



# ADVISORY CIRCULAR

**CAA-AC-AGA305**

**September 2022**

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## PROCEDURE FOR NOTIFICATION OF PROPOSED CHANGES TO AERODROME PHYSICAL CHARACTERISTICS, FACILITIES OR EQUIPMENT

### 1.0 PURPOSE

This Advisory Circular (AC) provides procedures and guidance that may be used by an aerodrome operator for the notification of proposed changes to aerodrome physical characteristics, facilities or equipment. The aim of these procedures is to ensure that UCAA and AIS are notified of any changes in the physical condition of the aerodrome and of new obstacles that may affect the safety of aircraft operations.

### 2.0 REFERENCES

- 2.1 Civil Aviation (Aerodromes) Regulations
- 2.2 ICAO Annex 14 Volume 1 – Aerodrome Design and Operations

### 3.0 GUIDANCE AND PROCEDURES

#### 3.1 Aerodrome Reporting

##### 3.1.1 Introduction

Uganda Civil Aviation Authority shall be informed in advance of any development proposed at certified and licensed aerodromes. In particular;

- a) Changes in the physical characteristics of the aerodrome, including the erection of new buildings and alterations to existing buildings or to visual aids, should not be made without prior approval of UCAA.
- b) The certificate/license holder shall, by the quickest means available, notify UCAA of any material change in the surface of the landing area, or characteristics of obstruction in the approach, take-off or circuit in relation to the aerodrome.

Projects that involve changes to the aerodrome physical characteristics fall into 3 categories;

### **Development**

Where new or upgraded infrastructure is to be provided: Examples include new additions or extensions to buildings, aerodrome infrastructure (such as taxiways and aprons), visual aids and navigation aids.

### **Changes**

Where existing aerodrome infrastructure or physical characteristics are being changed: for example, reconfiguration of stands, changes to the runway or declared distances. Changes include projects that involve removing or amending existing aerodrome certificate/license variations.

### **Maintenance**

Where existing infrastructure is being repaired, refurbished or replaced: i.e. to ensure continuance but without changing the characteristics of the piece of infrastructure.

## **3.1.2 Responsibilities**

The Aerodrome Manager has overall responsibility for ensuring that procedures are established and resources provided to report changes to aerodrome physical characteristics, the Obstacle Limitation Surface (OLS), or any other change that may affect the safety of aircraft operations.

The Manager Safety is responsible for documenting reporting procedures and for advising AIS of permanent changes to Aerodrome information. The Aerodrome operator is responsible for notifying UCAA of any *significant* changes to aerodrome information that may occur and for implementing the reporting procedures documented in this manual.

The operations officers shall be responsible for reporting to the Air Traffic Services (ATS) where applicable the day-to-day serviceability of the Aerodrome and notifying UCAA of temporary changes to published aeronautical information.

## **3.1.3 Legislation, Standards and Technical References**

The Civil Aviation (Aerodromes) Regulations require aerodrome operators to notify the UCAA, air traffic control unit and pilots, within specified time limits;

- a. information on any inaccuracies in the Aeronautical Information Publications.
- b. any planned changes to the aerodrome facilities, equipment and level of service. Failure to do so may jeopardize the safety of aircraft operations.

- c. issues that may require immediate notification including obstacles, obstructions and hazards, movement areas, levels of service and any other conditions that affect aviation safety at the aerodrome and against which precautions are warranted.

The Uganda AIP, AD section lists requirements for the publication of permanent aerodrome information, and gives details of what, how and where to report, if there are changes to aerodrome information, serviceability and obstacles. Additional information can be found in the Civil Aviation (Aerodromes) Regulations

#### **3.1.4 Aerodrome Certificate/License Condition**

An aerodrome certificate/license condition requires that changes in the physical characteristics of the aerodrome, including the erection of new buildings and alterations to existing buildings or the visual aids, shall not be made without prior approval of UCAA.

