

Statutory Instrument No. 68 of 2022

CIVIL AVIATION ACT
(Cap. 71:01)

**CIVIL AVIATION (CERTIFICATION AND LICENSING OF AERODROMES)
REGULATIONS, 2022**

(Published on 13th June, 2022)

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IN EXERCISE of the powers conferred on the Minister of Transport and Public Works by section 89 of the Civil Aviation Act and on the recommendation of the Civil Aviation Authority of Botswana, the following Regulations are hereby made —

PART I — Preliminary Provisions

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|----------------|---|
| Citation | 1. These Regulations may be cited as the Civil Aviation (Certification and Licensing of Aerodromes) Regulations, 2022. |
| Interpretation | 2. In these Regulations unless the context otherwise requires —
“accident” means an occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time a person boards the aircraft with the intention of flight until such time the person has disembarked or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down, in which — |

- (a) a person is seriously injured as a result of —
 - (i) being in the aircraft,
 - (ii) direct contact with any part of the aircraft, including a part which has become detached from the aircraft, or
 - (iii) direct exposure to jet blast, except when the injury is from a natural cause, self-inflicted or inflicted by other persons, or when the injury is to a stowaway hiding outside an area normally available to passengers and crew;
 - (b) the aircraft sustains damage or structural failure which —
 - (i) adversely affects the structural strength, performance or flight characteristics of the aircraft, and
 - (ii) would normally require major repair or replacement of the affected component, except for engine failure or damage, which is limited to a single engine and its cowlings and accessories, propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreen, small dents or puncture holes in the aircraft skin, minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike including holes in the aerodrome; or
 - (c) the aircraft is missing or is completely inaccessible;
- “accuracy” means a degree of conformance between the estimated or measured value and the true value;
- “aerodrome beacon” means an aeronautical beacon used to indicate the location of an aerodrome from the air;
- “aerodrome category” means a number for an aerodrome determined based on the length (longest) and width of the fuselage of an aircraft normally using the aerodrome;
- “aerodrome certificate” means a certificate issued by the Authority under these Regulations for the operation of an aerodrome; “aerodrome elevation” means the elevation of the highest point of a landing area;
- “aerodrome facility and equipment” means a facility and equipment, inside or outside the boundaries of an aerodrome that are constructed or installed and maintained for the arrival, departure or surface movement of an aircraft;
- “aerodrome licence” means a licence issued by the Authority under these Regulations for the operation of an aerodrome;
- “aerodrome manual” means a manual that forms part of an application for a licence or a certificate under these Regulations, including any amendments to the manual, approved by the Authority;
- “aerodrome operator” means an operator of an aerodrome registered, licensed or certificated under these Regulations;
- “aerodrome reference code” means a code used for planning purposes to classify an aerodrome with respect to the critical aircraft characteristics for which the aerodrome is intended;
- “aerodrome reference point” means a designated geographical location of an aerodrome;
- “aerodrome standards” means standards set by the Authority applicable to aerodromes;
- “aeronautical beacon” means an aeronautical ground light visible at all azimuths, either continuously or intermittently, to designate a particular point on the surface of the earth;

- “aeronautical ground light” means any light specially provided as an aid to air navigation, other than a light displayed on an aircraft;
- “aeronautical information circular” means a notice containing information that does not qualify for the origination of a NOTAM, or for inclusion in the Aeronautical Information Publication, but which relates to flight safety, air navigation, technical, administrative or legislative matters;
- “Aeronautical Information Circular (AIC)” means explanatory or advisory information concerning technical, legislative or administrative matters, as well as information on the long-term forecast of major changes in legislation, regulations, procedures or facilities liable to affect flight safety;
- “Aeronautical Information Publication (AIP)” means an aeronautical information publication of a lasting character essential to air navigation, issued by the Authority;
- “air traffic service” means a flight information service, alerting service, air traffic advisory service, or air traffic control service;
- “air traffic service unit” includes an air traffic control unit, flight information center or air traffic services reporting office;
- “Aircraft Classification Number (ACN)” means a number expressing the relative effect of an aircraft on a pavement for a specified standard sub grade category;
- “aircraft stand” means a designated area on an apron intended to be used for parking an aircraft;
- “Appeals Tribunal” means the Appeals Tribunal established under the Act;
- “apron” means a defined area on an aerodrome intended to accommodate an aircraft for the purpose of loading or unloading of passengers, mail or cargo, fueling, parking or maintenance;
- “authorised person” means a person authorised by the Authority either generally or in relation to a particular case or class of cases and reference to an authorised person includes a holder for the time being of an office designated by the Authority;
- “balked landing” means a landing maneuver that is unexpectedly discontinued at any point below the obstacle clearance altitude/height (OCA/H);
- “certificate” means a certificate issued by the Authority under these Regulations to operate an aerodrome;
- “certified aerodrome” means an aerodrome whose operator has been granted an aerodrome certificate;
- “clearway” means a defined rectangular area under the control of an appropriate authority selected or prepared as a suitable area over which an aircraft may make a portion of its initial climb to a specified height;
- “datum” means a quantity which may serve as a reference or basis for the calculation of other quantities including —
- (a) accelerate-stop distance available (ASDA), which is the length of the take-off runway available plus the length of the stop way, where provided;
 - (b) landing distance available (LDA), which is the length of the runway which is declared available and suitable for the ground run of an aircraft landing;
 - (c) take-off distance available (TODA), which is the length of the take-off run available plus the length of the clearway, where provided;
- and

- (d) take-off run available (TORA), which is the length of runway declared available and suitable for the ground run of an aircraft taking off;
- “displaced threshold” means a threshold not located at the extremity of a runway;
- “geoid” means an equipotential surface in the gravity field of the earth which coincides with the undisturbed Mean Sea Level extended continuously through the continents;
- “geoid undulation” means the distance of the geoid above (positive) or below (negative) the mathematical reference ellipsoid;
- “incident” means an occurrence other than an accident associated with the operation of an aircraft, which affects or may affect the safety operation of aircraft;
- “intermediate holding position” means a designated position intended for traffic control at which a taxiing aircraft or vehicles stop and hold, until they are cleared to proceed, when so instructed by an aerodrome control tower;
- “landing area” means a part of a movement area intended for the landing or take-off of an aircraft;
- “maneuvering area” means a part of an aerodrome used for the take-off, landing or taxiing of aircraft, excluding aprons;
- “marker” means an object displayed above ground level in order to indicate an obstacle or delineate a boundary;
- “marking” means a symbol displayed on the surface of a movement area in order to convey aeronautical information;
- “movement area” means a part of an aerodrome which is used for take-off, landing or taxiing of an aircraft, and consists of the maneuvering area and apron;
- “notify” means shown in Aeronautical Information Publications, Aeronautical Information Circulars, NOTAM, civil aviation publications or any other official publication issued for the purpose of enabling any of the provisions of these Regulations to be complied with;
- “obstacle” means any fixed whether temporary or permanent, and mobile object, or part thereof, that —
- (a) is located on an area intended for the surface movement of an aircraft;
 - (b) extends above a defined surface intended to protect an aircraft in flight; or
 - (c) stands outside the defined surface and that has been assessed as being a hazard to an air investigation;
- “Obstacle Free Zone (OFZ)” means an airspace above an inner approach surface, inner transitional surfaces, balked landing surface and a portion of a strip bounded by these surfaces, which is not penetrated by any fixed obstacle other than a low-mass and frangible mounted one required for air navigation purposes;
- “obstacle limitation surfaces” means a series of surfaces that define the volume of airspace at and around an aerodrome to be kept free of obstacles in order to permit the intended aircraft operations to be conducted safely, and to prevent the aerodrome from becoming unusable by the growth of obstacles around the aerodrome;
- “Pavement Classification Number (PCN)” means a number expressing the bearing strength of a pavement for unrestricted operations;

- “recommended practice” means any specification for the physical characteristics configuration, material, performance or procedure, which the uniform application of, is recognised as desirable in the interest of safety, regularity or efficiency of international air navigation;
- “relevant authority” means any authority other than the Civil Aviation Authority whose action may be necessary or complimentary for the implementation of these Regulations;
- “runway” means a defined rectangular area on a land aerodrome prepared for the landing or take-off of an aircraft;
- “runway end safety area (RESA)” means an area symmetrical about the extended runway centerline and adjacent to the end of the strip primarily intended to reduce the risk of damage to an aircraft undershooting or overrunning the runway;
- “runway visual range (RVR)” means the range over which a pilot of an aircraft on the center line of a runway can see the runway surface markings or the lights delineating the runway or identifying the runway’s center line;
- “safety” means a state in which the risk of harm to a person, or of property damage is reduced to, and maintained at or below unacceptable level through a continuing process or hazard identification and risk management;
- “safety management system (SMS)” means a systematic approach to managing safety including the necessary organisational structure, accountabilities, policies and procedures;
- “standard” means any specification for physical characteristics, configuration, material, performance, personnel or procedure, which the uniform application of is recognised as necessary for the safety of air navigation;
- “stop way” means a defined rectangular area on the ground at the end of a take-off runway available, prepared as a suitable area in which an aircraft can be stopped in the case of an abandoned take-off;
- “take-off runway” means a runway intended for take-off only;
- “taxiway” means a defined path on a land aerodrome established for the taxiing of an aircraft and intended to provide a link between one part of the aerodrome and another, including —
- (a) an aircraft stand taxi lane which is a portion of an apron designated as a taxiway and intended to provide access to aircraft stands only;
 - (b) an apron taxiway which is a portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron; and
 - (c) a rapid exit taxiway which is a taxiway connected to a runway at an acute angle and designed to allow a landing aircraft to turn off at a higher speed than is achieved on other exit taxiways thereby minimising runway occupancy times;
- “taxiway strip” means an area including a taxiway intended to protect an aircraft operating on a taxiway, and to reduce the risk of damage to an aircraft accidentally running off the taxiway;
- “threshold” means the beginning of a portion of a runway usable for landing;
- “touchdown zone” means a portion of a runway beyond the threshold, intended for the landing of an aircraft on first contact with the runway;
- “vicinity” means a defined airspace around an aerodrome for the control of obstacles that may infringe the obstacle limitation surface around the aerodrome, contained within a radius of thirteen kilometers from the aerodrome reference point up to a height of 1500 feet above ground level;

“wildlife” means any animal on the airside including a feral bird, and a domestic animal out of the control of its owner; and

“wildlife hazard” means a potential for a damaging aircraft collision with wildlife on or near an aerodrome.

3. These Regulations shall apply to an aerodrome in Botswana.

Application
Use of common
reference systems

4. (1) The World Geodetic System 1984 (WGS-84) shall be used as the horizontal reference system to express aeronautical geographical coordinates for aerodromes.

(2) The Mean Sea Level datum shall be used as the vertical reference system (elevation) at an aerodrome.

(3) Except where notified in the Aeronautical Information Publication or the Aeronautical Information Circular, the Gregorian calendar and Coordinated Universal Time shall be used as the temporal reference system.

(4) Unless where determined by the Authority, the International System of Units developed and maintained by the General Conference of Weights and Measures (CGPM) shall be used as the standard system of units of measurement.

5. (1) A person shall not operate an aerodrome in Botswana unless such person has certified, licensed or registered such aerodrome in accordance with these Regulations.

Requirements
for operation
of aerodrome

(2) A certified aerodrome is an aerodrome that —

(a) is designated as an international aerodrome; or

(b) serves an aircraft having a certificated seating capacity of more than 30 passengers that is engaged in regular air transport operations for the carriage of passengers.

(3) A licensed aerodrome —

(a) is an aerodrome that serves private and public domestic non-scheduled operations; or

(b) is a private aerodrome that serves owner authorised traffic only.

(4) A registered aerodrome is an aerodrome that serves as a temporary airfield open to domestic owner traffic only or an emergency landing ground.

