



**CIVIL AVIATION DEPARTMENT
MALDIVES**

**NOTICE OF PROPOSED RULE MAKING
NPRM NO: 2011-03**

17 February 2011

**MCAR 139
Aerodrome Rules**

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1. Purpose of this NPRM

The purpose of this NPRM is to consult the industry before issuing MCAR 139 – Aerodrome Rules.

2. Background to the Proposal

CAR Part 13 , CAR Part 18, and CAR Part 14, division C & D will be repealed when this regulation comes into effect.

MCAR 139 prescribes the regulatory requirements relating to—

- the certification and operation of aerodromes
- the security measures applicable to aerodromes
- the use of aerodromes by aircraft operators

3. Key Stakeholders

The following are identified by the CAD as key stakeholders in the proposed amendments to regulations contained in this NPRM:

- Island Aviation Services Ltd
- Maldivian Air Taxi Pvt Ltd
- Trans Maldivian Airways Pvt Ltd
- Maldives Airports Company Ltd
- GMR Male' International Airport Ltd
- Gan Airports Company Ltd
- Regional Airports

4. Submissions on the NPRM

4.1 Submissions are invited

Interested persons are invited to participate in the making of the proposed rules by submitting written data, views, or comments. All submissions will be considered before final action on the proposed rule making is taken.

4.2 How to make a submission

Comments on this proposal may be forwarded (*preferably by e-mail*), using the NPRM Submission Form given in Appendix 1. The NPRM Submission Form is also available on the CAD website www.aviainfo.gov.mv.

Submissions may be sent by the following methods:

by mail: 11th Floor, Velaanaage
Ameerahmedmagu, Male', 20096,
Republic of Maldives

fax: + 960 3323039

e-mail: safety@aviainfo.gov.mv

4.3 Final date for submissions

Comments must be received before 15 March 2011.

4.4 Availability of the NPRM

Any person may obtain a copy of this NPRM from:

CAD website: www.aviainfo.gov.mv/regulations/nprm.php

or from:

11th Floor, Velaanaage
Ameerahmedmagu, Male', 20096,
Republic of Maldives

4.5 Further Information

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5 Proposed Rule Amendments

Nil



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DIRECTOR, ANS & AERODROMES



CIVIL AVIATION DEPARTMENT
Republic of Maldives

MALDIVIAN
CIVIL AVIATION REGULATIONS

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MCAR-139
Aerodrome Rules

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EFFECTIVITY

The MCAR-139 becomes effective on 01 April 2010.

Subpart A – General

139.01 Use of Aerodrome

An aircraft shall not take off or land at any place in the Republic unless:-

- a) The place has been certified as an aerodrome under this Regulation, or
- b) The use of the place is authorized by the Director and:-
 1. The aircraft is of a type authorized under that Regulation to land and take off from the place, and
 2. The aircraft is engaged in operations of a class specified by the Director in the instrument of authorization for that place,

and unless the aircraft complies with any conditions subject to which the aerodrome may have been certified subject to which the place may have been authorized.

139.02 Applicability

These regulations apply to land aerodromes.

139.03 Definitions – have to be incorporated in the Annex 01 definitions.

The terms described in this section have the following meanings whenever they appear in these regulations:

139.04 Standards for Aerodrome

The standards for aerodromes are those set out in Manual of Standards – Aerodrome.

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Subpart B – Aerodrome Certification

139.05 Requirement for an Aerodrome Certificate

- (a) The operator of an aerodrome intended for public use, and
- (b) the passenger-seating capacity of the aircraft employed in the operations exceeds 30 seats shall in accordance with the national requirement be in possession of an aerodrome certificate.
- (c) The operator of an aerodrome for which an aerodrome certificate is not required may nevertheless apply for an aerodrome certificate.

139.06 Application for an aerodrome certificate

An applicant for an aerodrome certificate shall submit to the Director for approval an application in the form prescribed by the Director. The application shall include the aerodrome manual for the aerodrome.

139.07 Grant of an aerodrome certificate

- (a) Subject to the provision in regulation 139.05 the Director may approve the application and approve the Aerodrome Manual submitted under regulation 139.06 and grant an aerodrome certificate to the applicant upon payment of the appropriate fee prescribed in MCAR 187
- (b) Before granting an aerodrome certificate, the Director must be satisfied that;
 - (1) the applicant and the applicant's staff have the necessary competence and experience to operate and maintain the aerodrome properly.
 - (2) the aerodrome manual prepared for the applicant's aerodrome and submitted with the application contains all the relevant information.
 - (3) the aerodrome facilities, services and equipment are in accordance with the standards and practices specified in regulations.
 - (4) the aerodrome operating procedures make satisfactory provision for the safety of aircraft; and
 - (5) an acceptable Safety Management System is in place at the aerodrome.

- (c) The Director may refuse to grant an aerodrome certificate to an applicant. In such cases, the Director must notify the applicant, in writing of its reason
- (d) The Director may grant an aerodrome certificate subject to any condition that CAD considers necessary in the interests of the safety of aircraft. In such cases;
 - (1) the condition must be set out in the certificate
 - (2) Aerodrome operator must not contravene a condition specified in the aerodrome certificate.

139.08 Endorsement of conditions on an aerodrome certificate

After successful completion of the processing of the application and the inspection of the aerodrome, the Director, when granting the aerodrome certificate, will endorse the conditions for the type of use of the aerodrome and other details as may be stipulated in the Aerodrome Certificate.

139.09 Duration of an aerodrome certificate

- (a) An aerodrome operating certificate may be granted or renewed for a period of up to five years.
- (b) An aerodrome operating certificate remains in force until it expires or is suspended or revoked.
- (c) The holder of an aerodrome operating certificate that expires or is revoked shall forthwith surrender the certificate to the Director.
- (d) The holder of an aerodrome operating certificate that is suspended shall forthwith produce the certificate to the Director for appropriate endorsement.

139.10 Renewal of certificate

- (a) An application for the renewal of an aerodrome operating certificate shall be made on form CAD/AD-01
- (b) The application shall be submitted to the Director before the application renewal date specified in the certificate or, if no such date is specified, not less than 30 days before the certificate expires.

139.11 Surrender of an aerodrome certificate

- (a) An aerodrome certificate holder must give the Director not less than 20 day's written notice of the date on which the certificate is to be surrendered in order that suitable promulgation action can be taken.
- (b) The Director will cancel the certificate on the date specified in the notice.

139.12 Cancellation or suspension of an aerodrome certificate

- (a) The Director may suspend or cancel an aerodrome certificate if there are reasonable grounds for believing that:
 - 1) a condition to which the certificate was subject has been breached; or
 - 2) the aerodrome facilities, operations or maintenance are not of the standard required in the interests of the safety of air navigation.
- (b) Before suspending or canceling an aerodrome certificate, the Director must give to the holder a notice that sets out the facts and circumstances that appear to justify the suspension or cancellation and invites the holder to show cause, in writing and within a reasonable period, why the certificate should not be suspended or cancelled.

139.13 Transfer of an aerodrome certificate

- (a) The Director may give its consent to and issue an instrument of transfer of an aerodrome certificate to a transferee when:
 - (1) the current holder of the aerodrome certificate notifies the Director, in writing, at least 20 days before ceasing to operate the aerodrome, that the current holder will cease to operate the aerodrome as of the dates specified in the notice;
 - (2) the current holder of the aerodrome certificate notifies the Director, in writing, of the name of the transferee;
 - (3) the transferee applies to the Director, in writing within 20 days before the current holder of the aerodrome certificate ceases to operate the aerodrome for the aerodrome certificate to be transferred to the transferee; and
 - (4) the requirement set out in regulation 139.07 are met in respect of the transferee.

- (b) If the Director does not consent to the transferee of the aerodrome certificate, it shall notify the transferee, in writing, of its reason.

139.14 Interim Aerodrome certificate

- (a) The Director may grant an interim aerodrome certificate to an applicant under regulation 139.05 if the applicant's application is for a certificate to operate an aerodrome for which an existing aerodrome certificate is in force; and
- 1) the holder of the existing aerodrome certificate has given the Director notice under regulation 139.11 for the certificate to be cancelled; and
 - 2) the cancellation of the existing aerodrome certificate will have effect before the Director can fully consider the applicant's application; and
 - 3) the Director is satisfied that the applicant will be able to properly operate and maintain the aerodrome for the duration of the interim certificate.
 - 4) the grant of the interim certificate is in the public interest and is not detrimental to the aviation safety.
- (b) An interim aerodrome certificate issued pursuant to regulation 139.14 (a) shall expire on;
- 1) the date on which the aerodrome certificate is issued ; or
 - 2) the expiry date specified in the interim aerodrome certificate; whichever is earlier.
- (c) These regulations apply to an interim aerodrome certificate in the same manner as they apply to an aerodrome certificate.

139.15 Amendment of an aerodrome certificate

The Director may, provided that the requirements of regulations 139.07 ,139.20 and 139.21 have been met, amend an aerodrome certificate when;

- (a) there is a change in the use or operation of the aerodrome;
- (b) there is a change in the boundaries of the aerodrome; or
- (c) the holder of the aerodrome certificate requests an amendment.

Subpart C – Aerodrome Manual

139.16 Preparation of the aerodrome manual

- (a) The operator of a certified aerodrome must have a manual, to be known as the Aerodrome Manual, for the aerodrome.
- (b) The aerodrome manual shall:
 - (1) be typewritten or printed, and signed by the aerodrome operator;
 - (2) be in a format that is easy to revise;
 - (3) have a system for recording the currency of pages and amendments thereto, including a page for logging revisions; and
 - (4) be organized in a manner that will facilitate the preparation, review and approval process.

