



ADVISORY CIRCULAR

CAA-AC- AGA201

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APPLICATION FOR AN AERODROME CERTIFICATE

PURPOSE

The purpose of this Advisory Circular (AC) is to describe the process of applying for and obtaining an aerodrome Certificate under the Civil Aviation (Aerodromes) Regulations. The information in the AC will assist the applicant in completing the process with minimal delays and complications.

STANDARDS AND RELATED REGULATIONS

The requirement for an aerodrome certificate applies equally to all aerodromes open to international operation categorized as Category A aerodromes.

The Civil Aviation Act (CAP 354) and Civil Aviation (Aerodromes) Regulations provide the regulatory requirements for obtaining an aerodrome certificate. Section of the Act requires regulations to be made for the certification, inspection and regulation of aerodromes.

APPLICATION FOR AN AERODROME CERTIFICATE

(1) An applicant for an aerodrome certificate should be the operator of the aerodrome who may be any of the following:

- (a) The actual person or head of the organization operating the aerodrome;
- (b) The person assigned by the State to operate the aerodrome; or
- (c) The owner of the land on which the aerodrome is operated.

(2) The Civil Aviation (Aerodromes) Regulations requirements for an aerodrome. The application should be presented to the Director Safety Security and Economic Regulation on completed form and accompanied by two copies of the Aerodrome Manual applicable to the aerodrome for which the application is made. There is a prescribed fee associated with the application.

The applicant will also need to meet the security requirements of the Civil Aviation (Security) Requirements.

FIVE-PHASE CERTIFICATION PROCESS

(1) The certification process is designed to ensure that a prospective holder of an aerodrome certificate understands the requirements and is capable of meeting them. When satisfactorily completed, the certification process would ensure that the applicant is able to comply with the applicable requirements and the standards applicable to the operation of an aerodrome in the Manual of Aerodrome Standards.

(2) The Uganda Civil Aviation Authority (UCAA)/Directorate of Safety Security and Economic Regulation (DSSER) uses a 5-phase certification process. A phase is a convenient way of separating the process into related sequential activities supporting a specific function.

The certification process is in five phases:

- (a) Dealing with expression of interest by an intending applicant for an aerodrome certificate;
- (b) Assessing the formal application;
- (c) Evaluation of the aerodrome manual;
- (d) Assessing the aerodrome facilities and equipment;
- (e) Issuing or refusing an aerodrome certificate and Promulgating the certified status of the aerodrome and the required details in the AIP

At the end of each phase, a formal communication will be sent to the aerodrome operator to signify the completion of the respective phase.

Phase I-Dealing with Expression of Interest

- (1) The Applicant for an aerodrome certificate will submit a request, forming an expression of interest letter to the UCAA/Director Safety, Security and Economic Regulation.
- (2) The authority will carry out initial site assessment to ensure that the operation of an aerodrome at the location specified in the application will not endanger the safety of aircraft operations and may communicate the assessment to the operator.
- (3) If the assessment is successful, the operator to consult the relevant State entities to obtain other required clearance e.g on environmental impact, land use, security etc. if not already obtained.
- (4) If the operator satisfies the requirement of Phase I, authority will hold a certification meeting with the operator's representatives in order to familiarise the rest of the process. All aerodrome certification documents are made available to the operator, including guidance materials. The operator maybe advised to obtain other relevant publications issued by ICAO as necessary. The Operator is also advised of the appropriate fees to be paid for aerodrome certification.

Phase II- Assessing the Formal Application

- (1) Upon payment of required certification fee, the authority issues the standard application form.
- (2) The completed application form and two copies of the Aerodrome Manual are submitted to AUTHORITY.
- (3) If the Operator seeks a deviation from a regulatory requirement, an application for exemption is to be included in the submission made in paragraph (2) above. The application for exemption shall be processed in line with the exemption procedures.

Phase III - Evaluation of the Aerodrome Manual;

- (1) The authority assesses the aerodrome manual and ensures that the manual complies with the requirements of the regulations and the management system indicates that the applicant will be able to operate and maintain the aerodrome properly before moving to the next phase. All verifications that can be completed or initiated in the office should be carried out.
- (2) Evaluation of some parts of the Aerodrome Manual maybe completed during the visit to the aerodrome, to assess the Aerodrome Facilities.
- (3) The authority determines whether the Aerodrome Manual satisfactorily indicates that the operator can properly operate and maintain the aerodrome in accordance with the regulation and standards.
- (4) The authority will approve the Aerodrome manual when confirmed complete. The Signed copy of the approved Aerodrome Manual will be forwarded to the Aerodrome Operator.