PART II — *Certification of Aerodromes*

6. (1) Aerodromes shall be categorised as follows —

Categories of
aerodromes

Column I Aerodrome Category	Column II Aircraft Category for Fire Fighting	Column III Aircraft Overall Length	Column IV Aircraft Maximum Fuselage Width
1.	1	less than 9m	2m
2.	2	at least 9m but less than 12m	2m
3.	3	at least 12m but less than 18m	3m
4.	4	at least 18m but less than 24m	4m
5.	5	at least 24m but less than 28m	4m
6.	6	at least 28m but less than 39m	5m
7.	7	at least 39m but less than 49m	5m
8.	8	at least 49m but less than 61m	7 m
9.	9	at least 61m but less than 76m	7 m
10.	10	at least 76 m but less than 90m	8 m

(2) In these Regulations —

- (a) certified aerodromes shall be classified in categories 2, 3, 4, 5, 6, 7, 8, 9 and 10;
- (b) licensed aerodromes shall be classified in categories H and I; and
- (c) registered aerodromes shall be classified in the following categories —
 - (i) category F, which comprises private aerodromes available for use by an aircraft of a maximum take-off mass not exceeding 7500 kilograms; and only available for use by a domestic, non-commercial owner air traffic and non-commercial owner-authorized air traffic,
 - (ii) category X, which comprises emergency landing grounds as listed in the Botswana AIP, and
 - (iii) category G, which comprises airfields temporarily available for use for a period as shall be authorised by the Authority.

(3) Notwithstanding subregulation (1), aerodromes shall be categorised as follows —

- (a) category 2, 3, 4, 5, 6, 7, 8, 9 and 10, comprising aerodromes available for use by both international and domestic air traffic;
- (b) category 1, comprising aerodromes available for use only by domestic air traffic; and
- (c) category H, comprising aerodromes available for use only by domestic helicopter operations.

Application of Part II

7. This Part shall apply to aerodromes in categories 2, 3, 4, 5, 6, 7, 8, 9 and 10 as set out under regulation 6 (1).

Application for certificate

8. (1) A person shall not operate an aerodrome unless he or she has been issued an aerodrome certificate by the Authority.

(2) A person shall apply to the Authority for an aerodrome certificate under subregulation (1), in Form A set out in Schedule 1, and such application shall be accompanied by —

- (a) two copies of the aerodrome manual, which shall include —
 - (i) an aerodrome operations manual,
 - (ii) SMS Manual,
 - (iii) bird and wildlife hazard management manual, and
 - (iv) an aerodrome emergency plan;
- (b) a plan of the aerodrome;
- (c) a copy of an aerodrome establishment certificate;
- (d) an environmental impact assessment report for initial applicants;
- (e) an approval for establishment of the aerodrome from an authority responsible for national environmental management;
- (f) proof of financial capability;
- (g) particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards;
- (h) fees as set out in Part 1 of Schedule 5; and
- (i) detailed biodata of the key aerodrome management personnel.

(3) The details of the requirements in subregulation (2) are set out in Schedule 2 Part A and Schedule 3.

Conditions for issuance of certificate

9. (1) The Authority may issue a certificate subject to any conditions that the Authority may determine.

(2) The Authority shall endorse on a certificate the conditions for use of an aerodrome and any other details as may be deemed necessary by the Authority.

- 10.** (1) A breach by a certificate holder of any condition subject to which a certificate is issued including any approval, permission or exemption, shall render the certificate invalid. Breach of conditions of certificate and non-conformance with certification requirements
- (2) The Authority shall impose operating restrictions or sanctions on a certified aerodrome in the event a certificate holder fails to conform to the certification requirements or the aerodrome has unresolved safety concerns.
- 11.** A certificate shall specify the — Aerodrome certificate
- (a) name and address of an aerodrome operator;
 - (b) name or location of an aerodrome;
 - (c) category of the aerodrome (RFPS) and aerodrome reference code;
 - (d) restrictions, if any, relating to non-compliance with or deviations from the appropriate aerodrome design, operation or equipment standards;
 - (e) period of validity of the certificate; and
 - (f) critical aircraft type.
- 12.** (1) The Authority shall issue a certificate in Form B set out in Schedule 1, where the Authority is satisfied that — Issuance of certificate
- (a) an applicant and personnel employed by the applicant are adequate in number and have the necessary competency and experience to operate and maintain an aerodrome;
 - (b) an aerodrome manual prepared for the aerodrome and submitted with the application, has the relevant information;
 - (c) the aerodrome facilities, services and equipment are established in accordance with approved standards for the operations the aerodrome is intended to serve;
 - (d) there are operational procedures and their day-to-day application, where applicable, concerning —
 - (i) aerodrome data and reporting,
 - (ii) access to movement area,
 - (iii) aerodrome emergency plan,
 - (iv) rescue and firefighting (RFF),
 - (v) inspection of the movement area,
 - (vi) maintenance of the movement area,
 - (vii) snow and ice control, and other hazardous meteorological conditions,
 - (viii) visual aids and aerodrome electrical systems,
 - (ix) safety during aerodrome works,
 - (x) apron management,
 - (xi) apron safety,
 - (xii) vehicles on the movement area,
 - (xiii) wildlife hazard management,
 - (xiv) obstacles,
 - (xv) removal of disabled aircrafts,
 - (xvi) low visibility operations, and
 - (xvii) compliance of the safety management systems (SMS) with applicable regulations;
 - (e) the aerodrome operating procedure makes satisfactory provision for the safety of an aircraft;
 - (f) an approved safety management system is in place; and
 - (g) the applicant has an approved aviation security program in accordance with the applicable security regulations.

- (2) The Authority shall issue a certificate subject to compliance with —
- (a) these Regulations;
 - (b) standards set out by the Authority in the Aeronautical Information Circular and Aeronautical Information Publication; and
 - (c) any other condition as may be specified or notified by the Authority in accordance with safety audit and inspection.

(3) Where the Authority refuses to grant an applicant a certificate, the Authority shall notify the applicant in writing, of the reasons for the refusal not later than 14 days after making that decision.

(4) The Authority shall following the issuance of a certificate, carry out surveillance and inspections to ensure continuing validity of the certificate and continuing capacity of the aerodrome operator to maintain safe and regular operation of the aerodrome and associated facilities and services.

Validity of certificate

13. A certificate issued under these Regulations shall be valid for a period of five years unless the certificate is suspended, cancelled or revoked in accordance with these Regulations.

Renewal of certificate

14. (1) A person shall apply to the Authority for a renewal of a certificate in Form C set out in Schedule 1.

- (2) An application under subregulation (1) shall be accompanied by —
- (a) the aerodrome manual if significant changes have been made following the initial certification;
 - (b) particulars of deviations, if any, from the appropriate design, operation or equipment standards; and
 - (c) renewal fees as set out in Part 2 of Schedule 5.

(3) An application for renewal shall be submitted 30 days before the expiry of the certificate.

(4) Where the Authority considers a renewal of the certificate, the renewal shall be subject to compliance with —

- (a) these Regulations;
- (b) standards set by the Authority in the Aeronautical Information Circular and Aeronautical Information Publication standards as determined by the Authority; and
- (c) any other condition as may be specified or notified by the Authority as laid out by safety inspections and audit procedures by the Authority, before the certificate may be renewed.

Amendment of certificate

15. (1) A person shall apply to the Authority for an amendment of a certificate in Form D set out in Schedule 1.

- (2) The Authority may request that the application be accompanied by —
- (a) two copies of the aerodrome manual;
 - (b) a site plan for the aerodrome;
 - (c) an environmental impact assessment report;
 - (d) approval from any relevant authority;
 - (e) proof of financial capability;
 - (f) particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards; and
 - (g) fees as set out in Part 1 of Schedule 5; and

(3) Where the requirements under regulation 30 (2) are met, the Authority may amend an aerodrome certificate —

- (a) for a change in the use or operation of the aerodrome;
- (b) for a change in the boundaries of the aerodrome;

- (c) where the holder of the aerodrome certificate requests an amendment; or
- (d) where the Authority deems it necessary.

16. (1) The Authority may suspend a certificate where —

Suspension and
cancellation
of certificate

- (a) following a safety inspection or audit, it is evident that a holder of the certificate has not complied with these Regulations and has failed to remedy the non-compliance within a period of 30 days after the inspection;
- (b) the holder of the certificate prevents the Authority from carrying out a safety inspection or audit in accordance with these Regulations;
- (c) the holder of the certificate is under receivership, liquidation or bankruptcy proceedings; or
- (d) the Authority deems it necessary in the interest of aviation safety.

(2) The Authority may give notice in writing to the certificate holder, stating reasons for the suspension, and may suspend the certificate for a period not exceeding 30 days.

(3) A certificate holder who is notified of a suspension in subregulation (2) may submit a response in writing to the Authority within 14 days from receipt of the notice.

(4) Notwithstanding subregulation (3), the Authority may suspend any or all of the operations at an aerodrome pending receipt of a response from the holder of the certificate.

(5) A holder of a certificate which has been suspended may appeal against the suspension to the Appeals Tribunal within 30 days of the suspension of the certificate.

(6) Where a certificate holder makes an appeal under subregulation (5), he or she shall state in writing the reasons why in his or her opinion, the suspension of the certificate shall be varied or set aside.

(7) The Appeals Tribunal may vary or set aside the suspension made under subregulation (2) on the basis of the reasons given in the appeal under subregulation (5).

(8) The Authority may cancel the certificate where the holder does not appeal against the suspension of the licence in accordance with subregulation (5), and the Authority shall give the holder of the certificate reasons for such cancellation.

17. (1) An aerodrome certificate issued under these Regulations shall not be transferred without prior approval in writing of the Authority.

Transfer of
aerodrome
certificate

(2) A certificate holder shall apply to the Authority for an approval to transfer the certificate in Form E set out in Schedule 1.

(3) Any transfer of the certificate which is not done in accordance with subregulation (2) shall be void and of no effect.

(4) The Authority shall transfer an aerodrome certificate to a transferee where —

- (a) an aerodrome operator, at least 60 days before ceasing to operate the aerodrome, notifies the Authority in writing that he or she will cease to operate the aerodrome as of the date specified in the notice;
- (b) an aerodrome operator notifies the Authority in writing of the name of the transferee;
- (c) the transferee applies to the Authority in Form F set out in Schedule 1 within 60 days before the aerodrome operator ceases to operate the aerodrome, for the certificate to be transferred to him or her; and

Surrender of certificate	<p>(d) the requirements set out in regulation 21 are met.</p> <p>(5) An application referred to in subregulation (4) (c) shall include a copy of the notice referred to in subregulation (4) (a).</p>	
	<p>18. (1) Subject to subregulation (2), a certificate holder may surrender the certificate to the Authority at any time.</p>	
	<p>(2) A certificate holder who surrenders the certificate shall give the Authority not less than 60 days' notice in writing.</p>	
	<p>(3) The Authority shall cancel the certificate upon the expiry of the notice period in subregulation (2).</p>	
	<p>(4) Where, after the expiry of the period in subregulation (2), an aerodrome is abandoned or is not maintained in accordance with the conditions of the certificate, the holder of the certificate shall remove, obliterate or modify any marking in the aerodrome in a manner determined by the Authority.</p>	
Charges at certificated aerodromes	<p>(5) A holder of an aerodrome certificate which is suspended or cancelled shall within 30 days of the suspension or cancellation of the certificate, surrender it to the Authority.</p>	
	<p>19. (1) A certificate holder shall set charges for the use of the aerodrome or of any facilities provided at the aerodrome for the safety, security, efficiency or regularity of air navigation.</p>	
	<p>(2) Where required by the Authority, a certificate holder shall furnish particulars of the charges levied for the use of an aerodrome or the performance of services at the aerodrome.</p>	
	<p>(3) Notwithstanding subregulation (1), the Authority may where necessary, set the maximum charges which may be levied for the use of an aerodrome or the performance of services at the aerodrome, for a specified period of time.</p>	
	<p>(4) A certificate holder shall not cause or permit any charges to be made in contravention of subregulation (3).</p>	
Certificate register	<p>(5) A certificate holder shall cause the charges under subregulation (3) to be posted in a conspicuous place at the aerodrome.</p>	
	<p>20. (1) The Authority shall maintain a register of all certificates issued in accordance with these Regulations.</p>	
	<p>(2) The register shall contain —</p>	
	<p>(a) the full names of the holder of an aerodrome certificate;</p> <p>(b) the nationality of the certificate holder;</p> <p>(c) information concerning any change in the operational status of any existing facility, for the issue of a Notice to Airmen (NOTAM), set out in the Civil Aviation (Aeronautical Information Services Regulations);</p>	
	<p>(d) the name and location of the aerodrome for which a certificate is issued;</p> <p>(e) the number of the certificate;</p> <p>(f) the validity of the certificate; and</p> <p>(g) any other relevant information.</p>	
Cap 71:01 (Sub. Leg.)	<p>21. An aerodrome operator shall —</p>	
	<p>(a) in the case of a certificate to operate an aerodrome for public use make a notice of the times during which the aerodrome is to be available for take-off and landing of aircraft for public transport or instruction in flying;</p>	
	<p>(b) upon request by an authorised person, furnish information concerning the terms of the certificate; and</p>	
	Notification of information and promulgation of certification status	

- (c) ensure that the certification status of the aerodrome shall be promulgated in the Aeronautical Information Publication (AIP).