139.17 Location of the aerodrome manual

- (a) The aerodrome operator must provide the Civil Aviation Department with a complete and current copy of the aerodrome manual.
- (b) The aerodrome operator must keep at least one complete and current copy of the aerodrome manual at the aerodrome and one copy at the operator's principal place of business if other than the aerodrome.
- (c) If the Director exempts the aerodrome operator from complying with any requirement set out in regulation 139.07, the aerodrome manual must show identifying number given to that exemption by the Civil Aviation Department and the date the exemption came into effect and any conditions or procedures subject to which the exemption was granted. The aerodrome operator must make the copy referred to exemption available for inspection by authorized Civil Aviation Department personnel.

139.18 Information to be included in the aerodrome manual

The operator shall submit the aerodrome manual as per Appendix 01 to the extent that they are applicable to the aerodrome.

139.19 Amendment of the aerodrome manual

- (a) The operator of a certified aerodrome must alter or amend the aerodrome manual, whenever necessary, in order to maintain the accuracy of the information in the manual.
- (b) To maintain the accuracy of the aerodrome manual, the Director may issue a written directive to an aerodrome operator requiring the operator to amend the manual in accordance with that directive.

139.20 Notification of changes to the aerodrome manual

An aerodrome operator must notify the Civil Aviation Department, as soon as practicable, of any changes that the operator wishes to make to the aerodrome manual.

139.21 Approval of the aerodrome manual

The Director shall approve the aerodrome manual and any amendments thereto, provided these meet the requirements of the preceding regulation in this section.

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Subpart D – Obligations of the Aerodrome Operator

139.22 Compliance with standards and practices

The aerodrome operator shall comply with the standards and practices specified in these regulations and with any conditions endorsed in the certificate pursuant to regulation 139.08 and 139.90

- (a) The aerodrome operator shall employ an adequate number of qualified and skilled personnel to perform all critical activities for aerodrome operation and maintenance.
- (b) If the Director or any authorized inspection by the Civil Aviation Department requires competency certification for the personnel referred to in regulation 139.22 (a) the aerodrome operator shall employ only those persons possessing such certificates.
- (c) The aerodrome operator shall implement a programme to upgrade the competency of the personnel referred to in regulation 139.22 (a).

139.23 Aerodrome Manual Controller

The operator of a certified aerodrome shall appoint an aerodrome manual controller. The functions of the aerodrome manual controller are to ensure that:

- (a) a distribution record is maintained for the holder of each copy, in whole or in part, of the manual; and
- (b) updates of the manual are provided appropriately to all holders.

139.24 Aerodrome operation and maintenance

- (a) Subject to any directives that the Director may issue, the aerodrome operator shall operate and maintain the aerodrome in accordance with the procedures set out in the aerodrome manual.
- (b) To ensure the safety of aircraft, the Director may give written directives to an aerodrome operator to alter the procedures set out in the aerodrome manual.
- (c) The aerodrome operator should ensure proper and efficient maintenance of the aerodrome facilities.

- (d) The aerodrome certificate holder shall coordinate with the ATS provider in order to be satisfied that appropriate air traffic services are available to ensure the safety of aircraft in the airspace associated with the aerodrome. The coordination shall cover other areas related to safety such as aeronautical information service, air traffic service, designated meteorological authorities, and security.

139.25 Reporting Officer

- (a) The operator of a certified aerodrome shall appoint 1 or more reporting officers for the aerodrome.
- (b) The functions of a reporting officer are:
 - 1) to monitor the serviceability of the aerodrome; and
 - 2) to report to the NOTAM Office and air traffic control any changes in conditions, or any other occurrences, at the aerodrome that must be reported under sub regulation 139.20
- (c) The operator must not appoint a person as a reporting officer if the person has not been trained to perform the reporting officer's functions.

139.26 Works safety officer for aerodrome works other than time-limited works

- (1) If aerodrome works (other than time-limited works) are being carried out at a certified aerodrome, the operator of the aerodrome must appoint 1 or more persons as works safety officers for the aerodrome works.
- (2) The function of a works safety officer is to ensure aerodrome safety while the aerodrome works are being carried out.

139.27 Works safety officer for time-limited works

If time-limited works are being carried out at a certified aerodrome, the operator of the aerodrome must ensure that a person who has been trained to perform the function of a works safety officer performs that function for those works.

139.28 Aerodrome operator's safety management system

- (a) The aerodrome operator shall establish a safety management system in accordance with the ASC-00-2

- (b) The aerodrome operator shall oblige all users of the aerodrome, including fixed-base operators, ground-handling agencies and other organizations that perform activities independently at the aerodrome in relation to flight or aircraft handling, to comply with the requirements laid down by the aerodrome operator with regard to safety at the aerodrome. The aerodrome operator shall monitor such compliance.
- (c) The aerodrome operator shall require all users of the aerodrome, including fixed base operators, ground handling agencies and other organizations referred to in regulation 139.28(b) to cooperate in the programme to promote safety at, and the safe use of, the aerodrome by immediately informing it of any accidents, incidents, defects and faults which have a bearing on safety.
- (d) The operator of the certified aerodrome must appoint an aerodrome safety manager, responsible for providing guidance and direction for the operation of the aerodrome safety management system.

139.29 Aerodrome operator's internal safety audits and safety reporting

- (a) The aerodrome operator shall arrange for an audit of the Safety Management System, including an inspection of the aerodrome facilities and equipment. The audit shall cover the aerodrome operator's own functions. The aerodrome operator shall also arrange for an external audit and inspection programme for evaluating other users, including fixed-base operators, ground handling agencies and other organizations working at the aerodrome as referred to in regulation 139.28(b).
- (b) The audits referred to in regulation 139.29 (a) shall be carried out every six month, or as specified in the aerodrome operator's SMS Manual.
- (c) The aerodrome operator shall ensure that the audit reports, including the report on the aerodrome facilities, services and equipment, are prepared by suitably qualified safety experts.
- (d) The aerodrome operator shall retain a copy of the report(s) referred to in 139.29 (c) for a period to be agreed with the Civil Aviation Department. The Civil Aviation Department may request a copy of the report(s) for its review and reference.
- (e) The report(s) referred to in regulation 139.29 (c) must be prepared and signed by the persons who carried out the audits and inspections.

139.30 Access to aerodromes

- (a) Personnel so authorized by the Director may inspect and carry out tests on the aerodrome facilities, services and equipment, inspect the aerodrome operator's documents and records and verify the aerodrome

operator's Safety Management System before the aerodrome certificate is granted or renewed and, subsequently, at any other time, for the purpose of ensuring safety at the aerodrome.

- (b) An aerodrome operator shall, at the request of the person referred to in regulation 139.30 (a) allow access to any part of the aerodrome or any aerodrome facility, including equipment, records, documents and operator personnel, for the purpose referred to in regulation 139.30 (a).
- (c) The aerodrome operator shall cooperate in conducting the activities referred to in 139.30 (a).

139.31 Notification of Aerodrome Data and Information

- (a) An aerodrome operator shall adhere to the requirement to notify and report to the Civil Aviation Department, air traffic control and pilots within the specified time limits required by these regulations.
- (b) **Notification of inaccuracies in aeronautical information service (AIS) publications.** An aerodrome operator shall review all Aeronautical Information Publications (AIPs), AIP Supplements, AIP Amendments, Notices to Airmen (NOTAMs), Pre-flight Information Bulletins and Aeronautical Information Circulars issued by AIS on receipt thereof and immediately after such reviews shall notify AIS of any inaccurate information contained therein that pertains to the
- (c) **Notification of changes to the aerodrome facilities, equipment and level of service planned in advance.** An aerodrome operator shall notify AIS and the Civil Aviation Department, in writing 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 referred to in regulation 139.31 (b).
- (d) **Issues requiring immediate notification.** Subject to the requirements of regulation 139.31 (e) an aerodrome operator shall give AIS and shall arrange for air traffic control and the flight operations unit to receive immediate notice detailing any of the following circumstances of which the operator has knowledge;
 - 1) obstacle, obstruction and hazards:
 - (i) any projections by an object through an obstacle limitation surface relating to the aerodrome; and
 - (ii) the existence of any obstruction or hazardous condition affecting aviation safety at or near the aerodrome;
 - 2) level of service:

reduction in the level of service at the aerodrome as set out in any of the AIS publications referred to in regulation 139.31 (b).

- 3) movement area:
closure of any part of the movement area of the aerodrome; and
 - 4) any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted.
- (e) **Immediate notification to pilots.** When it is not feasible for an aerodrome operator to arrange for the air traffic and the flight operations unit to receive notice of a circumstance referred to in 139.31(d) in accordance with that regulation, the operator must give immediate notice direct to the pilots who may be affected by that circumstance.

139. 32 Aerodrome emergency committee

- (a) The operator of a certified aerodrome must establish an aerodrome emergency committee.
- (b) The committee must include a representative from any fire, police or other emergency service that, having regard to the location of the aerodrome, would be likely to be asked to assist if there were an emergency at the aerodrome.

139. 33 Aerodrome emergency plan

- (a) The aerodrome emergency committee for a certified aerodrome must prepare an aerodrome emergency plan.
- (b) The plan must include:
 - 1) procedures for coordinating the responses of all emergency service organisations referred to in the plan; and
 - 2) any other matters that are required to be included in the emergency plan by the Manual of Standards Aerodromes,
- (c) The committee must review the emergency plan at least once a year and make any changes to the plan that are necessary to ensure that it operates properly.
- (d) The review must be carried out in consultation with the emergency service organisations referred to in the emergency plan.
- (e) 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 the emergency, the operator of the aerodrome must arrange for the committee to:

- 1) review the effectiveness of the responses to the exercise or the emergency; and
 - 2) assess the adequacy of the emergency plan to deal with emergencies at the aerodrome; and
 - 3) take such corrective action as is necessary to ensure that the plan operates properly.
- (f) The operator must ensure that:
- 1) records of each review of the emergency plan carried out under this regulation are kept; and
 - 2) each record is retained for at least 3 years after the review to which the record relates was carried out.

