodrome Dimensions and Related Information*

General information, including the following:

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

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

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

#### PART 4

##### PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES

#### 4.1 Aerodrome Reporting

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

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

#### 4.2 Access to the Aerodrome Movement Area

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

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

#### 4.3 Aerodrome Emergency Plan

Particulars of the aerodrome emergency plan, including the following:

- (a) plans for dealing with emergencies occurring at the aerodrome or in its vicinity, including the malfunction of aircraft in flight; structural fires; sabotage, including bomb threats (aircraft or structure); unlawful seizure of aircraft; and incidents on the airport covering "during the emergency" and "after the emergency" considerations;
- (b) details of tests for aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests;

- (c) details of exercises to test emergency plans, including the frequency of those exercises;
- (d) a list of organizations, agencies and persons of authority, both on-and off-airport, for site roles; their telephone and facsimile numbers, e-mail and SITA addresses and the radio frequencies of their offices;
- (e) the establishment of an aerodrome emergency committee to organize training and other preparations for dealing with emergencies; and
- (f) the appointment of an on-scene commander for the overall emergency operation.

#### 4.4 Rescue and Fire-Fighting

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

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

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

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

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

#### 4.6 Visual Aids and Aerodrome Electrical Systems

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

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

#### 4.7 *Maintenance of the Movement Area*

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

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

#### 4.8 *Aerodrome Works—Safety*

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

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

#### 4.9 *Apron Management*

Particulars of the apron management procedures, including the following:

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

#### 4.10 *Apron Safety Management*

Procedures to ensure apron safety, including:

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

#### 4.11 *Airside Safety Control*

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

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

#### 4.12 *Wildlife Hazard Management*

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

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

#### 4.13 *Obstacle Control*

Particulars setting out the procedures for:

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

#### 4.14 *Removal of Disabled Aircraft*

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

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

#### 4.15 *Handling of Hazardous Materials*

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

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

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

#### 4.16 *Low-Visibility Operations*

Particulars of procedures to be introduced for low-visibility operations, including the measurement and reporting of runway visual range as and when required, and the names and telephone numbers, during and after working hours, of the persons responsible for measuring the runway visual range.

#### 4.17 *Protection of Sites for Radar and Navigational Aids*

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

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

## PART 5

## AERODROME ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM

*Aerodrome Administration*

Particulars of the aerodrome administration, including the following:

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

*Safety Management System (SMS)*

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

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

Made by the Authority this 19th day of March, 2004.

R. LUTCHMEDIAL  
*Civil Aviation Authority*

Approved by the Minister of Works and Transport.

F. A. KHAN  
*Minister of Works and Transport*

Laid in the House of Representatives this      day of      , 2004.

*Clerk of the House*

Laid in the Senate this      day of      , 2004.

*Clerk of the Senate*