PART III — *Licensing of Aerodromes*

22. This Part shall apply to aerodromes in category I except where otherwise specified.

Application of part III

23. (1) A person shall not operate an aerodrome without a licence issued by the Authority.

Application for a licence

(2) A person shall make an application to the Authority for an aerodrome licence in Form G set out in Schedule 1.

(3) An application under subregulation (2) shall be accompanied by —

- (a) an aerodrome manual;
- (b) a site plan for the aerodrome;
- (c) an environmental impact assessment report;
- (d) approval from any relevant authority;
- (e) particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards; and
- (f) fees as set out in Part 2 of Schedule 5.

24. (1) A licence may be issued subject to conditions set out in Schedule 4.
(2) The Authority shall endorse on a licence the conditions for use of an aerodrome and any other details as may be deemed necessary by the Authority.

Conditions for issuance of licence

(3) Where an applicant requests, or the Authority considers that an aerodrome shall be available for public use, a licence may be issued subject to a condition that the aerodrome shall at all times be available to any person on equal terms and conditions.

(4) Notwithstanding subregulation (3), an aerodrome operator may refuse an aircraft from using the aerodrome except in an emergency situation.

25. (1) The Authority shall issue a licence in Form H set out in Schedule 1 where the Authority is satisfied that —

Issuance of licence

- (a) an applicant is competent to operate an aerodrome on consideration of the previous conduct and experience of the applicant, the equipment, organisation, staffing, maintenance and other arrangements of the applicant;
- (b) the physical characteristics of the aerodrome and its surroundings are safe for use by an aircraft; and
- (c) an applicant for a licence complies with the applicable security regulations as prescribed by the Authority.

(2) The Authority shall issue a licence subject to compliance with —

- (a) these Regulations;
- (b) standards set out by the Authority in the Aeronautical Information Circular and Aeronautical Information Publication; and
- (c) any other condition as may be specified or notified by the Authority in accordance with safety audit and inspection.

(3) Where the Authority refuses to grant an applicant a licence, the Authority shall notify the applicant in writing, of the reasons for the refusal not later than 14 days after making that decision.

(4) The Authority shall, following the issuance of a licence, carry out a surveillance inspection to ensure continuing validity of the licence and capacity of the aerodrome operator to maintain safe and regular operation of the aerodrome and its associated facilities and services.

Breach of licensing requirements	<p>26. (1) A breach by an aerodrome operator of any condition to which a licence is issued shall render the licence invalid.</p> <p>(2) Notwithstanding subregulation (1), the Authority shall impose operating restrictions or sanctions on a licensed aerodrome in the event of non-conformance with the licensing requirements or any unresolved safety concerns.</p>
Specifications of aerodrome licence	<p>27. A licence shall specify —</p> <ul style="list-style-type: none"> (a) the category of an aerodrome and the aerodrome reference code; (b) restrictions, if any, relating to non-compliance with, or deviations from the appropriate aerodrome design, operation or equipment standards; and (c) the period of validity of the licence.
Validity of licence	<p>28. (1) A licence issued under these Regulations shall be valid for a period of one year unless the licence is suspended, cancelled or revoked in accordance with these Regulations.</p> <p>(2) A holder of an aerodrome licence which is suspended or cancelled shall within 30 days of the suspension or cancellation, surrender the licence to the Authority.</p> <p>(3) Notwithstanding subregulation (2), where an aerodrome licence is suspended for a period of less than 30 days, a holder of the licence shall surrender the licence immediately after the suspension.</p>
Renewal of licence	<p>29. (1) An applicant shall make an application to the Authority for the renewal of a licence in Form I set out in Schedule 1.</p> <p>(2) An application under subregulation (1) shall be accompanied by —</p> <ul style="list-style-type: none"> (a) an aerodrome manual where significant changes have been made following the initial licensing; (b) particulars of deviations, if any, from the appropriate design, operation or equipment standards; and (c) renewal fees as set out in Part 2 of Schedule 5. <p>(3) An application for renewal of a licence shall be submitted 60 days before the expiry of the licence.</p> <p>(4) Where the Authority considers an application for the renewal of a licence, the renewal shall be in compliance with —</p> <ul style="list-style-type: none"> (a) these Regulations; (b) standards set out by the Authority in the Aeronautical Information Circular and Aeronautical Information Publication; and (c) any other conditions as may be specified or notified by the Authority as determined by safety inspections and audit procedures by the Authority, before the renewal of the licence.
Amendment of licence	<p>30. (1) An applicant shall make an application to the Authority for an amendment of a licence in Form J set out in Schedule 1.</p> <p>(2) The Authority may request the applicant to submit together with the application under subregulation (1), the following —</p> <ul style="list-style-type: none"> (a) an aerodrome manual; (b) a site plan for the aerodrome; (c) an environmental impact assessment report; (d) an approval from any relevant authority; (e) particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards; or (f) fees as set out in Part 1 of Schedule 5. <p>(3) The Authority may, provided that the requirements under this regulation, are met, where necessary, amend a licence —</p>

- (a) for a change in the use or operation of an aerodrome;
- (b) for a change in the boundaries of the aerodrome;
- (c) where a holder of the licence requests an amendment; or
- (d) where the Authority deems it necessary to do so.

31. (1) The Authority may suspend an aerodrome licence where —

Suspension and
cancellation
of licence

- (a) after a safety inspection or audit, it is evident that a licence holder has not complied with the requirements under these Regulations, and has failed to remedy the non-compliance within a period of 30 days after the inspection;
- (b) the licence holder prevents the Authority from carrying out a safety inspection or audit in accordance with these Regulations; or
- (c) the licence holder is under receivership, liquidation or bankruptcy proceedings.

(2) The Authority shall give notice in writing to the licence holder stating reasons of the suspension, and the authority may suspend the licence for a period not exceeding 60 days.

(3) A licence holder who is notified of a suspension in subregulation (2) may submit a response in writing to the Authority within 14 days from the date of the notice.

(4) Notwithstanding subregulation (3), the Authority may suspend any or all of the operations at an aerodrome pending receipt of a response from the licence holder.

(5) A holder of a licence which has been suspended may appeal against the suspension to the Appeals Tribunal within 30 days of suspension of the licence.

(6) Where a licence holder makes an appeal under subregulation (5), he or she shall state in writing the reasons why in his or her opinion, the suspension of the licence shall be varied or set aside.

(7) Where an aerodrome licence is suspended, the holder of a licence shall

- (a) surrender the licence immediately, where the suspension is for a period of less than 30 days; or
- (b) surrender the licence within 14 days, where the suspension is for a period of more than 30 days.

(8) The Authority may cancel the licence where the holder does not appeal against the suspension of the licence in accordance with subregulation (5), and the Authority shall give the holder of the certificate reasons for such cancellation.

(9) A holder of an aerodrome licence which is cancelled shall within 30 days of the cancellation, surrender the licence to the Authority.

32. (1) Subject to subregulation (2), a licence holder may surrender the licence to the Authority at any time.

Surrender
of licence

(2) A licence holder who surrenders the licence shall give the Authority at least 30 days' notice in writing, before the date on which the licence is to be surrendered.

(3) The Authority shall cancel the licence upon the expiry of the period of notice under subregulation (2).

(4) Where, after the expiry of the period in subregulation (2), an aerodrome is abandoned or is not maintained in accordance with the conditions of the licence, the holder of the licence shall remove, obliterate or modify the markings made on the aerodrome.

Charges at licensed aerodromes

33. (1) A licence holder shall set charges for the use of the aerodrome or of any facilities provided at the aerodrome for the safety, security, efficiency or regularity of air navigation.

(2) Where required by the Authority, a licence holder shall, furnish particulars of the charges levied for the use of an aerodrome or the performance of services at the aerodrome.

(3) Notwithstanding subregulation (1), the Authority may where necessary, set maximum charges which may be levied for the use of an aerodrome or the performance of services at the aerodrome.

(4) A licence holder shall not cause or permit any charges to be made in contravention of subregulation (3).

(5) A holder of a licence of an aerodrome shall cause the set charges under subregulation (3) to be posted in a conspicuous place at the aerodrome.

Transfer of aerodrome licence

34. (1) An aerodrome licence issued under these Regulations shall not be transferable and any purported transfer of a controlling interest in the operation of an aerodrome shall be void and of no effect.

(2) For the purposes of this regulation, transfer of a controlling interest in the operations of an aerodrome includes a transfer of the aerodrome licence.

Registered and licensed aerodromes register

35. (1) The Authority shall maintain an aerodrome register for all licences issued or aerodromes registered in accordance with these Regulations.

(2) The register shall contain —

(a) the full names of the licence holder;

(b) the nationality of the licence holder;

(c) the postal, telephone, facsimile and e-mail addresses of the holder of a licence;

(d) the name and location of the aerodrome for which the aerodrome is registered and a licence is issued;

(e) the number of the licence;

(f) the date on which the licence was issued or the aerodrome was registered; and

(g) any other relevant information.

Notification and furnishing of information

36. An aerodrome operator shall —

(a) in the case of a licence to operate an aerodrome for public use, make a notification of the time during which the aerodrome is available for takeoff or landing of an aircraft for public transport or instruction in flying; and

(b) upon request, furnish an authorised person with information concerning the terms of the aerodrome licence.

Aerodrome certification continued oversight

37. (1) An aerodrome operator shall maintain an aerodrome certification or licensing status through aerodrome certification, safety assessments and aerodrome compatibility studies.

(2) The aerodrome operational management requirements shall be in accordance with regulation 12 (1).

(3) The procedure under subregulations (1) and (2) shall be as set out in the Civil Aviation PANS-Aerodromes.

Enforcement

38. (1) The Authority shall take an enforcement action on an operator of any aerodrome or regulated entity that fails to comply with the provisions of these Regulations.

(2) An inspector of the Authority holding a valid delegation shall take necessary action to preserve safety where an undesirable condition has been detected.

(3) The action referred to under subregulation (2) may include in the case of —

- (a) a regulated entity, the imposition of operating restrictions until such a time that the existing undesirable condition has been resolved; and
- (b) licensed personnel, require that the individual does not exercise the privileges of the licence or certificate until such a time that the undesirable condition has been resolved.

(4) When carrying out the enforcement action pursuant to subregulation (2), the inspector of the Authority shall invoke his or her power with due care and act in good faith in the interest of preserving safety.

PART IV — Clearance of Obstacles

39. This Part shall apply to all obstacles of a maximum height of 33 meters or where the site elevation is higher than the established aerodrome elevation.

Application of Part IV

40. (1) An applicant shall apply to the Authority for an obstacle clearance in Form K set out in Schedule 1.

Application for an obstacle clearance

(2) An application under subregulation (1) shall be accompanied by —

- (a) proof of ownership of the site;
- (b) a site plan for the obstacle with coordinates in WGS 84 format and height of mast (obstacle);
- (c) an environmental impact assessment report in case of a permanent obstacle;
- (d) payment of fees as set out in Part 3 of Schedule 5; and
- (e) an approval from Botswana Communications Regulatory Authority in case of a telecommunications mast.

(3) The Authority shall following clearance of the obstacle, carry out a surveillance inspection to ensure that there is continued compliance with the conditions set for obstacle clearance.

(4) The Authority shall impose an administrative fine to the applicant as set out by the Authority in the Aeronautical Information Publication or Aeronautical Information Circular for failing to comply with the conditions set for obstacle clearance.

PART V — Registration of Aerodrome

41. This Part shall apply to Category F Aerodromes except where otherwise specified.

Application of Part V

42. (1) A person shall not operate an aerodrome without a registration permit issued by the Authority.

Application for registration of aerodrome

(2) A person shall apply to the Authority for registration of an aerodrome, in Form L set out in Schedule 1.

(3) An application under subregulation (2) shall be accompanied by —

- (a) a site plan for the aerodrome;
- (b) an environmental impact assessment report;
- (c) approval from any relevant authority; and
- (d) proof of ownership of the site.

(4) The Authority shall impose an administrative fine to the applicant as set out by the Authority in the Aeronautical Information Publication or Aeronautical Information Circular for failing to comply with the conditions set for the registration of an aerodrome.