139. 34 Testing of aerodrome emergency plan

- (a) Subject to this regulation, the operator of a certified aerodrome must conduct an emergency exercise at least once every 2 years to test:
- 1) the coordination of the emergency service organisations referred to in the aerodrome's emergency plan; and
 - 2) the adequacy of the procedures and facilities provided for in the plan.
- (b) If a real emergency occurs at the aerodrome within 6 months before an emergency exercise is due, the operator may ask the Director to extend the period within which the next emergency exercise must be conducted.
- (c) The Director must grant the request if it is satisfied that:
- 1) all emergency service organisations referred to in the plan responded to the real emergency; and
 - 2) the real emergency adequately tested the plan.
- (d) In granting the request, the Director may extend the period until the end of 2 years after the real emergency occurred.

139. 35 Aerodrome serviceability inspections

- (a) An *aerodrome serviceability inspection* is an inspection of the aerodrome to ensure that it is safe for aircraft operations.
- (b) The inspection must include the following:
- 1) an inspection of the movement area to check its surface condition (including for the presence of foreign objects);
 - 2) an inspection of aerodrome markings, lighting, wind direction indicators and ground signals;
 - 3) an inspection for any obstacles infringing the take-off, approach and transitional surfaces;

- 4) an inspection for any birds or animals on or near the movement area;
 - 5) an inspection of any measures to control the inadvertent entry of persons or animals into the movement area (including aerodrome fencing);
 - 6) an empirical assessment of the bearing strength of unrated runway pavements;
 - 7) 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;
 - 8) an inspection of the aerodrome's frequency confirmation system (if any);
 - 9) a check of whether any NOTAMS for the aerodrome are current and accurate.
- (c) The inspection must comply with all applicable standards for aerodrome serviceability inspections set out in the Manual of Standards Aerodromes.
- (d) The operator of a certified aerodrome must conduct an aerodrome serviceability inspection:
- (1) on each day on which an airline service operates at the aerodrome; or
 - (2) in any other case — at least twice a week.
- (e) The operator of a certified aerodrome must also conduct an aerodrome serviceability inspection:
- (1) after a gale, storm or other severe weather; and
 - (2) at any time that air traffic control or CAD requires the inspection.

139.36 Aerodrome technical inspections

- (a) An *aerodrome technical inspection* is an inspection of aerodrome facilities for an aerodrome to ensure that any deterioration that could make a facility unsafe for aircraft operations is detected.
- (b) The inspection must include the following:
- (1) an instrument survey of the approach, take-off and transitional surfaces;

- (2) an inspection and testing of the aerodrome lighting and electrical reticulation systems, including the visual approach slope indicator;
 - (3) an electrical testing of any earthing points at the aerodrome;
 - (4) an inspection and assessment of the movement area pavements and drainage;
 - (5) an inspection of signs on the movement area;
 - (6) 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; stand-by and emergency aerodrome lighting;
 - (7) an inspection of airside vehicle control arrangements (if any);
 - (8) a check of the currency and accuracy of:
 - (i) aerodrome information published in AIP; and
 - (ii) aerodrome operating procedures specified in the aerodrome manual for the aerodrome.
- (c) The inspection must comply with all applicable standards for aerodrome technical inspections set out in the Manual of Standards Aerodromes, Maldives.

139.37 When aerodrome technical inspections must be conducted etc

- (a) The operator of a certified aerodrome must ensure that:
 - (1) an aerodrome technical inspection is conducted at intervals of not more than 12 months; or
 - (2) if the operator has elected to have a part or parts of the inspection conducted at different times under subregulation 139.36(b), each facility for the aerodrome to be inspected is inspected at intervals of not more than 12 months.
- (b) The operator may elect to have a part or parts of an aerodrome technical inspection conducted at different times from the other parts.
- (c) If it appears from an aerodrome serviceability inspection that a particular facility at the aerodrome requires an aerodrome technical

inspection, the operator must ensure that the necessary technical inspection of the facility is conducted as soon as practicable.

- (d) The operator:
- (1) must, if the operator has elected to have a part or parts of an aerodrome technical inspection conducted at different times under subregulation 139.36(b):
 - (i) keep records of each part of each inspection; and
 - (ii) retain each record for at least 3 years after the part of the inspection to which the record relates was conducted; or
 - (2) must, in any other case:
 - (i) keep records of each inspection; and
 - (ii) retain each record for at least 3 years after the inspection to which the record relates was conducted.

139.38 Who may conduct aerodrome technical inspections

- (a) The operator of a certified aerodrome must ensure that an aerodrome technical inspection is conducted by a person or persons with appropriate technical qualifications and experience.
- (b) In particular:
- (1) the movement area, other pavements and drainage must be inspected by a person who has a recognized degree, diploma or certificate in civil engineering or appropriate technical experience; and
 - (2) the lighting and electrical facilities must be inspected by an electrical engineer or a licensed electrician; and
 - (3) the obstacle limitation surfaces must be 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.

139.39 Planning and execution of aerodrome works

- (a) The operator of a certified aerodrome must ensure that any aerodrome works at the aerodrome are carried out in a way that does not create a hazard to aircraft, or confusion to pilots.
- (b) The operator must comply with the standards set out in the Manual of Standards Aerodromes, in relation to planning and notice requirements

that must be satisfied before aerodrome works may be carried out.

139. 40 Special inspections

An aerodrome operator shall inspect an aerodrome, as circumstances require, to ensure aviation safety:

- (a) as soon as practicable after any aircraft accident or incident within the meaning of these terms as defined in Annex 13 to the Convention on International Civil Aviation;
- (b) during any period of construction or repair of the aerodrome facilities or equipment that is critical to the safety of aircraft operations; and
- (c) at any other time when there are conditions at the aerodrome that could affect aviation safety.

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Subpart E: Obstacles and hazards.

139.41 Monitoring of airspace

- (a) The operator of a certified aerodrome or a registered aerodrome must monitor the airspace around the aerodrome for infringement of the obstacle limitation surfaces by:
 - (1) any object, building or structure; or
 - (2) any gaseous efflux having a velocity exceeding 4.3 metres per second.
- (b) The monitoring must be in accordance with the standards set out in the Aerodrome Manual of Standards.

139.42 Establishment of obstacle limitation surfaces

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

139.43 Notice of obstacles

- (a) An aerodrome operator must take all reasonable measures to ensure that obstacles at, or within the vicinity of, the aerodrome are detected as quickly as possible.
- (b) If the operator becomes aware of the presence of an obstacle, the operator must:
 - (1) tell the NOTAM Office immediately; and
 - (2) give the NOTAM Office details of:
 - (i) the height and location of the obstacle; and
 - (ii) amended declared distances and gradients, if applicable.
- (c) If the operator becomes aware of any development or proposed construction near the aerodrome that is likely to create an obstacle, the operator must:
 - (1) notify CAD as soon as practicable; and
 - (2) provide CAD details of the likely obstacle.

139.44 Building and structures in the vicinity of an aerodrome.

Construction of any building or structure in the vicinity of an aerodrome shall not be carried out without approval by CAD

139.45 Aeronautical Lights

- (a) A person, except with the permission of the Director and in accordance with the conditions of the permission, shall not establish, maintain or alter the character of:
 - (1) an aeronautical beacon; or
 - (2) an aeronautical ground light (other than an aeronautical beacon) at the certified aerodrome, or which forms part of the lighting system for use by aircraft taking off or landing at such an aerodrome.
- (b) A person shall not damage or interfere with an aeronautical ground light established by or with the permission of the Director.

139.46 Dangerous Lights

- (a) A person shall not exhibit a light which:
 - (1) because of its glare may endanger aircraft taking off or landing at an aerodrome or using an A.T.S. route; or
 - (2) because it may be mistaken for an aeronautical ground light, may endanger aircraft.
- (b) In this regulation any such light is referred to as a dangerous light.
- (c) Upon service of a notice from the Director and within the period specified in the notice the occupier of the place at which the dangerous light is located or the person in charge thereof shall permanently extinguish the dangerous light or take such other measures as may be specified in the notice.

139. 47 Removal of obstructions from the aerodrome surface

An aerodrome operator shall remove from the aerodrome surface any vehicle or other obstruction that is likely to be hazardous.

139. 48 Other warning notices

When low flying aircraft, at or near an aerodrome, or taxiing aircraft are likely to be hazardous to people or vehicular traffic, the aerodrome operator shall:

- (a) post hazard warning notices on any public way that is adjacent to the maneuvering area; or
- (b) if such a public way is not controlled by the aerodrome operator, inform the authority responsible for posting the notices on the public way that there is a hazard.

139. 49 Obstruction Clearance and Marking

- (a) Whenever any object located in the vicinity of an aerodrome for public use constitutes an obstruction or potential hazard to aircraft moving in the vicinity of the aerodrome, the occupier of the place or, in the case of a movable object, the person having the management of it shall comply with terms of a notice from the Director directing him within the time specified in the notice:-
 - (1) to remove the object or a portion of it specified in the notice; or
 - (2) to install and operate lights on the object and mark it in accordance with the requirements of the notice.
- (b) All reasonable expenses and the amount of actual loss suffered by the person (except a person violating an order under regulation 139.9) in complying with the directions in the notice may be recovered from the holder of the certificate of the aerodrome in respect of which the notice of the Director was served.
- (c) A person who fails to comply with a notice served under this regulation is guilty of an offence and persons authorized by the Director may carry out the directions contained in the notice.
- (d) In the exercise of these powers under this regulation the Director will have regard to any material standards and recommended practices and procedures for air navigation services made under the Chicago Convention.
- (e) In this regulation “object” includes any man made or natural thing, whether movable or immovable and any crop or cultivated trees.

