



MALDIVES CIVIL AVIATION AUTHORITY
Republic of Maldives

AIR SAFETY CIRCULAR

ASC 139-7

Notification of Changes to Aerodromes

Initial Issue, 27 May 2012

1. REGULATORY COMPLIANCE

Compliance with this Circular is mandatory.

2. SCOPE

Maldives Civil Aviation Regulation 139, subpart D, 139.31 (c) requires aerodrome operator to get approval from the Maldives Civil Aviation Authority, in writing at least 30 days before effecting any change to the aerodrome facility or equipment or the level of service at the aerodrome.

This document outlines the procedures to be used in notifying MCAA of developments on an aerodrome and other changes to the physical characteristics of an aerodrome and ensures that changes comply with licensing criteria and are managed safely.

Abbreviations:

MCAA – Maldives Civil Aviation Authority

AIS – Aeronautical Information Service Provider

3. APPLICABILITY

This Circular applies to all the Certified or licensed aerodrome operators within the Republic of Maldives.

4. REGULATORY REFERENCES

This Circular is in compliance with

- MCAR 139, paragraph 139.31 (c).
- CAR Part 13.25

5. INTRODUCTION

An aerodrome Certificate/license condition requires that changes in the physical characteristics of the aerodrome, including the erection of new buildings and alterations to existing buildings or visual aids, shall not be made without prior approval of the MCAA. The purpose of this is to ensure that the MCAA is satisfied that such changes meet Certification/licensing criteria and do not present a safety hazard. Failure to notify the MCAA of changes may leave the aerodrome vulnerable to costly remedial action or operational restrictions.

6. PROJECT CATEGORIES

Projects that involve changes to the aerodrome fall into three categories:

- Development:** graded infrastructure is to be provided. Examples include new buildings or extensions to buildings, aerodrome infrastructure (such as taxiways and aprons), visual aids and navigation aids. Developments are classified as major or minor.
- Changes:** Where existing aerodrome infrastructure or physical characteristics are being changed; for example reconfiguration of stands, changes to the runway or declared distances.
- Maintenance:** Where existing infrastructure is being repaired, refurbished or replaced to ensure continuance but without changing the characteristics of the piece of infrastructure.

7. SUBMISSION PROCESS

For development projects and changes the MCAA has developed a three-part process to assist aerodromes and ensure that aerodrome certificate/licence holders meet their obligations under the certification/licensing process. This process must be used for development projects and changes, but may also be used for significant maintenance projects should the aerodrome certificate holder or the MCAA deem it necessary. Additionally, the process and/or elements of it can be used whatever the project type or size as determined within the aerodrome SMS.

The documentation submitted may be proportionate to the size of the project. For smaller projects it is acceptable to submit Parts 1 and 2 together. The completed form in Appendix-1 shall be submitted at least 30 days before effecting any change to the aerodrome facility or equipment or the level of service at the aerodrome that has been planned in advance and which is likely to affect the accuracy of the information contained in any AIS publication.

- 7.1 Part1: Each development proposal should be accompanied by documentation that provides clear evidence that the proposal conforms to requirements detailed in MCAR 14 and other applicable regulations. It will enable the MCAA to assess the proposal.
- 7.2 Part2: The aerodrome Certificate/license holder must demonstrate to the MCAA that the project will be managed safely. Accordingly, the MCAA will expect the aerodrome to develop safety assurance documentation that describes how they will manage the construction works and operating procedures, to ensure that aerodrome operations can continue safely during the project.
- 7.3 Part3: On completion of the development, but prior to operational use, the aerodrome certificate/licence holder should confirm to the MCAA Air Navigation & Aerodrome Section that the project meets the agreed design criteria and is fit for purpose.

8. NOTIFICATION FORM

- 8.1 Refer **Appendix 1** - Form MCAA/AD/03 of Changes to the Physical Characteristics of an Aerodrome. This form is available to download online at www.aviainfo.gov.mv .
- 8.2 Notification of aerodrome changes should be sent to Air Navigation & Aerodromes Section at the following address:

Air Navigation & Aerodromes Section
Maldives Civil Aviation Authority
11th Floor
Velaanaage
Ameeru Ahmedmagu
Male' 20096
Email: ramiza@aviainfo.gov.mv

10. EFFECTIVITY

This regulation is effective forthwith for Certified or Licensed Airport Operators.



For the Maldives Civil Aviation Authority
Hussain Jaleel
CHIEF EXECUTIVE

Appendix 1- Form No MCAA/AD/03

MALDIVES CIVIL AVIATION AUTHORITY
Velaanaage Office Building, 11th Floor
Male' 20096
Republic of Maldives

NOTIFICATION OF CHANGES TO AERODROME INFRASTRUCTURE

IMPORTANT : PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THE FORM

Dear Applicant

An aerodrome certificate condition states that any change in the physical characteristics of an aerodrome, including the erection of new buildings and alterations to existing buildings or to visual aids, shall not be made without prior approval of the MCAA.

In order to consider your proposal fully, please complete this form and return to:

Maldives Civil Aviation Authority
Air Navigations and Aerodromes
Velaanaage, 11th floor
Ameer Ahmed Magu
Male' 20096

If you have difficulty completing the form, please do not hesitate to contact MCAA at [3342984](tel:3342984).

Yours sincerely

Air Navigations and Aerodromes

SECTION 1: AERODROME DETAILS

Aerodrome Name:

Aerodrome Address:

..... Postcode:

Accountable Manager: Name:

Tel: Email:

Project Manager: Name:

Tel: Email:

SECTION 2: PROJECT DETAILS

Title of Project:

Reason for Change:

Brief Description:

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Planned Commencement of Works:

Planned Duration of Works:

Estimated Completion Date:

Aerodrome Closed during Work in Progress? YES NO (if NO, please specify Hours of Work, below)

Hours of Work:

Note: A Safety assessment and other necessary documentations (including scaled drawings) shall be submitted with this form.

SECTION 3: AERODROME COMPLIANCE MATRIX (please make multiple copies if required)

NAME OF AERODROME:

PROPOSED START DATE:

PROPOSED CHANGE:

PROPOSED COMPLETION DATE:

DESCRIPTION	MCAR REFERENCE	COMPLIANCE STATEMENT (include reference documents where appropriate)	PROJECT MANAGER