Aerodrome
registration
permit

43. (1) The Authority shall upon a successful application issue a registration permit in Form M set out in Schedule 1:

Provided that —

- (a) the physical characteristics of the aerodrome and its surroundings are safe for use by an aircraft; and
- (b) the issuance is subject to compliance with these Regulations and standards determined by the Authority and any other condition as may be specified or notified by the Authority in accordance with safety inspection.

(2) Where the Authority refuses to grant a registration permit to an applicant, the Authority shall notify the applicant in writing, of the reasons for the refusal within 14 days after the refusal.

(3) Where the Authority issues a registration permit, the Authority shall carry out a surveillance inspection to ensure continuing validity of the registration permit and capacity of the aerodrome operator to maintain a safe and regular operation of the aerodrome and its associated facilities and services.

Validity of
registration
permit

44. (1) A registration permit issued under these Regulations shall be valid for a period of three years unless the Authority suspends, cancels or revokes it in accordance with these Regulations.

(2) A person may make an application to the Authority for the renewal of the registration permit in Form N set out in Schedule 1, and the application shall be accompanied by charges as set in the Aeronautical Information Publication or Aeronautical Information Circular.

(3) A holder of an aerodrome registration permit which is suspended or cancelled shall within 30 days of such suspension or cancellation, surrender the registration permit to the Authority.

(4) Notwithstanding subregulation (3), where an aerodrome registration permit is suspended for a period of less than 30 days, the permit holder shall surrender the permit immediately.

PART VI — *Aerodrome Manual*

Application
of Part VI

45. This Part shall apply to all aerodromes except for registered aerodromes as set out in Schedules 2 and 3.

Requirements
for aerodrome
manual

46. (1) Where a person makes an application for an aerodrome certificate or licence, the person shall submit to the Authority the application accompanied by an aerodrome manual for approval.

(2) The aerodrome manual shall —

- (a) be typewritten or printed;
- (b) be signed by the operator;
- (c) be in a format that is easy to revise;
- (d) have a system for recording the current pages and any amendments, including a page for logging revisions; and
- (e) be organised in a manner that facilitates the preparation, review and approval processes.

(3) An aerodrome operator shall keep at least one approved copy of the aerodrome manual at the aerodrome, and one copy at the principal place of business of the operator where the principal place of the business of the operator is different from the aerodrome.

Information to
be included in
an aerodrome
manual

47. (1) An aerodrome manual shall contain information and instructions necessary to enable an employee of an aerodrome to perform his or her duties.

(2) Notwithstanding subregulation (1), a manual for an aerodrome in category H shall include the particulars provided in Schedule 4.

(3) Where a person is given an exemption in accordance with these Regulations, the aerodrome manual shall show —

- (a) the exemption notice number given for the exemption by the Authority;
- (b) the date the exemption came into effect; and
- (c) any condition or procedure subject to which the exemption was granted.

48. (1) For the purpose of maintaining the accuracy of the information in an aerodrome manual —

- (a) an aerodrome operator shall whenever necessary, amend the aerodrome manual; or
- (b) the Authority may issue a written directive requiring the aerodrome operator to alter or amend the aerodrome manual.

(2) Notwithstanding subregulation (1), an aerodrome operator shall submit the proposed amendment to the Authority for approval before the aerodrome manual is amended.

(3) The Authority shall approve the amendment made to an aerodrome manual where the amendment meets the requirements of these Regulations.

49. (1) A person shall apply to the Authority for an exemption for accuracy and compliance.

(2) The Authority shall conduct an initial review in accordance with Civil Aviation (Aerodromes Design and Operations) Regulations.

(3) The Authority shall after an initial review in accordance with subregulation (2), conduct an evaluation of an application to determine whether —

- (a) a proposal by the applicant provides a level of safety equivalent to that established by the regulation from which the exemption is sought;
- (b) a grant of the exemption would contravene the applicable standards; and
- (c) the request shall be granted or refused, and any conditions or limitations that may be part of the exemption.

(4) Where the Authority determines that the application for an exemption meets the requirements under this Part, and that an evaluation of the application's merits are justified, the Authority shall notify and may publish in the Gazette or at least one local daily newspaper of wide circulation, a detailed summary of the application, for public comment, specifying the date by which the comments are to be received by the Authority for consideration.

(5) The Authority shall inform the applicant in writing and publish a detailed report of the Authority's evaluation and decision to grant or deny the application for an exemption.

(6) The Authority shall upon a successful application by an applicant, issue an exemption.

(7) The report under subregulation (5) shall specify the duration of the exemption and any condition or limitation of the exemption.

(8) Where the applicant does not meet the requirements under these Regulations, the Authority shall in accordance with subregulation (5) inform the applicant and no further action shall be taken on that application.

(9) Where the Authority issues an exemption under subregulation (6), and the exemption affects a significant population of the aviation industry in Botswana, the Authority shall publish the report in the Aeronautical Information Circular.

Amendment of
an aerodrome
manual

Application
for exemption

(Cap. 71:01
Sub. Leg.)

PART VII — *Offences, Penalties and Savings*

Offences and penalties

50. (1) A person who contravenes any provision under these Regulations commits an offence and is liable to a fine or imprisonment or both.

(2) A person who commits an offence under subregulation (1) shall be liable to a fine of not more than P2 000 000 or to imprisonment for a term not exceeding six months, or to both.

(3) Where a person continues a contravention under these Regulations, each day of the contravention shall constitute a separate offence, and such person shall be liable to a fine of not more than P50 000 for each day the offence continues:

Provided that the total amount for the further fine does not exceed P 2 000 000.

(4) In addition, a person who contravenes any provision of these Regulations may have his or her certificate, licence, approval, authorisation or such other document, revoked or suspended.

(5) Where the Authority proves that an act or omission by a person, which would otherwise have been a contravention by that person of a provision under these Regulations, was due to any cause not avoidable by the exercise of reasonable care by that person, the act or omission shall be deemed not to be a contravention of that provision by that person.

Savings and transition

51. A licence, certificate, approval or any other document issued to an aerodrome operator prior to the commencement of these Regulations shall continue in force as if it was issued under these Regulations until it expires or is cancelled by the Authority.

SCHEDULES

SCHEDULE 1



CAAB-AGA-01

FORM A

Application for aerodrome certificate
(Regulation 8 (2))

1. Particulars of the applicant

Full Names:

Address:

.....

.....

..... Postal Code:

.....

Position:

.....

Telephone: Fax: E-mail Address:

.....

2. Particulars of the aerodrome site

Aerodrome Name:

.....

.....

Real Property Description:

.....

.....

.....

.....

.....

Geographical Coordinates of the Aerodrome Reference Point:

Latitude: Longitude:

.....

(in degrees, minutes and tenths of minutes and in WGS-84 format)

3. Is the applicant the owner of the Aerodrome Site?

Yes/No (enclose proof of ownership)

If No, please provide:

(a) Details of rights held in relation to the site; and

(b) Name and address of the owner of the site and written evidence that permission has been obtained for the site to be used by the applicant as an aerodrome.

4. Details of aerodrome

Intended commencement date of aerodrome operations:

Operating hours:

Largest type of aircraft expected to operate at aerodrome:

Intended aerodrome reference code:

Intended type of runway: Non-instrument/Non-precision

Precision CAT I CAT II CAT III

Annual aerodrome traffic forecast:

Intended rescue & fire-fighting category:

5. Is the aerodrome to be used for regular public transport operations?

Yes/No

6. Details to be shown on the aerodrome certificate

Aerodrome Name:

Aerodrome Operator:

Address:

.....
.....

Aerodrome Category

7. Application for new certificates and certificate amendments shall be accompanied by the following: (Part 7 is not applicable in case of certificate renewal) —

- three hard copies and three soft copies (3 CDs) of the aerodrome manual;
- a plan for the aerodrome;
- an environmental impact assessment report;
- approval from any relevant authority;
- proof of financial capability to operate an aerodrome safely;
- particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards;

- proof of financial capability to operate an aerodrome safely;
- particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards;

- particulars of the airspace classification requirements; and
- a topographical map of the proposed aerodrome site as specified by the Authority, indicating contours at one meter intervals.

On behalf of the Aerodrome Operator shown above, I hereby apply for a certificate to operate the aerodrome.

My authority to act on behalf of the applicant is:.....
.....

Signature of the Applicant:..... Date:

Name of person making the declaration:

FORM B

Aerodrome Certificate
(Regulation 12 (1))

Aerodrome Certificate No.: Expiry Date:

Name of Aerodrome:

Aerodrome Category:

Location of Aerodrome:

Name and Address of Aerodrome Operator:
.....

1. The Civil Aviation Authority, through the Chief Executive Officer, or his or her delegated authority, acting under the Civil Aviation Act, having –

- (a) been satisfied that the Aerodrome Operator is competent to operate and maintain its Aerodrome properly, such that it is safe for use by aircraft;
- (b) accepted that the Aerodrome Operations Manual submitted is accurate and complies with the requirements under the Civil Aviation (Certification and Licensing of Aerodromes) Regulations;
- (c) checked that the Aerodrome Operator's aerodrome facilities, services and equipment comply with the standards specified in the Botswana Manual of Implementing Aerodromes Standards;
- (d) checked that the Aerodrome Operator's aerodrome operating procedures make satisfactory provision for the safety of aircraft; and
- (e) been satisfied that an acceptable safety management system is in place at the Aerodrome

Operator's aerodrome, in exercise of the power contained in Civil Aviation (Certification and Licensing of Aerodromes) Regulations, hereby certifies the above-mentioned aerodrome to be used as a place for the take-off and landing of aircraft, or for such purposes as may be specified by the Chief Executive Officer, or his or her delegated authority, subject to the conditions listed in the schedule in the overleaf.

2. The aerodrome certificate shall not be transferable to any person without the prior approval in writing of the Authority, and any purported transfer of an aerodrome certificate shall be void and of no effect.

CAAB Authorised Signature

Date.....

Official Stamp



CAAB-AGA-03

FORM C

Application for renewal of aerodrome certificate
(Regulation 14 (1))

1. Particulars of the applicant

Full Names:

Address:
.....
..... Postal Code:

Position:

Phone:..... Fax:..... E-mail Address:

2. Particulars of the aerodrome site

Aerodrome Name:

Real Property Description:
.....
.....
.....

Geographical Coordinates of the Aerodrome Reference Point:

Latitude: Longitude:
(in degrees, minutes and tenths of minutes and in WGS-84 format)

3. Is the applicant the owner of the Aerodrome Site?

Yes/No (enclose proof of ownership)

If No, please provide:

- (a) Details of rights held in relation to the site; and
- (b) Name and address of the owner of the site and written evidence that permission has been obtained for the site to be used by the applicant as an aerodrome.

4. Details of aerodrome

Intended commencement date of aerodrome operations:

Operating hours:

Largest type of aircraft expected to operate at aerodrome:

Intended aerodrome reference code:

Intended type of runway: Non-instrument/Non-precision

Precision CAT I CAT II CAT III

Annual aerodrome traffic forecast:

Intended rescue & fire-fighting category:

5. Is the aerodrome to be used for regular public transport operations?

Yes/No

6. Details to be shown on the aerodrome certificate

Aerodrome Name:

Aerodrome Operator:

Address:

Aerodrome Category

7. An application for the renewal of a certificate shall be accompanied by —

- three hard copies and three soft copies (3 CDs) of the aerodrome manual;
- proof of financial capability to operate an aerodrome safely; and
- particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards.

On behalf of the Aerodrome Operator shown above, I hereby apply for a certificate to operate the aerodrome.

My authority to act on behalf of the applicant is:

Signed: Date:

Name of person making the declaration:



CAAB-AGA-04

FORM D

Application for amendment of aerodrome certificate
(Regulation 15 (1))

1. Particulars of the applicant

Full Names:

Address:

.....

..... Postal Code:

Position:

Telephone:..... Fax:..... E-mail:

2. Particulars of the aerodrome site

Aerodrome Name:

Real Property Description:

.....

.....

.....

Geographical Coordinates of the Aerodrome Reference Point:

Latitude: Longitude:

(in degrees, minutes and tenths of minutes and in WGS-84 format)

3. Is the applicant the owner of the Aerodrome Site?

Yes/No (enclose proof of ownership)

If No, please provide:

- (a) Details of rights held in relation to the site; and
- (b) Name and address of the owner of the site and written evidence that permission has been obtained for the site to be used by the applicant as an aerodrome.

4. Details of aerodrome

Intended commencement date of aerodrome operations:

Operating hours:

Largest type of aircraft expected to operate at aerodrome:.....