139. 50 Zoning of Land and Waters In the Vicinity of Aerodromes

- (a) Every person who occupies land or who has the management or use of a vessel or vehicle in an area to which an order made under this regulation applies shall comply with the provisions of the order.
- (b) The Director may by order restrict the use of land or waters in the vicinity of an aerodrome for public use for the purpose of protecting the approach and transitional surfaces of the aerodrome in accordance with the material standards and recommended practices and procedures for air navigation services prescribed under the Chicago Convention.
- (c) An order made under paragraph (b) may provide for: -
 - (1) prohibition of the erection of or limitation of the height of buildings, structures or things;
 - (2) prohibition of the planting of or limitation of the height of any trees;
 - (3) prohibition of sowing or growing any plant or crop; and
 - (4) prohibition of the bringing of vessels or vehicles or anchoring, mooring or parking of any vessel or vehicle, in any area or areas to which the order applies.
- (d) An order made under paragraph (b) may make different provision with respect to different areas.
- (e) An order made under this regulation only becomes effective upon publication in a local newspaper.

139. 51 Dumping of Rubbish

- (a) Where the presence of waste food stuffs, in the vicinity of an aerodrome for public use in the opinion of the Director, may constitute such an attraction to birds as to create potential hazard to aircraft using or flying in the vicinity of that aerodrome, he by notice may prohibit the leaving or bringing on of waste food in an area of land or water in the vicinity of the aerodrome.
- (b) A person shall not leave waste food or bring waste food on land or water which is the subject of a notice under paragraph (a).

- (c) A person, being the occupier of land within an area the subject of a notice under paragraph (a), shall when so required by the Director and within the time and in the manner specified by the Director remove waste food from his land to a place outside the aforesaid area.
- (d) If a person fails to comply with the requirement of the Director in pursuance of paragraph (c) he shall be guilty of an offence and the Director may authorize persons to remove or deal with the waste food.

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Subpart F– Fire Fighting and Rescue

139. 52 Establishment

Rescue and fire fighting equipment and services shall be established and maintained at an aerodrome in accordance with the Manual of Standards Aerodromes

This Subpart sets out:

- (a) how a person receives approval as a provider of an aerodrome rescue and firefighting service; and
- (b) the operating and technical standards applicable to such a service.

139.53 Functions of Service

A Fire Fighting and Rescue Service established at an aerodrome is responsible for all operations in connection with:-

- (a) The rescuing of persons and property from an aircraft that has crashed, has caught on fire or has been involved in an accident on, or in the vicinity of, the aerodrome.
- (b) The control and extinguishing of, and the protection of persons and property threatened by:
 - 1) A fire at the aerodrome, whether in an aircraft or elsewhere on the aerodrome; or
 - 2) A fire in the vicinity of the aerodrome, being a fire that is in (or that originated in) an aircraft.

139. 54 Knowledge, equipment and expertise to deal with aviation hazards

A RFF provider must have the knowledge, equipment and expertise to deal with any hazard likely to arise during an aviation accident or incident, including any hazard mentioned in the operators SMS manual/Emergency manual.

139. 55 General obligation to maintain service

- (a) A RFF provider must ensure that the service is available during the period or periods published in Maldives AIP as the period or periods of its availability.

- (b) Subregulation (a) does not prevent the level of protection provided during predictable periods of reduced activity at the aerodrome from being reduced, within the limit allowed by Chapter 9 of Annex 14 to the Chicago Convention and Manual of Standards Aerodromes.

139. 56 Response time of RFF

- (a) An RFF must be able to meet the criteria for response time set out in
 - 1) Chapter 9 of Annex 14 to the Chicago Convention.
 - 2) Chapter 9 of Manual of Standards Aerodromes

139. 57 Buildings and emergency facilities

- (a) An RFF provider for an aerodrome must ensure that the necessary buildings and facilities for the service, including the following, are at the aerodrome:
 - 1) a fire station;
 - 2) communications facilities;
 - 3) facilities for the maintenance of vehicles and equipment;
 - 4) training facilities;
 - 5) storage facilities;
 - 6) if there is a body of water within 1 000 meters of a runway threshold — a boat ramp and boat launching facilities.
- (b) The RFF provider must ensure that those buildings and facilities comply with any applicable requirements (including requirements as to location) in the Manual of Standards Aerodromes.
- (c) The RFF provider must ensure that there is a facility for replenishing the water supply of a fire fighting vehicle.
- (d) The RFF provider must ensure that there are the appropriate emergency roads on the aerodrome.

139. 58 Notice about times service is available etc

- (a) An RFF provider must ensure that notice is published in Maldives - AIP of the hours during which the service is available.
- (b) If for some reason (such as an emergency on the aerodrome) it becomes temporarily impossible to provide an RFF to the standard required, the provider must notify the CAD:
 - 1) of the reduction in the service; and

- 2) how long it is likely to be before the full service is restored.
- (c) The provider must notify CAD in writing of any proposed reduction in the standard of service that:
 - 1) will last longer than 24 hours; or
 - 2) reduces the standard of RFF provided at the airport concerned to a greater extent than is permissible under Chapter 9 of Annex 14 to the Chicago Convention and MCAR 14.

139. 60 Agreements with other fire fighting bodies

- (a) An RFF provider may make an arrangement with another person or body, for the services of the provider for firefighting or rescue in or beyond the airside of the aerodrome concerned.
- (b) If a provider makes such an arrangement, the provider must ensure that it is recorded in writing.

139. 61 Stock of fire extinguishing agents

- (a) There must be, on the aerodrome, a stock of fire-extinguishing agents of the kind or kinds, and meeting the performance standards, required by the applicable standards and requirements.
- (b) The fire-extinguishing agents must be held in at least the quantities required by those standards and requirements set in Manual of Standards Aerodromes.

139. 62 Extinguishing equipment and vehicles

- (a) There must be, on the aerodrome, vehicles and equipment for delivering extinguishing agent onto a fire.
- (b) There must be at least as many vehicles, and at least as much equipment, as required by the applicable standards and requirements.
- (c) Each vehicle or piece of equipment:
 - 1) must be capable of delivering extinguishing agent onto a fire at, at least the rate required by the applicable standards and requirements; and
 - 2) must have at least the performance (in other respects) required by those standards and requirements.

- (d) The vehicles must carry ancillary equipment in accordance with the applicable standards and requirements.
- (e) Each vehicle and piece of equipment must be in good working order.
- (f) The vehicles must be of a color permitted by the applicable standards and requirements.
- (g) The provider must keep maintenance instructions for each vehicle and each piece of the equipment, including all the information necessary to permit an appropriately qualified and technically competent person to carry out maintenance, performance monitoring, defect reporting, fault reporting and record-keeping on or for the vehicle or equipment.

139.63 Other vehicles and equipment

- (a) There must be, at the aerodrome, enough vehicles and equipment (other than vehicles and equipment for delivering extinguishing agent onto a fire) to provide the service, in accordance with the applicable standards and requirements.
- (b) The performance of the vehicles and equipment must be in accordance with the applicable standards and requirements.
- (c) The vehicles must carry ancillary equipment in accordance with the applicable standards and requirements.
- (d) The provider must keep maintenance instructions for each piece of the provider's equipment, including all the information necessary to permit a technically competent person to carry out maintenance, performance monitoring, defect reporting, fault reporting and recordkeeping on or for the equipment.

139.64 Vehicles and equipment for firefighting and rescue in difficult environments

- (a) If a significant proportion of aircraft movements at the aerodrome take place over water, swamp or another difficult environment, there must be appropriate vehicles, boats and equipment for firefighting and rescue in that environment within 1000 metres of the threshold of each runway.
- (c) The vehicles, boats and equipment must be in at least the numbers and quantity required by the applicable standards and requirements.
- (c) The vehicles and boats must be of a color required or permitted by the applicable standards and requirements.

139. 65 Commissioning of certain equipment
Reserved

139. 66 Protective clothing and equipment

At the aerodrome there must be, for the firefighters and rescue personnel:

- (a) Protective clothing that complies with:
 - (1) if there is a relevant Maldivian Standard (as in force immediately before this regulation commences) — that Standard; or
 - (2) if there is no such Maldivian Standard — any relevant internationally recognized standard; in at least the quantity required by the applicable standards and requirements; and
- (b) other protective equipment in the quantity required by, and of a kind in accordance with, those standards and requirements.

139. 67 Communications

- (a) A hot line communication link between aerodrome control tower and RFF watch room shall be maintained.
- (b) There must be, on the aerodrome, sufficient communications equipment available to provide communication during an RFF operation.
- (c) The vehicles used for the service must carry suitable communications equipment.
- (d) A person who is required to operate the equipment must hold a licence or certificate appropriate to the equipment.
- (e) The equipment must not interfere, when in use, with communications equipment used by the air traffic service at the aerodrome.

139. 68 Test and maintenance equipment

- (a) The provider must have the necessary equipment and tools, in accordance with the applicable standards and requirements, to test and maintain the equipment used to provide the service.
- (b) If the applicable standards and requirements require particular test or maintenance equipment, particular kinds of test or maintenance equipment, or particular numbers or quantities of a particular type of

test or maintenance equipment, the provider must have that equipment or that number or quantity of that type of equipment.