The purpose of this is to ensure that UCAA is satisfied that changes in the physical characteristics meet licensing/certification criteria and do not present a safety hazard.

#### **3.1.5 Reporting Procedures**

Any situation that may have an immediate affect on the safety of aircraft operations will be reported in the first instance to Air Traffic Services (ATS) by radio or telephone. Confirmation by NOTAM, if applicable, will follow as soon as possible.

The contact details of the designated ATS Units in Uganda including addresses, telephone, fax and Email are published in the Uganda AIP, GEN 3.3.

For NOTAM action, the contact details of the designated AIS Unit in Uganda and the International NOTAM office including addresses, telephone, fax and Email are published in the Uganda AIP, GEN 3.1.

NOTE: Urgent messages conveyed by radio to the Control Tower will be confirmed by phone, email or fax to the NOF as soon as possible.

In most cases aerodrome conditions or new obstacles that need to be reported immediately will be detected during the daily serviceability inspections. The results of inspections shall be recorded in a logbook.

All NOTAM action shall be recorded in the NOTAM Logbook that is maintained by the aerodrome operator. This logbook will be made available on request by authorized UCAA officers for audit.

Permanent changes in aerodrome information will be notified directly to UCAA. Changes may be notified by email to [ais@caa.co.ug](mailto:ais@caa.co.ug)

The aerodrome operator shall also forward significant changes to information to other relevant UCAA's offices. Copies of all amendments to information shall be kept in file. The file will be made available for audit on request by authorized UCAA inspectors.

*Note: Contact List and telephone numbers of those persons identified as having responsibility for implementing of these procedures shall be detailed in the aerodrome manual.*

### **3.1.6 NOTAM**

NOTAM are used to advise pilots and other persons concerned with flying operations about matters of an urgent nature that may affect the safety of aircraft operations. In relation to an aerodrome this includes temporary changes in published information, unserviceabilities, or newly detected obstacles.

The responsibility to originate a NOTAM is restricted to the aerodrome General Manager, the Manager Safety, the Aerodrome Operations Supervisor, and Operations Officers listed in the Aerodrome Manual.

NOTAM will be originated in the standard NOTAM format for any of the following circumstances:

- a) A change in the serviceability of the manoeuvring area;
- b) A change in the operational information contained in the Aerodrome manual and published in the AIP;
- c) Aerodrome works effecting the manoeuvring area or penetrating the OLS;
- d) New obstacles which effect the safety of aircraft operations;
- e) Bird or animal hazards on or in the vicinity of the Aerodrome; or.
- f) A change in the availability of Aerodrome visual aids, i.e. markers and markings, runway lighting, etc.
- g) Any other change in aerodrome information published in AIP.

NOTAM information must be provided in writing. Where urgent advice is given by telephone in the first instance, it must be confirmed in writing fax as soon as possible.

Aerodrome Officer raising a NOTAM must subsequently check the issued NOTAM for accuracy. Normally this is done when the NOF provides a copy of the issued NOTAM as per the request on the standard NOTAM form.

### 3.1.7 Incident Reporting

Any significant object found on the movement area such as an aircraft component or bird carcass will be reported.

Aerodrome staff who find aircraft parts will immediately advise ATC, and then attempt to identify the part through various airline engineering sections. ATC may choose to alert the pilot of the aircraft that may have been involved.

Operations Officers shall report bird strikes in accordance with the procedures detailed in Aerodrome Wildlife Hazard Management programme.

All incidents are to be recorded in the Operations Officers Logbook. Where necessary an additional written Incident Report will be raised.

The Aerodrome Manager or Manager Safety will determine if an Air Safety Incident Report (ASIR) needs to be completed and submitted to Accident Investigation Branch. The Aerodrome Manager will initiate and coordinate internal investigations into aviation incidents of interest to the Aerodrome.