Intended aerodrome reference code:

Intended type of runway: Non-instrument/Non-precision

Precision CAT I CAT II CAT III

Annual aerodrome traffic forecast:

Intended rescue & fire-fighting category:

5. Is the aerodrome to be used for regular public transport operations?

Yes/No

6. Details to be shown on the aerodrome certificate

Aerodrome Name:

Aerodrome Operator:

Address:.....

Aerodrome Category

7. Application for new certificates and certificate amendments shall be accompanied by the following: (Part 7 is not applicable in case of certificate renewal) —

- three hard copies and three soft copies (3 CDs) of the aerodrome manual;
- a plan for the aerodrome;
- an environmental impact assessment report;
- approval from any relevant authority;
- proof of financial capability to operate an aerodrome safely;
- particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards;

- proof of financial capability to operate an aerodrome safely;
- particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards;

- particulars of the airspace classification requirements; and
- a topographical map of the proposed aerodrome site as specified by the Authority, indicating contours at one meter intervals.

On behalf of the Aerodrome Operator shown above, I hereby apply for a certificate to operate the aerodrome.

My authority to act on behalf of the applicant is:

Signed: Date:

Name of person making the declaration:



CAAB-AGA-05

FORM E
Application for approval to transfer aerodrome certificate
(Regulation 17 (2))

APPLICANT DETAILS

Name of applicant:

Organisation:

Address of applicant:

.....

.....

Telephone: Website:

Fax: E-mail Address :

AERODROME DETAILS (as required to be shown on the certificate)

Name of Aerodrome or Proposed Aerodrome:

ICAO Identifier:

Telephone:

Fax:

Website:

E-mail Address:

Position of aerodrome relative to nearest settlement:

WGS84 Latitude and Longitude of aerodrome (ARP):

Local Grid Reference:

AERODROME SERVICE PROVISION

Please indicate which services are to be provided at the aerodrome:

Air Traffic Services

Instrument Flight Procedures

5. REASON FOR CERTIFICATION

International Flights

Flight Training

Commercial Air Transport

Other

6. AERODROME ACTIVITIES

All applicants must complete this section unless applying to SURRENDER an Aerodrome Certificate

Which flight regime is to be certificated? (IFR will include VFR) IFR YES VFR

Is the aerodrome intended to be used at night? NO YES

Is aeronautical ground lighting to be provided? NO YES

Level of Air Traffic Control service to be provided (select one):
Air Traffic Control Service

Flight Information Service

Highest Rescue and Fire Fighting Service category to be provided:

Instrument Flight Procedures to be provided (select all that apply):
STAR SID

Non-precision Approach (VOR/DME, NDB)

Precision Approach (ILS, GBAS)

Low Visibility Approach (e.g. Cat II, III)

RNAV/PBN Approach

Circling Approach

Arc non-standard procedures required (e.g. steep approach, emergency turn, etc.)?

NO

YES

Signed: Date:



CAAB-AGA-06

FORM F

Application for transfer of certificate by transferee
(Regulation 17 (4) (c))

PART I – Attached hereto is the Aerodrome Certificate of:

Aerodrome Coordinates (WGS 84) Format: _____

Aerodrome Category: _____ Certificate Number: _____

The Operator above is transferring the certificate: _____
(Name of Aerodrome)

Former Aerodrome Operator: _____ Signature _____
(Full Names)

PART II – Operator transferring the certificate must complete this section.

Check one: Issue my certificate to Operator listed in Part III

Signature of Certificate Holder: _____

Physical Address: _____

Mailing Address: _____

Home telephone: _____ Mobile telephone: _____ Work telephone: _____

E-mail Address: _____

PART III

I accept the responsibility for the conditions of the above certificate and give consent to operate the aerodrome:

Prospective Aerodrome Operator: _____
(Full Names)

Physical Address: _____

Mailing Address: _____

Home telephone: _____ Mobile telephone: _____ Work telephone: _____

E-mail Address: _____

Identity/Passport Number: _____ Signature: _____ Date: _____



CAAB-AGA-07

FORM G

Application for aerodrome licence
(Regulation 23 (2))

Applicant must note the following:

- (a) An application for the issuing of an aerodrome licence, or an amendment thereof, must comply with the provisions of Part III.
- (b) An application for the renewal of an aerodrome licence must comply with the provisions of Part III.
- (c) Section 1 of this form must be completed in all cases.
- (d) All other sections must be completed if applicable to the specific application.
- (e) The original application must be submitted to the CEO of Civil Aviation Authority of Botswana.
- (f) Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.

SECTION 1. PARTICULARS REGARDING THE APPLICANT

1.1 Full name of Applicant:

1.2 (a) Aerodrome Name:.....

(b) Geographical Position South:..... East:.....

1.3 Physical address: 1.4 Postal address:

1.5 Telephone number:..... 1.6 Telefax number:.....

1.7 Mobile telephone number:..... 1.8 E-mail Address:.....

1.9 Legal status of applicant/holder (individual/close corporation/company/trust/other – specify):.....

1.10 Registration number in the case of a close corporation/company/trust:

1.11 Full particulars in respect of the individual/each responsible director/shareholder/partner member/office bearer:

Name	Position	Identity	Nationality	Country	Permanent residence
------	----------	----------	-------------	---------	---------------------

1.13 Are you the owner of the aerodrome site?

- (a) If yes, please enclose documents of ownership; and
- (b) If not, please enclose any documented rights you hold over the site.

SECTION 2. AERODROME LICENCE

2.1 (a) Proposed name for aerodrome:.....

(b) Category aerodrome applied for:

2.2 (a) For what purpose is the aerodrome intended?.....

.....

(b) Operational hours:

2.3 (a) Geographical Position:

South°-,'-,....." East.....°-,.....'-,....."

(b) Elevation.....m

(c) Direction and distance from nearest populous area City/Town/ Village.....

(d) Name of and distance from the nearest aerodrome

2.4 (a) Runway particulars: length.....width:

(b) Runway Plan Attached Yes: No:

2.5 Aerodrome Facilities in place —

(a) Fire extinguishing service:

(b) First Aid:

(c) Rescue equipment:

(d) Fuel (type):

(e) Perimeter fence type:

(f) Other facilities:

2.6 Supporting documents:

Mark the appropriate block

- Aerodrome manual
- Environmental impact report
- Consent Letter from Ministry responsible for lands where the aerodrome site is on State Land
- Consent Letter from Local Land Board and Tribal Authority where the aerodrome site is on tribal land

Consent letter from the Director of the Department responsible for environmental affairs

Consent letter from the Director of the Department responsible for wildlife and national parks

Consent letter from the District Commissioner

Plans of the aerodrome

Signature of Applicant:

Date:



CAAB-AGA-08

FORM H

Aerodrome Licence
(Regulation 25 (1))

Pursuant to Part III of Civil Aviation (Certification and Licensing of Aerodromes) Regulations, the Chief Executive Officer of the Civil Aviation Authority of Botswana hereby grants the following licence, subject to the conditions attached:

- 1. Licence number: 2. Expiry date:
- 3. Aerodrome Category:
- 4. Description of aerodrome:
- 5. Name of holder:
- 6. Special Restrictions:

The aerodrome shall be available for appropriate use by aircraft of maximum take-off mass not exceedingkg, and shall only be available for use by air traffic.

7. Aerodromes Inspectorate:

I..... hereby certify that the holder of this licence has been duly licensed in accordance with Part III of the Civil Aviation (Certification and Licensing of Aerodromes) Regulations

Signature: Date:

FORM I

Application for renewal of licence
(Regulation 29 (1))

Applicant must note the following:

- (a) An application for the issuing of an aerodrome licence, or an amendment thereof, must comply with the provisions of Part III.
- (b) An application for the renewal of an aerodrome licence must comply with the provisions of Part III.
- (c) Section 1 of this form must be completed in all cases.
- (d) All other sections must be completed if applicable to the specific application.
- (e) The original application must be submitted to the CEO of Civil Aviation Authority of Botswana.
- (f) Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.

SECTION 1. PARTICULARS REGARDING THE APPLICANT

1.1 Full name of Applicant:

1.2 (a) Aerodrome Name.....

(b) Geographical Position South.....East.....

1.3 Physical address:..... 1.4 Postal address:.....

1.5 Telephone number:..... 1.6 Telefax number:.....

1.7 Mobile telephone number:..... 1.8 E-mail Address:.....

1.9 Legal status of applicant/holder (individual/close corporation/company/trust/other — specify):.....

1.10 Registration number in the case of a close corporation/company/trust:

1.11 Full particulars in respect of the individual/cach responsible director/shareholder/partner/member/office bearer:

Name	Position	Identity number	Nationality	Country of number permanent residence
------	----------	-----------------	-------------	---------------------------------------

1.13 Are you the owner of the aerodrome site?

- (a) If yes, please enclose documents of ownership; and
- (b) If not, please enclose any documented rights you hold over the site.

SECTION 2. AERODROME LICENCE

2.1 (a) Proposed name for aerodrome.....

(b) Category aerodrome applied for:

2.2 (a) For what purpose is the aerodrome intended?.....
.....

(b) Operational hours:

2.3 (a) Geographical Position:

South°-,'-,” East.....°-,'-,”

(b) Elevation.....m

(c) Direction and distance from nearest populous area City/Town/ Village.....
.....

(d) Name of and distance from the nearest aerodrome

2.4 (a) Runway particulars: length.....width.....

(b) Runway Plan Attached Yes..... No.....

2.5 Aerodrome Facilities in place ---

(a) Fire extinguishing service

(b) First Aid

(c) Rescue equipment.....

(d) Fuel (type).....

(e) Perimeter fence type.....

(f) Other facilities.....

2.6 Supporting documents:

Mark the appropriate block

- Aerodrome manual
- Environmental impact report
- Consent Letter from Ministry responsible for lands where the aerodrome site is on State Land

- Consent Letter from Local Land Board and Tribal Authority where the aerodrome site is on tribal land

- Consent letter from the Director of the Department responsible for environmental affairs
- Consent letter from the Director of the Department responsible for wildlife and national parks

- Consent letter from the District Commissioner
- Plans of the aerodrome

Signature of Applicant..... Date.....



FORM J

Application for amendment of licence
(Regulation 30 (1))

Applicant must note the following:

- (a) An application for the issuing of an aerodrome licence, or an amendment thereof, must comply with the provisions of Part III.
- (b) An application for the renewal of an aerodrome license must comply with the provisions of Part III.
- (c) Section 1 of this form must be completed in all cases.
- (d) All other sections must be completed if applicable to the specific application.
- (e) The original application must be submitted to the CEO of Civil Aviation Authority of Botswana.
- (f) Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.

SECTION 1. PARTICULARS REGARDING THE APPLICANT

- 1.1 Full name of Applicant:
- 1.2 (a) Aerodrome Name:.....
- (b) Geographical Position South:East:.....
- 1.3 Physical address:..... 1.4 Postal address:.....
- 1.5 Telephone number:..... 1.6 Telefax number:.....
- 1.7 Mobile telephone number:..... 1.8 E-mail Address:.....
- 1.9 Legal status of applicant/holder (individual/close corporation/company/trust/other — specify):
- 1.10 Registration number in the case of a close corporation/company/trust:
- 1.11 Full particulars in respect of the individual/each responsible director/shareholder/partner/member/office bearer:

Name	Position	Identity number	Nationality	Country of number	permanent residence
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1.13 Are you the owner of the aerodrome site?

(a) If yes, please enclose documents of ownership; and

(b) If not, please enclose any documented rights you hold over the site.

SECTION 2. AERODROME LICENCE

2.1 (a) Proposed name for aerodrome:.....

(b) Category aerodrome applied for:

2.2 (a) For what purpose is the aerodrome intended?.....

.....

(b) Operational hours:

2.3 (a) Geographical Position:

South°-,'-,” East.....°-,'-,”

(b) Elevation:m

(c) Direction and distance from nearest populous area City/Town/ Village:

(d) Name of and distance from the nearest aerodrome:

2.4 (a) Runway particulars: length.....width:.....

(b) Runway Plan Attached Yes:.....No:.....

2.5 Aerodrome Facilities in place ---

(a) Fire extinguishing service:

(b) First Aid:

(c) Rescue equipment:.....

(d) Fuel (type):.....

(e) Perimeter fence type:.....

(f) Other facilities:.....