139. 69 Commissioning of new vehicles and equipment

Reserved.

139. 70 Number of operating personnel

- (a) During any period announced in Maldives - AIP as a period during which RFF is available at an aerodrome, there must be enough trained personnel available at the aerodrome to operate the equipment and vehicles required to provide the service at full capacity.
- (b) Those personnel must be stationed at places that allow the RFF to respond to an emergency at least as quickly as required by them applicable standards and requirements.

139. 71 Medical standard of firefighters

- (a) The people employed as firefighters must meet the medical standard for firefighters if
 - 1) there is a CAD approved relevant Maldivian Standard (as in force immediately before this regulation commences) — that Standard; or
 - 2)
 - 3) if there is no such Maldivian Standard — any relevant internationally recognized standard; in at least the quantity required by the applicable standards and requirements; and
- (b) There must be a system of continuing medical checks for the people employed as firefighters that ensures that the RFF provider knows whether or not those people continue to meet that standard.

139. 72 Qualifications and training of firefighters

- (a) The people employed as firefighters must already be trained to at least that standard specified and approved by CAD.
- (b) Before being used in any operational capacity, those people must also receive, or have received, appropriate training in dealing with hazards specific to aviation accidents and incidents.
- (c) The people employed as firefighters must receive appropriate training to familiarize them with local conditions.

- (d) There must be ongoing training for the people employed as firefighters to ensure that they continue to meet that standard.
- (e) If a significant proportion of aircraft movements at the aerodrome take place over water, swamp or another difficult environment, the firefighters must be appropriately trained to carry out their functions in that environment.

139. 73 RFF Operations manual

- (a) There must be an operations manual for the service that complies with the standards set out in the Manual of Standards Aerodromes.
- (b) The operations manual must include a chart showing the organizations that provide services to the provider, setting out the roles and responsibilities of those organizations and how those roles and responsibilities affect the Aerodrome Emergency Procedures for the aerodrome concerned.
- (c) The operations manual must be kept up to date.
- (d) Each of the provider's employees must have ready access to an up-to-date copy of the operations manual.
- (e) The provider must give CAD a copy of the operations manual, and of any changes to it.
- (f) There must be an up-to-date copy of the operations manual at each operational station.
- (g) The provider must comply with the requirements of the operations manual.

139. 72 Amendment of operations manual

- (a) An RFF provider may amend its operations manual, but an amendment is of no effect until approved in writing by CAD.
- (b) CAD may direct an RFF provider to amend its operations manual in a way specified in the direction.
- (c) The provider must comply with the direction.

139. 74 Voice data recording

There must be a system to record electronically, any voice communication by radio or telephone in the course of an RFF operation.

139. 75 Record of accidents or incidents

There must be a system, to record the details of any aircraft accident or incident, or building fire, in relation to which the service is required to take any action.

139. 76 Contingency plan

- (a) There must be a plan of the procedures to be used in the event of an emergency that results, or may result, in the service being interrupted.
- (b) The plan must include at least the following:
 - 1) actions to be taken by firefighters and rescue personnel;
 - 2) possible alternative arrangements for providing the service (including arrangements for procuring any necessary replacement vehicles or spare parts, or supplies of extinguishing materials);
 - 3) notification procedures;
 - 4) procedures for re-establishing normal services.

139. 77 Records management

- (a) There must be a system to collect, index, store and maintain the records relating to the service.
- (b) A record must be kept for 5 years (or a shorter period specified for the particular kind of record in the Manual) after the date to which it relates.

139. 78 Quality control

There must be a system, to ensure that the service complies with the rules and regulations of Civil Aviation.

139. 79 Change management

There must be a system to manage changes in:

- (a) equipment and procedures; and
- (b) what the service does; and
- (c) the level or kinds of service provided; and
- (d) the way the service is provided.

139. 80 Safety management

There must be a safety management system for the service, in accordance with the standards and requirements in Air Safety Circular ASC-00-2, including the policies, procedures and practices necessary to provide the service safely.

139. 81 Applicant's organization

- (a) The provider must tell CAD in writing:
 - 1) who its managers are; and
 - 2) its organizational structure; and
 - 3) how many staff of each class it uses to provide the service.
- (b) The provider must tell CAD in writing about any change in a matter mentioned in paragraph (a) (1), (2) or (3) within 14 days after the change.

139. 82 Notifying users and CAD about changes

- (a) There must be a procedure, for an RFF provider to give, to aerodrome users, safety-related information about changes, faults or interruptions to the service.
- (b) The procedure must comply with CAD's requirements for reporting Information.
- (c) If the provider fails, for a period of 24 hours or longer, to provide the service at the standard required, the RFF provider for the aerodrome must tell CAD in writing as soon as practicable:
 - 1) why the service is not being provided at that standard; and
 - 2) how long it is likely to be before the service can be resumed; and
 - 3) what action the service provider has taken and will take to resume the service at that standard.

139. 83 Officer in charge and firefighter

- (a) In this regulation:
firefighter, in relation to an RFF operation for an aerodrome, means:
 - 1) somebody employed as a firefighter by the RFF provider for the aerodrome; or
 - 2) a member of a fire brigade, or of a rescue or fire fighting service, who is taking part in the operation in accordance with an arrangement made with such a brigade or service.

- (b) *officer in charge*, in relation to an RFF operation at for aerodrome, means:
- 1) the person appointed under regulation 139.83 as officer in charge of RFF operations for the aerodrome; or
 - 2) if, in accordance with an arrangement made with a fire brigade, or a rescue or fire fighting service, the person in control of the operation is a member of such a brigade or service — that person.

139. 84 Officer in charge

A FFR provider must appoint, as officer in charge of FFR operations for an aerodrome, a person who is based at the aerodrome

139. 85 Duties of the Officer In Charge Of Service

The Officer in charge of a Fire Fighting and Rescue Service shall take charge of any operation for which the service is responsible under Subregulation 139.52.

139. 86 General Powers of the Officers in Charge of Service

Where the officer in charge of a fire fighting and rescue service has taken charge of an operation in accordance with regulation 139.84, he:-

- (a) may give such directions as he thinks proper for the purpose of carrying out the operation to members of the fire fighting and rescue service and to persons who have voluntarily placed their services at his disposal; and
- (b) may take such measures as he thinks proper for the purpose of carrying out the operation.

139.87 Specific Powers of the Officer In Charge of the Service

- (a) The powers of the Officer in charge of a Fire Fighting and Rescue Service conferred by Regulation 139.85 include in relation to an operation of which he has taken charge under that regulation power:-
 - (1) by force or otherwise, to enter, take possession of, use, pull down, sink, damage, remove or destroy any premises, aircraft or other property;
 - (2) to close to traffic any street;

- (3) to use without payment any convenient supply of water and shut off water from any main or pipe to obtain a greater supply of water;
 - (4) to remove from any land, premises, or aircraft any inflammable, explosive or dangerous material;
 - (5) to order a person to leave any land, premises or aircraft;
 - (6) to remove a person or thing the presence of whom or which is, in his opinion, interfering, or likely to interfere with, the operation;
 - (7) to take a fire engine or other fire appliance through, over or upon any land or premises;
 - (8) to shut up, pull down or destroy a wall, or building that, in his opinion, is damaged or made insecure or may be dangerous to person or property; and
 - (9) to direct or authorize the doing by a member of the Fire Fighting and Rescue Service or any volunteer of any act or thing the Officer in charge is under this regulation and regulation 139.85 empowered to do.
- (b) A member of the Fire and Rescue Service who is taking part in any operation under this regulation may for the purpose of carrying out the operation do any act or thing set out in subparagraph (1) to (8) of paragraph (a) without the authorization referred to in sub-paragraph (9) of that paragraph where it is not practicable to secure that authorization.

139. 88 No Civil Action for Damage

No action lies against the Republic or any person for the damage caused to a person or property by reason of the exercise of a power under Regulation 139.85 or 139.86.

Subpart G - Wildlife Hazard Management

139. 89 Wildlife Hazard Management Program

Each applicant for the grant of an aerodrome operating certificate shall, where any wildlife presents a hazard to aircraft operations at their aerodrome, in areas within their authority, establish a Wildlife Hazard management programme to minimise or eliminate any such hazard in accordance with Wildlife Hazard Management Manual.

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Subpart H – Exemptions

139.90 Exemptions

The Civil Aviation Department may exempt in writing, an aerodrome operator from complying with specific provisions of these regulations.

Before the Director decides to exempt the aerodrome operator, the Civil Aviation Department must take into account all safety related aspects.

An exemption is subject to the aerodrome operator complying with conditions and procedures specified by the Civil Aviation Department in the aerodrome certificate as being necessary in the interest of safety.

When an aerodrome does not meet the requirement of a standard or practice specified in regulation 139.04 the Civil Aviation Department may determine, after the aeronautical studies, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant standard or practice.

Deviation from a standard or practice and the conditions and procedures referred to in 139.08 shall be set out in an endorsement on the aerodrome certificate.

139.91 Authorization of Place for Use as an Aerodrome

- (a) The Director may, specifically or generally, authorize the use of any place for the purposes of landing and take off of aircraft, engaged in such classes of operations and subject to such conditions as the Director specifies in the instrument of authorization.
- (b) An authorization in respect of a place granted under this regulation does not confer on any person the right to land at that place without the consent of the occupier of the land unless a condition permitting use without consent is included in the authorization.

Subpart I: State Aircraft and Aerodrome Charges

139. 92 State Aircraft

Aircraft used in the service of the Republic shall have access to any certified aerodrome.