### 3.1.8 AIP Changes to be promulgated by NOTAM

- a) **Aerodrome Coordinates** - Change exceeds 0.5 nautical miles.
- b) **Aerodrome Elevation - Alterations** in excess of 20 FT for Aerodromes with an instrument approach, or 100 FT for other aerodromes.
- c) **Runway Bearing** - Change of 5 degrees or greater
- d) **Pavement Rating** - Any reduction
- e) **Runway or Runway Strip Width** - Any change
- f) **Runway Slope** - Any change
- g) **Runway Surface** - Any change
- h) **Declared Distances** - Any change greater than 10 metre decrease or 30 metre increase
- i) **TODA Gradient** - 0.05% change or greater

**NOTIFICATION OF CHANGES TO THE PHYSICAL CHARACTERISTICS**

**1. AERODROME DETAILS**

Aerodrome Name: .....

Aerodrome Address: .....

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Accountable Manager: Name: .....

Tel: .....

Email: .....

Project Manager: Name: .....

Tel: .....

Email: .....

**2. PROJECT DETAILS**

Title of project: .....

Reason of Change: .....

Brief description: .....

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.....  
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Planned Commencement Date: .....

Planned Duration of work: .....

Estimated Completion Date: .....

Aerodrome closed during work in progress? YES/NO (*Delete as applicable*)

Hours of work: .....

**NOTIFICATION OF CHANGES TO THE PHYSICAL CHARACTERISTICS**

**3. SUPPORTING DOCUMENTS ATTACHED**

List of enclosed documents:

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**4. IMPACT ON OBSTACLE LIMITATION SURFACES (OLS)**

Grid Co-ordinates (Northings and Eastings) of structure: .....

Ground height at site location: .....

Maximum height of structure: .....

Height of relevant OLS at Site location: .....

**5. STRIP CLEARANCES**

Structure(s) outside Runway & Taxiway Strip: YES/NO (*Delete as applicable*)

Structure(s) outside Runway Cleared & Graded Area: YES/NO (*Delete as applicable*)

If 'No', please provide details below: .....

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.....  
.....  
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**6. FOR RUNWAY EXTENSIONS, DETAILS OF DECLARED DISTANCES**

Existing: TODA: TORA: LDA: ASDA:

Proposed: TODA: TORA: LDA: ASDA:

**7. RUNWAY STATUS**

Existing: Non-instrument/instrument\* (*Delete as applicable*)

Proposed: Non-instrument/instrument\* (*Delete as applicable*)

(\*For example, ILS/MLS)

### 3.2 Evaluation of the impact of the changes on safety of existing operations

- 3.2.1 All development is expected at least to meet the minimum requirements detailed in Civil Aviation (Aerodromes) Regulations. During the planning process existing deviations on the aerodrome license/certificate should be examined to determine whether they can be rectified or improved as part of the development.
- 3.2.2 However, there may be circumstances when a safety significant development is deemed essential but:
- a) it falls outside the scope of Civil Aviation (Aerodromes) Regulations or;
  - b) the requirements of the Civil Aviation (Aerodromes) Regulations cannot be met; or
  - c) an existing deviation cannot be rectified.
- 3.2.3 In these circumstances an assessment of risk, showing clearly that the risk is at a level acceptable to both the aerodrome management and UCAA will be necessary. Risk assessment and facilitation of the assessment shall be the responsibility of the aerodrome operator.
- 3.2.4 The type of risk assessment undertaken will vary depending upon the safety criticality of the development. If the possible consequences were a serious accident to an aircraft (significant damage or worse), a full quantitative analysis by risk assessment specialists might be required. However, in many circumstances where the severity of the potential hazards is not great or can be easily mitigated, the risk assessment can be carried out by a small group of local managers using their own experience and specialist knowledge. UCAA can advise which of the two options may be the most appropriate. It should be noted that the submission of a risk or safety assessment does not automatically guarantee approval of a project.
- 3.2.5 Whatever type of risk assessment is chosen, aerodrome management should be aware that it would be unwise to begin a development before UCAA has ensured there are no objections to it.



**Director Safety, Security and Economic Regulation**