2.6 Supporting documents:

Mark the appropriate block

- Aerodrome manual
- Environmental impact report
- Consent Letter from Ministry responsible for lands where the aerodrome site is on State Land

- Consent Letter from Local Land Board and Tribal Authority where the aerodrome site is on tribal land
- Consent letter from the Director of the Department responsible for environmental affairs

- Consent letter from the Director of the Department responsible for wildlife and national parks

- Consent letter from the District Commissioner
- Plans of the aerodrome

SECTION 3. AMENDMENT OF AERODROME LICENCE

3.1 Licence number:

3.2 Expiry date:

3.3 Particulars of amendments applied for:

3.4 Particulars of non-compliance with or deviations from aerodrome design, operation or equipment standards in respect of amendments applied for:

3.5 Particulars of non-compliance with or deviations from airspace classification requirements in respect of amendments applied for:

3.6 Supporting documents:

Mark the appropriate block

- Amended Aerodrome Operations Manual
- Consent Letter from the Ministry responsible for lands where the aerodrome site is on State Land
- Consent Letter from Local Land Board and Tribal Authority where the aerodrome site is on tribal land
- Consent letter from the Director of the Department responsible for environmental affairs
- Consent letter from the Director of the Department responsible for wildlife and national parks
- Consent letter from the District Commissioner
- Plans of the aerodrome (as amended)

Signature of Applicant.....

Date.....



CAAB-AGA-11

FORM K

Application for obstacle clearance
(Regulation 40 (1))

SECTION 1. APPLICANT DETAILS:

- (a) Full name of Company:
- (b) Aerodrome Name
- (c) Physical address:
- (d) Telephone number:
- (e) Cellphone number:
- (f) Postal address:
- (g) Telefax number:
- (h) E-mail Address:

DETAILS OF THE OWNER

Name of Company:.....

Contact Person:.....

Telephone Number:.....

EmailAddress:.....

STRUCTURE DETAILS

Type of Structure:

Superstructure height(m):.....

Site Name Total:

Elevation of structure(m):.....

Site Plot Number:

Elevation Data source:

Latitude (Degrees):

If any other (specify):.....

Latitude (Minutes):

Datum:.....

Latitude (Seconds):.....

New structure:.....

Longitude (Degrees):

Shared Structure:.....

Longitude (Minutes):

Replacement of Existing structure:.....

Longitude (Seconds):.....

Construction start date: (yy.....mm..... dd.....)

Coordinates Data:.....
Construction End date: (yy.....mm.../dd.....)
If any other:
Guywire/Jib dimension:.....
Site elevation(m):
Notes:.....
Substructure heights(m):

ATTACHED DOCUMENTS

Survey report
Plan/Engineer drawing
GIS/Google earth file
Proof of ownership or lease hold of the land
Other (specify)

APPLICATION AND PAYMENT INFO

Application date:
Payment reference:
Payment date:

1.1 Legal status of applicant/holder (individual/close corporation/company/trust/other —
specify):

Signature of Applicant:..... Date:.....



CAAB-AGA-12

FORM L

Application for registration of an aerodrome
(Regulation 42 (2))

SECTION 1. PARTICULARS REGARDING THE APPLICANT

- 1.1 Full name of Applicant:
1.2 (a) Aerodrome Name:
(b) Geographical Position South: East:
1.3 Physical address: 1.4 Postal address:
1.5 Telephone number: 1.6 Telefax number:
1.7 Cellular phone number: 1.8 E-mail Address:
1.9 Legal status of applicant/holder (individual/close corporation/company/trust/other — specify):
1.10 Registration number in the case of a close corporation/company/trust:
1.11 Full particulars in respect of the individual/each responsible director/shareholder/partner/member/office bearer;

Table with 6 columns: Name, Position, Identity number, Nationality, Country of number, permanent residence

1.13 Are you the owner of the aerodrome site?

- (a) If yes, please enclose documents of ownership; and
(b) If not, please enclose any documented rights you hold over the site.

Signature of Applicant..... Date.....

FORM M

Aerodrome Registration Permit
(Regulation 43 (1))

1. PARTICULARS OF APPLICANT
a) Name/Title
b) Permanent Address
c) Telephone
d) Fax
e) E-mail Address
f) Physical Address
g) Residential Address
h) Occupation
2. PARTICULARS OF AERODROME:
a) Proposed/name of the aerodrome and certificate No. if renewal
b) Village
c) Ward
d) District
e) Region
f) Position of aerodrome with reference to the nearest town
3. DETAILS OF CERTIFICATE
a) Period for which certificate is required, if less than 12 months:
b) Category of certificate required: private /public
c) Type and maximum total mass authorised of the heaviest aircraft engaged on flights for the purpose of the commercial transport of passengers and for instructions in flying expected to use the aerodrome:
d) Expected average number movements per calendar month of aircraft shown at (c) during the three busiest calendar months of the year (one movement is one take-off or one landing)
e) Is the aerodrome to be used for night flying?
f) Are you the owner of the aerodrome site? if yes attach copies of title deed.
If NOT please state, with supporting documentary evidence
i. Details of any rights you hold over the site
ii. The period for which you hold these rights
iii. The name and address of the owner or tenant whose permission has been obtained for the site to be used as an aerodrome

Name and address of Authority	Date and reference of approval
Have any of the authorities mentioned above raised any objection to the proposed use of the site as an aerodrome? if the answer is YES please state the authority concerned	
4. AERODROME DATA	
Aerodrome reference point in geographical coordinates to the nearest second:	
Aerodrome elevation to the nearest foot above mean sea level:	
Aerodrome reference temperature:	
Each runway: Designators: True bearing: Length (meters): Width (meters): Slope: Surface: Bearing strength:	
Strip (grass area surrounding the landing area): Length(metres): Width (metres):	
Each taxiway: Width (metres): Surface:	
Apron: Surface: Number of parking position:	
Stopways (where provided) Length (meters): Ground profile:	
Clearways (where provide): Length (metres) Ground profile:	
Obstacles: significant obstacles on, in the vicinity and on the approaches of the aerodrome. Location (distance in metres and bearing from the aerodrome reference point):	

Top elevation (nearest to the next higher foot):
Visual aids: ground marking of runways (Runway edge, centreline threshold, threshold designation, taxiway, apron, etc.)
Rescue and fire fighting: the level of protection provided at the aerodrome for aircraft rescue and fire fighting purpose with type and amount of extinguishing agents, equipment and personnel:
5. AERODROME FACILITIES
Windsock:
Signal square:
Radio communication:
Terminal building:
Hangars/workshops:
Night flying facilities:
Radio navigation aids:
Fuel and oil for aircraft:
Medical facilities (first aid and location of nearest hospital):
Personnel to record aircraft movements at the aerodrome and to undertake maintenance of the aerodrome:
Reporting methods to appropriate authority on emergencies or airport unserviceability:
Provision of Air Traffic Services:
6. AIRSPACE ORGANISATION
The nearest aerodrome in the vicinity: Name: Bearing: Distance (nautical miles):

I hereby certify that the foregoing information is correct in every respect and no relevant information has been withheld.

Date: Signature with company seal:

INFORMATION

This application for aerodrome certificate should be accompanied with the following:

1. Wind distribution data at the aerodrome for the determination /approval of the runway orientation.
2. An area map of scale 1:10,000 or 1:50,000 with the aerodrome runway plotted.
3. Surveyed information of the aerodrome undertaken by a competent surveying organisation.

4. Before an aerodrome certificate is granted the Civil Aviation Authority Botswana will require to be satisfied that the physical condition on the manoeuvring area and in the environs of the aerodrome are acceptable, that the scale of equipment provided is adequate, and that the aerodrome is organised, staffed and has maintenance and other arrangements sufficient to ensure the safe operation of the aerodrome and its facilities for the purposes for which the licence or certificate application is for.
5. Appropriate inspection and aerodrome certification fees including CAAB inspectors visiting the site fees to cover transport and inspector allowances and administrative expenses.



CAAB-AGA-14

FORM N

Application for renewal of registration permit
(Regulation 44 (2))

SECTION 4. RENEWAL OF AERODROME LICENCE

4.1 Licence number:

4.2 Expiry date:

4.3 Category of aerodrome applied for:

4.4 Particulars of non-compliance with or deviations from aerodrome design, operation or equipment standards in respect of amendments:

4.5 Particulars of non-compliance with or deviations from airspace classification requirements:

4.6 Supporting documents:

Mark the appropriate block

Aerodrome operations manual

Signature of Applicant:..... Date:.....

SCHEDULE 2
(Regulations 8 (3) and 45)

PART A — SAFETY MANAGEMENT SYSTEM AT AERODROMES

1. *Safety Management*

An aerodrome in Category 2 and above shall have in place a system for managing safety, to which it is —

- (a) committed;
- (b) readily identifiable by the personnel of the Aerodrome and the personnel of the Authority; and
- (c) clearly documented in the Aerodrome Manual.

2. *Interpretation*

In this Schedule, unless the context otherwise requires —

“Risk” means the combination of the probability, or frequency of occurrence of a defined hazard and the magnitude of the consequences of the occurrence.

3. *Safety Objective*

An aerodrome and its facilities, equipment and systems shall be designed and operated such that for any hazard, the combination of the probability of occurrence and the seriousness of the consequences of the hazard occurring do not result in a level of risk that is unacceptable.

4. *Safety Management Policy Statements*

A Safety Management System (SMS) established at an aerodrome shall include —

- (a) a statement that the highest priority shall be attached to safety in relation to business activities;
- (b) a business objective for safety that shall minimise the aerodrome’s contribution to aviation accidents risk to as low as reasonably practicable;
- (c) a commitment by the aerodrome operator to adopt an explicit and pro-active approach to safety management;
- (d) a statement of safety-related responsibilities and accountabilities at all levels of the organisation;
- (e) a commitment to comply with appropriate safety standards;
- (f) a commitment that the safety assurance process used by external suppliers comply with safety standards and requirements; and
- (g) an emergency response plan that provides for the orderly and efficiency transition and coordination of operations from normal to emergency and back to normal.

5. *Safety Management Principles*

(1) Whenever practicable, a quantitative safety level shall be derived, maintained and improved for aviation products and services delivered by an aerodrome, and where quantitative safety levels cannot be derived, a qualitative reasoning shall be performed in order to meet the safety objective.

(2) An aerodrome operator shall assess existing operations, proposed changes, additions or replacements for the operation’s safety significance.

(3) For a service or product, an aerodrome operator shall —

- (a) identify and record safety requirements for the service or product;
- (b) identify and record the results of the safety assessment process and evidence that the safety requirements have been met; and

- (c) maintain records throughout the life of the service or product.
- (4) An aerodrome operator shall —
- (a) ensure that personnel whose functions impact on safety at the aerodrome are adequate, trained, and qualified for the job they are required to do and for which they have accountability;
 - (b) ensure that there is accountability, at a suitable senior level for the management, development and monitoring of the safety management system.;
 - (c) routinely carry out an internal safety audit to provide assurance of the safety activities, and to confirm compliance with the safety requirements and the safety management system;
 - (d) have in place a suitable monitoring arrangement so that an undesirable trend in a service or product performance can be recognised and be subject to remedial action, and in order to achieve this, the aerodrome operator shall in accordance with Part B of this Schedule —
 - (i) establish a reporting system for accident and incident reporting that ensures that the Authority is informed of the aviation safety aspects in connection with the aerodrome, and
 - (ii) investigate safety significant occurrences, identify any failures of the aerodrome operator's management of safety, and take corrective action where required; and
 - (e) establish and maintain a procedure, which enables tracing of documents and data related to the safety management system, and the procedure shall ensure that —
 - (i) safety related documents and data are available, and
 - (ii) invalid documents and data are destroyed or secured against unintended use.

6. *Safety Management Strategy*

- (1) An aerodrome operator shall establish a process to identify safety shortcomings, so that remedial action can be taken to ensure that safety levels are maintained.
- (2) The basic principles to be applied in the safety management strategy shall include —
 - (a) safety achievement, specifying the means by which the safety performance of the organisation meets the organisation's safety objectives and derived requirements;
 - (b) safety assurance, specifying the means for providing assurance that a risk is being managed properly and effectively;
 - (c) safety performance monitoring and measurement, specifying the means to verify the safety performance of the organisation and to validate the effectiveness of safety risk controls;
 - (d) safety promotion, specifying the means by which safety issues are communicated within the aerodrome to eliminate unnecessary risks and avoid repeat errors or risks;
 - (e) safety training programme that ensures that personnel are trained and competent to perform SMS duties.
- (3) An aerodrome operator shall develop and maintain a formal process to —
 - (a) ensure that a hazard in an operation is identified;
 - (b) identify changes within the organisation which may affect processes and services, and shall describe arrangements to ensure safety performance before implementing changes; and
 - (c) identify the cause of substandard performance of the safety management systems, determine the implications of substandard performance of the SMS in operation, and eliminate or mitigate such processes which cause substandard performance.