139. 93 Use of Aerodromes and Air navigation Facilities by Aircraft of Contracting States

- (a) Any aerodrome open to public use shall be open to any aircraft which possesses the nationality of a Contracting State on the same terms and conditions as for Maldivian aircraft.
- (b) An aircraft which possesses the nationality of a Contracting State shall be entitled to use such aerodromes and such visual and non-visual aids to air navigation as are open to public use.

139. 94 Charges for the Use of Aerodromes

- (a) The operator of a certified aerodrome for public use shall not cause or permit to be made any charge for the use of the aerodrome or for any service furnished to or in connection with aircraft unless such charge has been notified to the Director in writing.
- (b) The operator of a certified aerodrome for public use shall cause particulars of the approved or prescribed charges to be kept exhibited in such a manner as to be readily available to persons affected by

139. 95 Provision of Information by Operators of Certified Aerodromes

- (a) The operator of a certified aerodrome for public use shall furnish to the Director when he so requires particulars as to the charges for the use of the aerodrome and of any facilities provided at the aerodrome for the safety, efficiency and regularity of air navigation.
- (b) If the Director so requires the operator of a certified aerodrome for public use shall provide to him such statistics as to such matters as the Director determines.

Subpart J - Aviation Fuel at Aerodromes

139. 96 Delivery of Aviation Fuel and Checking of Quality

- (a) A person who manages an aviation fuel installation on an aerodrome shall not permit to be delivered or cause to be delivered any fuel to that installation or from it to an aircraft unless:-
- (1) When the aviation fuel is delivered into the installation:
 - (i) the installation is capable of storing and dispensing fuel so as not to render it unfit for use in aircraft;
 - (ii) the installation is marked in a manner appropriate to the grade of fuel stored or if different grades are stored in different parts each part is so marked; and
 - (iii) in the case of delivery into an installation from a vehicle or vessel, the fuel has been sampled and is of a grade appropriate to that installation or that part of the installation as the case may be and is fit for use by aircraft;
 - (2) When any aviation fuel is dispensed from the installation he is satisfied as a result of sampling the fuel is found to be fit for use in aircraft.
- (b) This regulation does not apply in respect of fuel which has been removed from an aircraft and is intended for use in another aircraft operated by the same operator as the aircraft from which it has been removed.

139. 97 Records

- (a) A person to whom regulation 139.95 applies shall keep for each installation which he manages a written record which shall include: -
- (1) particulars of the grade and quantity of aviation fuel delivered and the date of delivery;
 - (2) particulars of all samples taken of the aviation fuel and the results of tests of those samples;
 - (3) particulars of maintenance and cleaning of the installation.

- (b) The written record referred to in paragraph (a) shall be preserved for a period of 12 months or for such longer period as the Director requires and shall be produced to him or any authorised person on request.

139.98 Aviation Fuel to be fit for Use

A person shall not cause or permit any aviation fuel to be dispensed for use in an aircraft if he knows or has reason to believe that it is not fit for such use.

139.99 Prohibition of Supply of Fuel

If the Director is not satisfied that any aviation fuel which is intended or likely to be delivered for use in an aircraft is fit for use, the Director may direct the person managing the installation not to permit aviation fuel to be dispensed from the installation until the direction has been revoked.

139.100 Interpretation

For the purpose of this Subregulation;

- (1) “Aviation fuel” means fuel intended for aircraft;
- (2) “Aviation fuel installation” means any apparatus or container, including a vehicle or a vessel, designed, manufactured or adapted for the storage of aviation fuel or for the delivery of such fuel to an aircraft.

Subpart K - Aeronautical Radio Stations

139. 101 Establishment of Aeronautical Radio Stations

A person shall not cause or permit an aeronautical radio station to be established or used unless its purpose has been approved by the Director, and the equipment is of a type the specification of which has been approved by the Director for the purpose for which it is to be used and such conditions as are specified in the approval are complied with

139. 102 Installation and Checking of Aeronautical Radio Stations

- (a) The operator of any aeronautical radio station shall not cause or permit the aeronautical radio station to provide navigational aid to aircraft unless the aeronautical radio station is:-
 - (1) installed, modified and maintained in a manner approved by the Director; and
 - (2) flight checked by the Director or by a person approved by the Director on such occasions as the Director may require.
- (b) This Regulation does not apply to any aeronautical radio station which is used solely for the purpose of enabling communications to be made by or on behalf of the operator of an aircraft and the pilot in command of an aircraft.

139.103 Type and Hours of Service of Aeronautical Radio Station

- (a) The operator of an aeronautical radio station for public use (whether located at an aerodrome for public use or elsewhere) shall notify the type of service which is available for use by aircraft and the hours of operation of that service.
- (b) The operator of an aeronautical radio station not for public use (whether located at an aerodrome or elsewhere) may be required by the Director to comply with the provisions of paragraph (a).

139. 104 Records of Aeronautical Radio Stations Available for Navigation of Aircraft

The operator of any aeronautical radio station shall in respect of the station.

- (a) Keep a written record of functional tests, flight checks and particulars of

any overhaul, repair, replacement or modification thereof; and

- (b) Preserve the written record for a period of one year, or such longer period as the Director requires, and shall at the request of an authorized person produce such record to that person.

139.105 Records of Aeronautical Radio Station Used For The Provision Of Air Traffic Service

- (a) The operator of an aeronautical radio station which is used for the provision of air traffic services by an air traffic control unit shall provide apparatus (in this Regulation referred to as “the apparatus”) which is capable of recording the terms or content of any radio message or signal to any aircraft either alone or in common with other aircraft or received from any aircraft by the air traffic control unit.
- (b) The apparatus shall be:
 - (1) of a type the specification of which is approved by the Director for that particular aeronautical radio station;
 - (2) installed, modified and maintained in a manner approved by the Director; and
 - (3) in operation at all times when the aeronautical radio station is in operation for providing air traffic service.

An approval may be subject to compliance with such conditions as the Director specifies in the instrument of approval.

- (c) The operator of an aeronautical radio station shall ensure that each record made by the apparatus includes:
 - (1) the identification of the aeronautical radio station;
 - (2) the date or dates on which the record was made;
 - (3) a means of determining the time at which each message or signal was transmit
 - (4) the identity of the aircraft to or from, and the radio frequency on, which the message or signal was transmitted or received; and
 - (5) the time at which the record started and finished.
- (d) If at any time the apparatus ceases to be capable of recording the matters required by this regulation to be recorded the operator shall ensure that a written record is kept in which the particulars in paragraph (c) are recorded

together with a summary of communications exchanged between the aeronautical radio station and aircraft.

- (e) The operator of an aeronautical radio station shall preserve any record made in compliance with paragraphs (a) and (d) for a period of 30 days from the date on which the message or signal was recorded or for such longer period as the Director may in a particular case direct, and shall produce such records to him or an authorised person on request.

139.106 CONTROL OF INTERFERENCE WITH AERONAUTICAL RADIO STATIONS

- (a) A person shall comply with the directions of a notice served upon him under this regulation and shall not impede or obstruct any authorized person inspecting or testing any installation subject to a notice under this Regulation.
- (b) Where an installation may be, either actively or passively, causing interference to signals or communications to or from an aeronautical radio station, an authorized person with such assistance as he requires may, after notice to the owner or user of the installation or occupier of the place where installation is situated (in this regulation referred to as “The person”), inspect and test the installation.
- (c) If the Director, as a result of the inspection and any test in accordance with paragraph (b), determines that it is necessary to do so in the interests of safety of air navigation he may by notice served on the person upon whom notice was served under paragraph (b) direct the person to modify or take other action as to eliminate the interference.
- (d) If the person upon whom notice has been served under paragraph (c) fails to comply with the direction within the time specified in the notice, an authorized person with such assistance as he requires may take such action as is directed by the notice.
- (e) In this regulation “installation” includes any electrical or other equipment or any metallic structure.

139.107 Interpretation

For the purpose of this Subregulation;

- (1) “Aeronautical radio station” means a radio station on the surface, which transmits or receives signals for the purpose of assisting aircraft;
- (2) “Operator” means the person having the management of an aeronautical radio station.

Subpart L — Particulars of Aerodrome Security

139.108 Public protection

- (a) Each applicant for the grant of an aerodrome operating certificate shall provide at their aerodrome—
 - (1) safeguards to prevent inadvertent entry of animals to the movement area, and safeguards to deter the entry of unauthorized persons or vehicles to the aerodrome operational area; and
 - (2) reasonable protection of persons and property from aircraft blast.
- (b) The safeguards required by paragraph (a) (1) shall—
 - (1) in areas adjacent to the aerodrome operational area to which the public has direct vehicle or pedestrian access—
 - (i) be continuous barriers that may include existing structures, gates and doors with secured or controlled access; and
 - (ii) be at least 1200 millimeters in height; and
 - (2) in other areas, be of a construction and height appropriate to prevent incursion by animals likely to endanger aircraft operations.

139.109 Requirements for security designated aerodromes

Barrier requirements

- (a) Each holder of an aerodrome operating certificate or an aerodrome license issued for a security designated aerodrome shall, in addition to complying with the requirements of 139.107 (Public Protection), provide safeguards to prevent inadvertent unauthorized access and to deter intentional unauthorized access, to any security area or security enhanced area within their aerodrome.
- (b) The safeguards required by paragraph (a) shall—
 - (1) consist of fences, gates, doors and other barriers between public and security areas or security enhanced areas with adequate locking or control systems; and
 - (2) ensure control of any duct, drain or tunnel giving access to any security area or security enhanced area.
- (c) The construction and height of each barrier required by paragraph (b)(1) shall, considering the surrounding topography, provide an effective measure against penetration of any security area or security enhanced area and shall in no case be less than 2.5 meters in height.