Phase IV-Assessing the Aerodrome Facilities and Equipment and operational procedures

- (1) The authority undertakes a site visit for the purpose of assessing the aerodrome facilities, services and equipment to verify and ensure that they comply with the specified standards and practices. The assessment will include the following areas:
 - (a) Verification of aerodrome data to be reported to the aeronautical information service.
 - (b) The checking of aerodrome facilities and equipment, which should include but is not limited to:
 - (i) Dimensions and surface conditions of runway(s), runway shoulders, runway strip(s), runway end safety areas (RESA), stopway(s) and clearways, taxiway(s), taxiway shoulder(s), taxiwaystrips, aprons, runwayturnpads;
 - (ii) The presence of obstacles in obstacle limitation surfaces at and in the vicinity of the aerodrome;
 - (iii) The following aeronautical ground lights, including their flight check records were applicable: Runway and taxiway lighting, Approach lights, PAPI /APAPI,

Apron flood lighting, Obstacle lighting, Pilot-activated lighting, if applicable and Visual docking guidance systems, Standby power;

- (iv) Other facilities such as wind direction indicators, Illumination of the wind direction indicator(s), aerodrome markings and markers, signs in the movement areas, tie- down points for aircraft, ground earthing points, rescue and fire-fighting equipment and installations, aerodrome maintenance equipment, particularly for the airside facilities maintenance including runway surface friction measurement, runway sweepers, disabled aircraft removal equipment, wildlife management procedures and equipment, two-way radios installed in vehicles for use by the aerodrome Operator in the movement area, the presence of lights that may endanger the safety of aircraft; and fuelling facilities.
 - (c) Competence of operations and maintenance personnel, coordination of other service providers such as the Air Traffic Services, Meteorological Services, and Aeronautical Information Services
 - (d) Safety Management System
 - (e) Coordination with other agencies working at the aerodrome, such as fixed base operators, ground handling agencies to ensure safety.
 - (f) System for notifying and reporting of all relevant information to the AIS.
 - (g) Procedures for reporting any penetrations of the aerodrome obstacle limitation surface, existence of any hazardous situation on or in the vicinity of the aerodrome, or closure of any part of the movement area, or of any work in progress that may have an impact on the safety of aircraft operations.
 - (h) Aerodrome Inspection Programme.
- (2) After the field verification, the authority will document and communicate deficiencies identified during the audit to the operator in writing and also request a corrective plan of the operator. The authority will monitor and ensure satisfactory implementation of the corrective plan of action.

Phase V- Issuing or Refusing an Aerodrome Certificate and Promulgation in the AIP

(1) Issuing or Refusing an Aerodrome Certificate

- (a) If after being advised of the additional steps that must be taken to rectify the deficiencies in the corrective plan of action, the operator is still not able to satisfy the requirements of the regulations, the Authority may refuse to grant a certificate and the decision will be communicated to the operator.
- (b) If the operator satisfactorily implements the corrective plan of action, the Certification Team will recommend for the issuance of an aerodrome certificate.
- (c) The certificate may be issued after the recommendation, and the authority will endorse the conditions for the type of use of the aerodrome on the certificate.

(2) Promulgation in the AIP

- (a) The authority will approve all the required information for promulgation in the Aeronautical Information Publication by Aeronautical Information Services.
- (b) The Authority will prepare the aerodrome audit/inspection schedule for continuing surveillance activity

SURVEILLANCE

After an aerodrome operator has been granted an aerodrome certificate the authority will conduct periodic inspections of the aerodrome operations to ensure continued compliance with the Regulations, the conditions of the aerodrome and safe operating practices. The authority may also carry out spot checks of the operations of an aerodrome to determine whether it continues to comply with the Regulations.

RENEWAL OF AN AERODROME CERTIFICATE

An aerodrome certificate is valid for 3 year from the date of issue unless it is suspended or revoked. An application for renewal of an aerodrome certificate will be the same as an initial application for a certificate and should be submitted at least 60 days before the expiration date of the existing license. The authority will conduct a formal audit of the aerodrome to ensure continued compliance with the regulations before renewing an aerodrome certificate.

SUSPENSION OR CANCELLATON OF AN AERODROME CERTIFICATE

An aerodrome operator must at all times be in compliance with Civil Aviation (Aerodrome) Regulations, and any provisions of its Certificate. An aerodrome certificate may be suspended or revoked where the authority determines that there are reasonable grounds for believing that –

- (a) A condition of the Certificate has been breached;
- (b) The aerodrome facilities, equipment, operations or maintenance are not of the standard required in the interest of safety of air navigation; or
- (c) The Certificate holder has failed to comply with any directive, given by the CAA/DSSER in respect of aerodrome operations, or denies access by the CAA/DSSER to conduct tests or inspections at the aerodrome.

AMENDMENT OF AN AERODROME CERTIFICATE

- (1) The authority may amend an aerodrome certificate where –
 - (a) There is a change in the use or operation of the aerodrome; or

- (b) There is a change in the boundaries ownership or management of the aerodrome;
 - (c) The aerodrome certificate holder requests an amendment;
 - (d) Where the Authority deems it necessary
- (2) It is the responsibility of the aerodrome operator to advise the authority in a timely manner of any change or impending change shown in (b), (c) or (d) above.



Director Safety, Security and Economic Regulation