7. Operational safety assurance documentation

(1) An aerodrome operator shall produce and maintain safety assurance documentation, and the documentation shall cover - -

- (a) safety related roles and functions;
- (b) a safety based risk assessment of the roles and functions where practicable;
- (c) a process of risk management for safety related tasks and functions, to ensure that identified risks remain tolerable;
- (d) safety performance measurements of the current operations as part of the ongoing risk management; and
- (e) corrective procedures and measures that modify the original tasks or functions to address inadequate performance.

8. Safety assurance documentation on systems requiring approval

(1) An aerodrome operator shall, when intending to -

- (a) introduce a new system into operation;
- (b) introduce changes to an existing system; or
- (c) replace an existing system,

submit an application for approval by the Authority.

(2) The aerodrome operator shall submit an application for approval where the intended changes affect the approvals in the aerodrome licence.

(3) Where the aerodrome operator is satisfied that his or her safety requirements, including those issued by the Authority have met the compliance criteria, the operator shall notify the Authority in writing, indicating compliance with the specified safety requirements for any operational system.

9. Safety assessment methodology

The safety assessment of an aerodrome shall include - -

- (a) systematic identification of possible hazards to an aircraft;
- (b) evaluation of the seriousness of the consequences of the hazard occurring;
- (c) considering the chances of a hazard happening;
- (d) determining whether the consequent risk is tolerable and within the aerodrome operators acceptable safety performance criteria; and
- (e) taking action to reduce the severity of the hazard or the probability of it arising in order to reduce the risk to a tolerable level.

10. Safety auditing of aerodromes

An aerodrome operator shall carry out an internal safety audit of an aerodrome in order to determine - -

- (a) the level of compliance with requirements;
- (b) an area and degree of risk, and its effective management; and
- (c) the competence and performance of personnel responsible for safety.

PART B — AIRCRAFT ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION AT AERODROMES

1. *Aerodrome occurrence reporting*

(1) This schedule prescribes the requirements for reporting an occurrence or detection of a defect, failure or malfunction at an aerodrome, its components or equipment, which may jeopardise the safe operation of the aerodrome or cause it to become a danger to persons or property.

(2) The objectives of the aerodrome occurrence reports are —

- (a) to ensure that knowledge of such occurrences is disseminated so that other persons or organisations may learn from them; and
- (b) to enable an assessment to be made by any person concerned (whether internal or external to the aerodrome operator) of the safety implications of each occurrence, both the occurrence itself and in relation to previous similar occurrences, so that they may take or initiate any necessary action.

2. *Reportable occurrences and reporting procedures*

(1) An aerodrome operator shall notify the Authority of any accident, serious incident, fatal or serious injury occurring at an aerodrome as soon as practicable after the occurrence, and provide a detailed occurrence report thereafter.

(2) For the purpose of this Schedule —

“accident” means an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time the person has disembarked, in which —

- (a) a person is seriously injured as a result of —
 - (i) being in the aircraft,
 - (ii) direct contact with any part of the aircraft, including a part which has become detached from the aircraft, or
 - (iii) direct exposure to jet blast,

except when the injury is from a natural cause, is self-inflicted or inflicted by another person, or when the injury is to a stowaway hiding outside an area normally available to passengers and crew;

- (b) the aircraft sustains damage or structural failure which —
 - (i) adversely affects the structural strength, performance, or flight characteristics of the aircraft, and
 - (ii) would normally require major repair or replacement of the affected component, except for engine failure or damage, which is limited to a single engine and its cowlings and accessories, propellers, wing tips, antennas, tyres, brakes, fairings, small dents or puncture holes in the aircraft skin, or

(c) the aircraft is missing or is completely inaccessible;

“serious incident” includes —

- (a) a near collision requiring avoidance manoeuvre to avoid a collision or an unsafe situation or where an avoidance action would have been appropriate;
- (b) a controlled flight into terrain only marginally avoided;
- (c) an aborted take-off on a closed or engaged runway;
- (d) a take-off from a closed or engaged runway with marginal separation from an obstacle;
- (e) a landing or attempted landing on a closed or engaged runway;
- (f) a take-off or landing incident such as undershooting; or overrunning or running off the side of runways; or

(g) a major failure of any navigation aid when a runway is in use;

“serious injury” means an injury which is sustained by a person in an accident which —

- (a) requires hospitalisation for more than 48 hours, commencing within seven days from the date the injury was received;
- (b) results in a fracture of any bone except simple fractures of fingers, toes or nose;
- (c) involves a laceration which causes severe haemorrhage, nerve, muscle or tendon damage;
- (d) involves injury to any internal organ;
- (e) involves a second or third degree burn, or any burn which affects more than five percent of the body surface; or
- (f) involves verified exposure to an infectious substance or injurious radiation.

(3) The aerodrome operator shall notify the Aircraft Accident and Incident Investigation Branch whenever an accident or serious incident occurs on or adjacent to his or her aerodrome in accordance with the provisions of the Civil Aviation (Aircraft Accident and Incident Investigation) Regulations.

(4) Information to be provided in the reporting and notification of an accident, serious incident or serious injury shall include —

- (a) the date and local time of occurrence;
- (b) an exact location of the occurrence with reference to an easily defined geographical point;
- (c) detailed particulars of the parties involved, including the owner, aerodrome operator, manufacturer, nationality, registration marks, serial numbers, assigned identities of the aircraft and equipment;
- (d) a detailed description of the sequence of events leading up to the incident;
- (e) the physical characteristics, environment or circumstances of the area in which the incident occurred and an indication of the access difficulties or special requirements to reach the site;
- (f) the identification of the person sending the notice and where the incident occurred;
- (g) in the case of an aircraft accident, the number of crew members, passengers or other persons respectively killed or seriously injured as a result of the accident; and
- (h) a description of the follow-up action being taken after the incident has occurred.

3. Aerodrome occurrence records

(1) An aerodrome operator shall establish and maintain an aerodrome occurrence report for any accident, serious incident, serious injury or any occurrence or event that has a bearing on the safety of aerodrome operations.

(2) An aerodrome operator shall use the aerodrome occurrence report to monitor and improve the level of operational safety, including reviews of safety standards required.

(3) The Authority may require the aerodrome operator to produce and provide information contained in the aerodrome occurrence report relating to any safety occurrence or event.

4. Aircraft accident and incident investigation

(1) In the event of an accident or serious incident, an aerodrome operator shall carry out his or her own investigation.

(2) The investigation carried out by the aerodrome operator shall be additional to that carried out by an Aircraft Accident and Incident Investigation Branch to enable the aerodrome operator to assess the safety of aircraft operations at his or her aerodrome.

- (3) The investigator shall be technically competent and possess or have access to the background information, so that the facts and events are interpreted accurately.
- (4) The investigation shall —
 - (a) be a search to establish how the mishap happened and why it occurred, including organisational contributing factors;
 - (b) recommend action to prevent a recurrence; and
 - (c) not be intended to apportion blame.
- (5) The lesson learnt derived from an aerodrome incident or accident investigation shall be disseminated to personnel to provide feedback for safety improvement.
- (6) The Authority may require the aerodrome operator to produce and provide information contained in the aerodrome accident or incident investigation report relating to any such event.
- (7) An aerodrome operator shall inspect his or her aerodrome, as circumstances require, to ensure safety as soon as practicable after any aircraft accident or incident.

SCHEDULE 3

Particulars to be included in an aerodrome manual for aerodromes in category 2 to 10
(Regulations 8 (3) and 45)

PART I — GENERAL

General information, including —

- (a) the purpose and scope of the aerodrome manual;
- (b) legal requirement for a certificate and an aerodrome manual as determined in these Regulations;
- (c) the conditions for use of the aerodrome - a statement to indicate that the aerodrome shall at all times, when it is available for the take-off and landing of an aircraft, be available to any person on equal terms and conditions;
- (d) the available aeronautical information system and procedures for the aerodrome's promulgation;
- (e) the system for recording aircraft movements; and
- (f) obligations of the aerodrome operator.

PART 2 – PARTICULARS OF THE AERODROME SITE

General information, including —

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

PART 3 — PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE

I. General information including —

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

2. Aerodrome dimensions and related information

General information, including ...

- (a) for a runway, the 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 —
 - (i) strip,
 - (ii) runway end safety areas,
 - (iii) stop ways, and
 - (iv) taxiways;
- (c) apron surface type and aircraft stands;
- (d) clearway length and ground profile;
- (e) visual aids for approach procedures such as —
 - (i) approach lighting type and visual approach slope indicator system (PAPI/APAPI),
 - (ii) marking and lighting of runways, taxiways, and aprons,
 - (iii) other visual guidance and control aids on taxiways including runway holding positions, intermediate holding positions, stop bars, aprons, location and type of visual docking guidance system, and
 - (iv) availability of standby power for lighting;
- (f) the location and radio frequency of Very High Frequency Omnidirectional Radio Range (VOR) aerodrome checkpoints;
- (g) the location and designation of a standard taxi route;
- (h) the geographical coordinates and elevation of each threshold;
 - (i) the geographical coordinates of an appropriate taxiway centre line points;
- (j) the geographical coordinates of each aircraft stand;
- (k) the geographical coordinates and the top elevation of significant obstacles in the approach and take-off area, 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);
- (l) pavement surface type and bearing strength using the Aircraft Classification Number-Pavement Classification Number method;
- (m) one or more pre-flight altimeter check locations established on an apron, and their elevation;
- (n) declared distances including take-off run available, take-off distance available, accelerate stop distance available and landing distance available;
- (o) disabled aircraft removal plan which has ...
 - (i) the telephone, telex, facsimile number and e-mail address of the aerodrome coordinator for the removal of a disabled aircraft on or adjacent to the movement area, and
 - (ii) information on the capability to remove a disabled aircraft, expressed in terms of the largest type of aircraft which the aerodrome is equipped to remove; and
- (p) rescue and fire-fighting details of the —
 - (i) level of protection provided, expressed in terms of the category of the rescue and fire-fighting services, which shall be in accordance with the longest aircraft normally using the aerodrome, and
 - (ii) type and amount of extinguishing agents available at the aerodrome.

Note: The accuracy of the information in Part 3 is critical to aircraft safety. Information requiring engineering survey and assessment shall be gathered or verified by a qualified technical person.

PART 4 — PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES

1. *Aerodrome reporting*

Particulars of the procedure for reporting any changes to the aerodrome information set out in the Aeronautical Information Publication and Aeronautical Information Circular, and the procedure for requesting the issue of NOTAMs, including —

- (a) an arrangement for reporting any change to the Authority and recording the reporting of changes during and outside the normal hours of aerodrome operations;
- (b) the name and role of any person responsible for notifying the changes, and his or her telephone number during and outside the normal hours of aerodrome operations; and
- (c) the address, telephone and facsimile numbers, as provided by the Authority, of the place where a change is to be reported to the Authority.

2. *Access to the aerodrome movement area*

Particulars of the procedure that has been developed and is to be followed in coordination with the agency responsible for preventing unlawful interference in civil aviation at the aerodrome, and for preventing unauthorised entry of a person, vehicle, equipment, animal or other thing into the movement area, including —

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

3. *Aerodrome emergency plan*

Particulars of the aerodrome emergency plan, including —

- (a) a plan for dealing with any emergency occurring at the aerodrome or in its vicinity, including the malfunction of an aircraft in flight, structural fires, sabotage, bomb threats (aircraft or structure), unlawful seizure of aircraft, and incidents on the aerodrome covering “during the emergency” and “after the emergency” considerations;
- (b) details of tests and aerodrome facilities and equipment to be used in an emergency, including frequency of the tests;
- (c) details of exercises to test emergency plans, including the frequency of those exercises;
- (d) a list of organisations, agencies and persons of authority, both on or off-aerodrome, for site roles; their telephone and facsimile numbers, e-mail addresses and the radio frequencies of their offices;
- (e) the establishment of an aerodrome emergency committee to organise training and other preparations for dealing with emergencies; and
- (f) the appointment of an on-scene commander for the overall emergency operation.

4. *Rescue and fire-fighting*

Particulars of the facilities, equipment, personnel and procedure for meeting the rescue and fire-fighting requirements, including the name and role of a person responsible for dealing with the rescue and fire-fighting services at the aerodrome.