139.110 Other requirements

- (d) Each holder of an aerodrome operating certificate or an aerodrome licence issued for a security designated aerodrome shall—
- (1) designate an isolated aircraft parking position at their aerodrome for the parking of an aircraft that is known or believed to be the subject of unlawful interference, or which for other security reason needs isolation from normal aerodrome activities; and
 - (2) provide and maintain lighting, and emergency lighting in the event of failure of the normal lighting system, on any parking areas at their aerodrome used at night by aeroplanes having a certified seating capacity of 30 or more passengers that are engaged in air transport operations for the carriage of passengers; and
 - (3) provide lighting, or have portable lighting available within 30 minutes, on any designated isolated aircraft parking area at their aerodrome intended to be used at night; and
 - (4) provide the following areas at their aerodrome for the screening of passengers, crew and baggage:
 - i. areas for the screening of international passengers, crew, and baggage, prior to aircraft boarding;
 - ii. sterile areas where international passengers and crew subject to screening are prevented from having access to unauthorized articles or contact with unscreened persons;
 - iii. areas for the separation of arriving passengers and crew from departing passengers and crew during international deplaning to prevent arriving, transit, and transfer passengers and crew having contact with any person who has been subject to screening; and
 - (4A) when considered necessary by the Minister or the Director, provide areas at their aerodrome for the screening and searching of persons, items, substances, and vehicles entering and within security enhanced areas; and
 - (5) when considered necessary by the Minister, or the Director in any case to respond to a security threat, provide areas at their aerodrome of the kind required by paragraph (d)(4) (for the screening of international passengers, crew and their

- baggage)for the screening of domestic passengers, crew and their baggage; and
- (6) ensure that concession areas at their aerodrome that are situated in an area accessible to screened passengers are designed in such a way that they provide access control measures sufficient to prevent delivery to any screened person of—
 - (a) any firearm; or
 - (b) any other dangerous or offensive weapon or instrument of any kind; or
 - (c) any ammunition; or
 - (d) any explosive substance or device, or any injurious substance or device of any kind that could be used to endanger the safety of an aircraft or of the persons on an aircraft; and
 - (7) design all areas required by paragraph (d)(4), (5) and (6) in such a way that they provide access control measures sufficient to prevent any unauthorized persons from entering the area; and
 - (8) ensure that personnel engaged, employed or contracted by the certificate holder undergo a security awareness programme, and that each person required to carry out specific security tasks is trained for those tasks; and
 - (9) establish procedures for identifying, reporting to the Director, and dealing with, breaches of and deficiencies in, any security procedures established by the holder and any provisions of any enactment relating to security at the aerodrome; and
 - (10) make provision for the security of services including, but not supplies, in order to minimise the risk of such services being used to interfere unlawfully with aviation operations; and
 - (11) when so required by the Director, affix signs at the perimeter of security areas or security enhanced areas within their aerodrome.

139. 111 Requirements for non-security designated aerodromes

Each holder of an aerodrome operating certificate or an aerodrome licence issued for an aerodrome that is not a security designated aerodrome shall, in addition to complying with the requirements of 139.107 (Public Protection)—

- (a) have a contingency plan to provide at their aerodrome those areas that must be provided by the holder of a certificate issued for a security designated aerodrome under 139.109(d)(4) (as if those requirements applied to domestic passengers, crew and baggage) and under 139.109(d)(4A) when so required by the Director in response to a security threat at the aerodrome; and
- (b) comply with the requirements in 139.107 (d)(2), (3), (8) and (9) that are prescribed for the holder of an aerodrome operating certificate issued for a security designated aerodrome.

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Subpart M: Prohibited activities

139. 112 No person shall, within an airport:-

- (a) obstruct or interfere with the proper use of the airport;
- (b) obstruct any person acting in the execution of his duty in relation to the airport;
- (c) remain in the airport after having been required to leave it by an authorized person;
- (d) allow any motor vehicle or animal to be in the airport after having been required to remove it or its presence on the airport has been forbidden by an authorized person;
- (e) board or attempt to board an aircraft without the permission of the person in charge of it;
- (f) interfere or tamper with any aircraft without the permission of the person in charge of it;
- (g) smoke in or otherwise bring or light any naked light into or in:-
 - (1) any place where any such act is prohibited by notice; or
 - (2) any place within 15 metres of an aircraft or a store of liquid fuel or explosives;
- (h) do any act causing or tending to cause an outbreak of fire;
- (i) throw, leave or drop anything capable of causing injury to any person or property;
- (j) climb any wall, fence, barrier, railing or post;
- (k) willfully give any false alarm indicating that an emergency situation exists either on or in the vicinity of the airport or on any aircraft within the area customarily under the control of an airport air traffic control unit;
- (l) fail to put an aircraft in the place and position specified by an authorised person;
- (m) fail to moor or secure any stationary aircraft, which is not in a hanger, in such manner as will ensure that it does not constitute a hazard to persons or property;
- (n) drive or place a motor vehicle carelessly or dangerously or without consideration for other persons using the airport;

- (o) being the driver of a motor vehicle fail to stop when required to do so by an authorized person;
- (p) being the driver of a motor vehicle which is involved in an accident fail to give his name and address and the name and address of the owner of the vehicle to an authorized person;
- (q) being the driver of a motor vehicle fail to report to an authorised person any accident in which the vehicle is involved;
- (r) park a motor vehicle elsewhere than in a place provided for that purpose, either generally or in relation to a particular class of vehicles;
- (s) being the person in charge of a motor vehicle fail to remove it from any place where it may be parked upon being so required by an authorised person;
- (t) fail to keep any animal under control;
- (u) be drunk or intoxicated;
- (v) dispose of garbage, papers or refuse or other material in the airport except in the receptacle provided for that purpose;
- (w) travel other than on the roads, paths or places provided for the particular class of traffic;
- (x) occupy the roads or paths in such manner as to hinder or obstruct their proper use.

139. 113 Activities Prohibited Except With the Permission of the Authority

- (a) No person shall, within an airport except with permission in writing of the aerodrome operator first obtained:-
 - (1) remove, displace, damage, deface, or alter any building, structure or other property, whether real or personal (including any notice), forming part of or provided for or in connection with the airport;
 - (2) dig soil or cut or remove turf;
 - (3) sell or distribute anything, or offer anything for hire or sale, or make any offer of service;
 - (4) post, distribute or display any signs, advertisements, circulars or printed or written matter;
 - (5) leave a motor vehicle in the airport longer than is reasonably necessary for the transaction of the business for the purpose of which it was brought there;

- (6) drive a motor vehicle elsewhere than in a place provided for the passage or accommodation of such vehicles;
 - (7) fill or discharge from any container (including any part of a vehicle) liquid or gaseous fuel elsewhere than in a place approved for that purpose;
 - (8) light a fire elsewhere than in a place constructed for that purpose;
 - (9) remove, pick or otherwise damage any tree, shrub or plant;
 - (10) walk on or otherwise damage any flower bed or anything growing therein;
 - (11) operate any type of vehicle for the disposal of garbage, ashes or other waste material;
 - (12) operate any radio transmitting equipment except when such equipment is installed in an aircraft;
 - (13) hold any public meeting or public function;
 - (14) for commercial purposes take still or motion pictures or operate a television camera.
- (b) Any permission under this Rule may be given so as to apply to any persons, equipment or vehicles either absolutely or subject to such conditions as the Authority thinks fit.

139. 114 CONTROL OF VESSELS

- (a) The Authority may by posting signs specify the places at which vessels may be moored or docked, the purpose for which such places may be used and the periods for which such places may be used.
- (b) Every person operating a vessel shall comply with the specifications of any sign so posted by the Authority.

139. 115 VEHICLES

- (a) No person, having obtained permission of the Authority shall take any motor vehicle on to the area of the airport used by aircraft, unless a sticker or card issued by the Authority evidencing the Authority's permission is displayed on the vehicle.
- (b) No person shall operate any motor vehicle or mechanically propelled equipment on any taxiway, runway, strip or parking apron in an airport except

in the course of his lawful duties and in accordance with any instructions which may be given to him by the appropriate air traffic services unit.

139. 116 STRAY ANIMALS AND LIVE STOCK

It shall be lawful for the Authority or any authorized person, where in the opinion of the Authority or such person such action is necessary to ensure the safety of aircraft to shoot, destroy or trap any livestock or animal found trespassing or straying on the airport.

139. 117 ENTRY TO DESIGNATED AREAS

- (a) No person shall enter or remain within the precincts of any airport or any building or area therein in which are operated technical facilities or services for civil aviation except those areas specifically set aside for public use, in circumstances in which the safety of any aircraft or its passengers or crew is likely to be imperiled or the proper functioning of the airport impeded.
- (b) Notwithstanding the provisions of paragraph (a) the Authority or any authorized person shall be entitled to control or prohibit access to any part of any such airport or any building, or area within any such airport used for providing technical facilities or services for civil aviation.
- (c) No person shall enter or be in any place at any such airport which is a designated\ area, without the general or specific permission of the Authority.
- (d) Any permission granted under paragraph (c) may be in such form as the Authority may determine and may be signified by document (hereinafter called an Airport Identity Card) issued by the Authority.
- (e) An Airport Identity Card shall remain the property of the Authority and shall be returned to it on demand.
- (f) It shall be an offence for any person falsely to represent himself to be the holder of an Airport Identity Card issued under this Regulation.
- (g) In the event of conflict between these Rules and any provision of Part 19, the provision of Part19 shall prevail; accordingly a person authorized under Part 19 to enter any part of an airport may do so provided that he is in compliance with the provisions of that Part and notwithstanding that he is not in compliance with the provisions of these Rules.

139. 118 REMOVAL OF PERSON ETC. FROM AIRPORT

An authorized person with such assistance as he requires may remove from the airport or any accident site:-

- (a) any person who, in contravention of any of these Rules, fails or refuses to leave the airport or accident site after being so requested by that authorized person;
- (b) any vessel, animal, or thing brought or left in the airport or accident site in contravention of any of the Rules or any vehicle, vessel or thing likely to cause danger or obstruction.

139. 119 RESTRAINT OF PERSONS

An authorized person may place under restraint a person within an airport:-

- (a) if he has reasonable cause to believe that the person has contravened any of these Rules; or
- (b) if that person, in contravention of any of these Rules, fails or refuses to leave the airport or any particular part of it after being requested by the authorized person to do so.

139. 120 STARTING ENGINES

It shall be an offence:-

- (a) for any person to start or run any engine in any aircraft in an airport unless such a person is the holder of a pilot's or aircraft maintenance engineer's licence;
- (b) for any person to leave unattended in any such airport any aircraft with any engine thereof running;
- (c) to start any engine in any aircraft in any such airport unless the aircraft is either provided with adequate parking brakes and use is made of such brakes or chocks have first been appropriately placed.

Subpart N: Meteorological Information

139. 121 Provision of Meteorological information

The director may make arrangements with the Director of Meteorology for the provision of meteorological information in such form and in such manner and at such places as the Director considers necessary to ensure the safe, economic and regular operation of aircraft and to give effect to the Chicago Convention.

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APPENDIX I

SCHEDULE OF AERODROME CERTIFICATION REGULATIONS PARTICULARS TO BE INCLUDED IN AN AERODROME MANUAL

PART I

GENERAL

General information, including the following:

- a) purpose and scope of the manual;
- b) legal requirements for all aerodrome certificate and the manual as prescribed in the national regulations;
- c) conditions for use of the aerodrome - a statement to indicate that the aerodrome shall at all time, when it is available for the take-offs and landings of aircraft, be so available to all persons on equal terms and conditions;
- d) the system of aeronautical information available and the procedure for their promulgation;
- e) the system for recording aircraft movement; and
- f) obligations of the Aerodrome Operator.

PART 2

PARTICULARS OF THE AERODROME SITE

General information Including the following:

- 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) plan of the aerodrome showing the aerodrome boundaries;
- c) 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
 - i) the aerodrome site or
 - ii) if the boundaries of the aerodrome are not defined in the documents of the title particulars of title of, 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 AERONAUTICAL INFORMATION SERVICE (AIS)

3.1 GENERAL INFORMATION

- 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 World Geodetic System - 1984 (WGS - 84) reference datum;
- d) 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) aerodrome reference temperature;
- g) details of the aerodrome beacon; and
- h) 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 of lighting;
- g) location and radio frequency of VOR aerodrome check-point;
- h) location and designation of standard taxi -routes;
- i) the geographical coordinates of each threshold.
- j) the geographical coordinates of appropriate taxiway center line points;
- k) the geographical coordinates of each aircraft stand;
- l) the geographical coordinates 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 on International Civil Aviation);
- m) pavement surface type and bearing strength using Aircraft Classification Number - Pavement Classification Number (CAN - 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; e-mail address of the aerodrome coordinator for the removal of an aircraft disabled on or adjacent to the movement area; information on the capability to remove a disabled aircraft - expressed in terms of the aircraft which the aerodrome is equipped to remove; and

- q) rescue and fire fighting: level of protection provided, expressed 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. - 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 AIP and procedures for reauestin2 the issue of NOTAMS, including the following;

- a) arrangements for reporting any changes to the CAA, and recording the reporting of changes, during and outside the normal hours of aerodrome operations;
- b) names and roles of persons responsible for notifying their telephone number during and outside the normal hours of aerodrome operations and the location and telephone numbers, as provided by the CAA, of the place at which changes are to be reported to the CAA.

4.2 ACCESS TO AERODROME MOVEMENT AREA

Particulars of the procedure developed and to followed in coordination with the agency responsible to prevent unlawful interference in civil aviation at the aerodrome, for prevention unauthorized entry of persons, vehicles, equipment, animals or other things, into the *movement area* including the following:

- a) the role of aerodrome operator, aircraft operator, aerodrome fixed-base operators, aerodrome security entity, the CAA and other government departments, as applicable; and
- b) the names and role of the personnel responsible for controlling access to the aerodrome and the telephone number for contacting those personnel 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 malfunction of aircraft in flight, structural fires, sabotage including bomb threat (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 these tests;
- c) details of exercises to test emergency plans, including the frequency of those exercises;
- d) arrangements for reviewing the frequency of those exercises;
- e) list of organizations, agencies and persons of authority both on- and off-airport for site roles; their telephone numbers, fax and e-mail address directory, SITA code directory and radio frequencies of offices;
- f) establishment of an aerodrome emergency committee preparations for dealing with emergencies; and
- g) appointment of an on-scene commander of an 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 AERODROME MOVEMENT AREA AND OBSTACLE LIMITATION SURFACE INSPECTION BY THE AERODROME OPERATOR

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

- a) arrangement for carrying out inspections, including runway friction and water depth measurement on runways and taxiways, during and outside the normal hours of aerodrome operations,

- b) arrangement and means of communicating with the Air Traffic Control during an inspection;
- c) arrangement for keeping an inspection logbook and the location of the logbook;
- d) details of inspection intervals and times;
- e) inspection checklist;
- f) arrangement for reporting the results of the inspection 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 SYSTEM

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

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

4.7 MOVEMENT AREA MAINTENANCE

Particulars of the faQ111tiesand procedures for the maintenance of movement area, including:

- a) arrangement for maintaining the paved areas;
- b) arrangement for maintaining the unpaved runways and taxiways;
- c) arrangement for maintaining the no the runway and taxiway strips; and
- d) arrangement for maintaining the of aerodrome drainage.

4.8 AERODRON/IE WORKS SAFETY

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

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

4.9 APRON MANAGEMENT

Particulars of the apron management procedures,

- a) arrangement between air traffic control and the apron management unit;
- b) arrangement for allocating aircraft parking positions;
- c) arrangement 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 refueling operations;
- c) apron sweeping;
- d) apron cleaning;
- e) arrangements for reporting incidents/accidents on an apron; and
- f) arrangements for auditing the safety compliance by all personnel working on the apron.

4.11 AIRSIDE VEHICLE 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 enforcement of 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 procedure to deal with danger to aircraft operations caused by the presence of birds or mammals in the aerodrome flight pattern or movement area, including the following:

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

4.13 OBSTACLE CONTROL

Particulars setting out the procedures for:

- a) monitoring the obstacle limitation surface and Type A Chart take-off surface for obstacles;
- b) controlling obstacles within the authority of the operator;
- c) monitoring buildings or structure development in relation to their height within the boundaries of the obstacle limitation surface;
- d) the control of new developments in the vicinity of aerodromes; and
- e) notifying the CAD of the nature and location of obstacles and any subsequent addition or removal of obstacle for necessary including amendment of the AIS publications.

4.14 DISABLED AIRCRAFT REMOVAL PLAN AND PROCEDURE

Particulars of procedure for removing an aircraft which disabled on or adjacent to the movement area including the following:

- a) roles of the aerodrome operator and the holder of the aircraft of registration;
- b) arrangement for notifying the holder of the certificate of registration;
- c) arrangement for liaising with the air traffic control;
- d) arrangement for obtaining equipment and persons to remove the disabled aircraft; and
- e) names and roles of persons responsible for arrangement of the removal of disabled aircraft and their telephone numbers.

4.15 HANDLING OF HAZARDOUS MATERIAL

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

- a) the arrangement 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 solid, corrosive liquids, compressed gases and magnetized or radioactive materials. The arrangement to deal with an accidental spillage of hazardous material 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 name and telephone numbers during and after working hours of the persons responsible for measuring the runway visual range.

4.17 PROTECTION OF RADAR AND NAVIGATIONAL SITES

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

- a) the arrangement for the control of activities in the vicinity of radar and nav aids installations;
- b) the arrangement for ground maintenance in the vicinity of these installations; and
- c) its the supply and installations of signs warning of hazardous microwave radiation.

Note 1. - In writing the procedure on each category clear and precise information should be included on:

- *when, or in what circumstances, is an operating procedure to be activated;*
- *how is an operating procedure activated;*
- *actions to be taken;*
- *the person(s) to carry out the actions; and*
- *equipment, and access to such equipment, necessary for carrying out the actions.*

Note 2. - If any of the procedures specific above is not relevant or applicable, the reason should be given.

PART 5

AERODROME ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM

Particulars of the aerodrome administration, including the following,-.

- a) aerodrome organization structure chart showing the names and positions of key personnel, including their responsibilities;

- b) the name, position and telephone numbers of the person who has overall responsibilities; aerodrome safety; and
- c) airport committees.

Safety management system (SMS)

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

- a) safety policy, insofar as applicable, on the process of safety management and its relation to the operational and maintenance process;
- b) structure or organization of the SMS including staffing and assignment of individual and group responsibilities safety issues;
- c) SMS strategy and planning such as setting safety performance targets, allocating priority for implementing safety initiatives and providing a framework for controlling the risks to a level as low as reasonably practicable keeping always in view the requirements of the Standard and Recommended Practices in Annex 14, Volume I 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 enforcement of safety requirements;
- e) 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, accident prevention and system for risk control involving analysis and handling of accident, incidents, complaints, defects, faults, discrepancies and failures, and continuing safety monitoring;
- g) internal safety audit and review system detailing the systems and programmes for quality control on safety;
- h) system for the documentation of 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 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) incorporation of safety related clauses in the contracts for work at the aerodrome and enforcement, thereof

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