5. Inspection of the aerodrome movement area and obstacle limitation surface by the aerodrome operator

Particulars of the procedure for the inspection of the aerodrome movement area and obstacle limitation surfaces, including —

- (a) an arrangement for carrying out an inspection, including runway friction and water depth measurements on a runway or taxiway, during and outside the normal hours of aerodrome operations;
- (b) an arrangement and means of communicating with air traffic control during an inspection;
- (c) an arrangement for keeping an inspection logbook, and the location of the logbook;
- (d) details of inspection intervals and times;
- (e) inspection checklist;
- (f) an arrangement for reporting the results of an inspection and for taking a prompt follow up action to ensure correction of an unsafe condition; and
- (g) the name and role of a person responsible for carrying out an inspection, and his or her telephone number during and after working hours.

6. Visual aids and aerodrome electrical systems

Particulars of the procedure for the inspection and maintenance of aeronautical lights, obstacle lighting, signs, markers and aerodrome electrical systems, including —

- (a) an arrangement for carrying out an inspection during and outside the normal hours of aerodrome operation, and the checklist for such an inspection;
- (b) an arrangement for recording the results of the inspection and for taking follow-up action to correct deficiencies;
- (c) an arrangement for carrying out routine maintenance or emergency maintenance;
- (d) an arrangement for secondary power supply and, where applicable, the particulars of any other method of dealing with the partial or total system failure; and
- (e) personnel responsible for the inspection and maintenance of the lighting, and the telephone numbers for contacting the personnel during and after working hours.

7. Maintenance of the movement area

Particulars of the facilities and procedure for the maintenance of the movement area, including arrangements for maintenance of —

- (a) paved areas;
- (b) runways and taxiways;
- (c) runway and taxiway strips; and
- (d) aerodrome drainage.

8. Aerodrome works-safety

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

- (a) an arrangements for communicating with air traffic control during the progress of such work;
- (b) the names, telephone numbers and roles of persons and organisations responsible for planning and carrying out the work, and arrangements for contacting those persons and organisations at all times;
- (c) the names and telephone numbers, during and after working hours, of the aerodrome fixed-base operators, ground handling agents and aircraft operators who are to be notified of the work;

- (d) a distribution list for work plans, where required; and
- (e) post hazard warning notices to that effect on any public way that is adjacent to the construction or works area.

9. *Apron management*

Particulars of the apron management procedures, including —

- (a) an arrangement between an air traffic control unit and the apron management unit;
- (b) an arrangement for allocating aircraft parking positions;
- (c) an arrangement for initiating engine start and ensuring clearance of aircraft pushback;
- (d) marshalling service; and
- (e) leader (van) service.

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) an arrangement for reporting an incident or an accident on an apron; and
- (f) an arrangement for auditing the safety compliance of all personnel working on the apron.

11. *Airside vehicle control*

Particulars of the procedure for the control of a surface vehicle operating on or in the vicinity of the movement area, including —

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

12. *Birds and wildlife hazard management*

This shall apply to all categories of aerodromes. Particulars of the procedure to deal with the danger posed to an aircraft operation by the presence of birds or mammals in the aerodrome flight pattern or movement area, including —

- (a) an arrangement for assessing birds and wildlife hazards;
- (b) an arrangement for implementing birds and wildlife control programmes; and
- (c) the name and role of a person responsible for dealing with birds and wildlife hazards, and his or her telephone number during and after working hours.

13. *Obstacle control*

Particulars setting out the procedures for —

- (a) monitoring the obstacle limitation surfaces and type A chart for obstacles in the take-off surface;
- (b) controlling an obstacle within the authority of the aerodrome operator;
- (c) monitoring the height of a building or structure within the boundaries of the obstacle limitation surfaces;
- (d) controlling new developments in the vicinity of an aerodrome; and

- (e) notifying the Authority of the nature and location of an obstacle, and subsequent addition or removal of an obstacle for action as necessary, including an amendment of the Aeronautical Information Services publications.

14. *Removal of disabled aircraft*

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

- (a) the roles of the aerodrome operator and the holder of the aircraft operator certificate;
- (b) an arrangement for notifying the aircraft operator;
- (c) an arrangement for liaising with the air traffic control unit;
- (d) an arrangement for obtaining equipment and personnel to remove the disabled aircraft; and
- (e) the role and telephone numbers of personnel responsible for arranging for the action as necessary, including amendment of the aeronautical information service publications.

15. *Handling of hazardous materials*

(1) Particulars of the procedure for the safe handling and storage of a hazardous material on the aerodrome, including —

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

(2) For the purpose of this paragraph “hazardous material” includes an inflammable liquid, solids, corrosive liquid, compressed gas and magnetised or radioactive materials.

16. *Low visibility operations*

Particulars of a procedure to be introduced for low-visibility operations, including the —

- (a) measurement and reporting of runway visual range as and when required; and
- (b) telephone numbers of personnel responsible for measuring the runway visual range.

17. *Protection of sites for radar and navigational aids*

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

- (a) the control of any activity in the vicinity of radar and navigational aids installations;
- (b) ground maintenance in the vicinity of the installations; and
- (c) the supply and installation of signs warning of hazardous microwave radiation.

Note 1 – When writing the procedure for each category, clear and precise information shall be included on —

- (a) when, or in what circumstances an operating procedure is to be activated;
- (b) how an operating procedure is to be activated; and
- (c) actions to be taken, the kind of equipment necessary for carrying out the actions and access to such equipment.

Note 2 – Where any of the procedures specified above are not relevant or applicable, reasons shall be given.

PART 5 — AERODROME ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM

1. *Aerodrome administration*

Particulars of the aerodrome administration, including —

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

2. *Safety Management System*

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

- (a) a safety policy, in so far as applicable, on the safety management process and its relation to the operational and maintenance process;
- (b) a structure or organisation of the Safety Management System, including staffing and the assignment of individual and group responsibilities for safety issues;
- (c) Safety Management System strategy and planning, such as setting safety performance target, allocating priorities for implementing safety initiative and providing a framework for controlling the risks to as low a level as is reasonably practicable, keeping always in view the requirements of the prescribed standards and recommended practice, and regulations;
- (d) Safety Management System implementation, including facilities, methods and procedures for the effective communication of safety messages, and the enforcement of safety requirements;
- (e) a system for the implementation of, and action on, critical safety areas which require a higher level of safety management integrity (safety measures programme);
- (f) measures for safety promotion and accident prevention, and a system for risk control, involving analysis and handling of an accident, incident, complaint, defect, fault, discrepancies and failures, and continuing safety monitoring.
- (g) an internal safety audit and review system detailing the systems and programmes for quality control of safety;
- (h) a system for documenting safety-related aerodrome facilities as well as aerodrome operational and maintenance records, including information on the design and construction of aircraft payments and aerodrome lighting. The system shall enable easy retrieval of records including charts;
- (i) personnel training and competency, including the review and evaluation of the adequacy of training provided to personnel on safety-related duties and of the certification system for testing the personnel's competency; and
- (j) incorporation and enforcement of safety-related clauses in the contract for construction work at the aerodrome.

SCHEDULE 4

Particulars to be included in an aerodrome manual for aerodromes in category 1
(*Regulation 24 (1) and 47 (2)*)

PART I — GENERAL

General information, including —

- (a) the purpose and scope of the aerodrome manual;
- (b) the legal requirement for an aerodrome licence and an aerodrome handbook provided for in these Regulations;
- (c) conditions for use of the aerodrome — a statement to indicate that the aerodrome shall at all times, when it is available for the take-off and landing of an aircraft, be available to any person on equal terms and conditions;
- (d) the available aeronautical information system and procedure for the aeronautical information system's promulgation;
- (e) the system for recording aircraft movements; and
- (f) obligations of the aerodrome operator.

PART 2 — PARTICULARS OF THE AERODROME SITE

General information, including a plan —

- (a) of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator;
- (b) of the aerodrome showing the aerodrome boundaries; and
- (c) 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.

PART 3 — PARTICULARS OF AN AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE (AIS)

1. General information, including —

- (a) the name of the aerodrome;
- (b) the location of the aerodrome;
- (c) the geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System-1984 (WGS-84) reference datum;
- (d) the aerodrome elevation;
- (e) points along the runway, and the highest elevation of the touchdown zone of a precision approach runway;
- (f) the aerodrome reference temperature; and
- (g) the name of the aerodrome operator and the address, telephone and facsimile numbers at which the aerodrome operator may be contacted.

2. *Aerodrome dimensions and related information*

General information, including —

- (a) for a runway, the 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) the length, width and surface type of strip,
- (c) an apron surface type and aircraft stands;
- (d) one or more pre-flight altimeter check locations established on an apron and their elevation; and
- (e) rescue and fire-fighting plan.

Note – The accuracy of the information in this Part is critical to aircraft safety. Information requiring engineering survey and assessment shall be gathered or verified by a qualified technical person.

PART 4 — PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES

1. Aerodrome reporting

Particulars of the procedure for reporting any change to the aerodrome information set out in the AIP and AIC, and procedures for requesting the issue of NOTAMs, including —

- (a) an arrangement for reporting any change to the Authority and recording the reporting of changes during and outside the normal hours of the aerodrome operations;
- (b) the name and role of a person responsible for notifying the changes, and his or her telephone numbers during and outside the normal hours of aerodrome operations; and
- (c) the address and telephone and facsimile numbers, as provided by the Authority, of the place where changes are to be reported to the Authority.

2. Access to an aerodrome movement area

Particulars of the procedure that has been developed and is to be followed in coordination with the agency responsible for preventing unlawful interference in civil aviation at the aerodrome, and for preventing unauthorised entry of persons, vehicles, equipment, animals or other things into the movement area, including —

- (a) the role of the aerodrome operator, aircraft operator, aerodrome fixed-base operator, aerodrome security entity, Authority and other Government departments, as applicable;
- (b) the personnel responsible for controlling access to the aerodrome, and the telephone number for contacting the personnel during and after working hours;
- (c) an inspection checklist;
- (d) an arrangement for reporting the results of an inspection, and for taking prompt follow-up action to ensure correction of an unsafe condition; and
- (e) the name and role of a person responsible for carrying out an inspection, and his or her telephone number during and after working hours.

3. Maintenance of the movement area

Particulars of the facility and procedure for the maintenance of the movement area, including —

- (a) an arrangement for maintaining the unpaved runways and taxiways;
- (b) an arrangement for maintaining the runway and taxiway strips; and
- (c) an arrangement for the maintenance of the aerodrome drainage.

4. *Aerodrome works – safety*

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

- (a) the name, telephone number and role of the person or organisation responsible for planning and carrying out the work, and an arrangement for contacting the person and organisations at all times; and
- (b) a distribution list for work plans, where required.

5. *Birds and wildlife hazard management*

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

- (a) an arrangement for assessing birds and wildlife hazards;
- (b) an arrangement for implementing birds and wildlife control programmes; and
- (c) the name and role of the person responsible for dealing with birds and wildlife hazards, and their telephone numbers during and after working hours.

6. *Obstacle control*

Particulars setting out the procedures for —

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

7. *Handling of hazardous materials*

(1) Particulars of the procedure for the safe handling and storage of hazardous materials on the aerodrome, including —

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

(2) For the purposes of subparagraph (1), “hazardous materials” include inflammable liquids and solids, corrosive liquids, compressed gases and magnetised or radioactive materials.

8. *Protection of sites for radar and navigational aids*

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

- (a) the control of activities in the vicinity of radar and navigational aids installations;
- (b) ground maintenance in the vicinity of the installations; and
- (c) an arrangement for the supply and installation of signs warning of hazardous microwave radiation.

Note 1: When writing the procedure for each category, clear and precise information shall be included on —

- (i) when, or in what circumstances, an operating procedure is to be activated,
- (ii) how an operating procedure is to be activated,
- (iii) actions to be taken, and
- (iv) the equipment necessary for carrying out the actions, and access to such equipment.

Note 2: – Where any of the procedures specified above are not relevant or applicable, a reason shall be given.

SCHEDULE 5

Fees

(Regulations 8 (2) (h), 14 (2), 15 (2) (g), 23 (3) (f), 29 (2) (c), 30 (2) (f) and 40 (2) (d)

PART I

Fees Category	in Pula
Aerodrome (Inspection Fees)	
Existing Aerodrome	
Category A	948.75
Category B	948.75
Category C	948.75
Category D	948.75
Category E	948.75
Category BWA, BWB, BWC	4,743.75
Existing Helipad	
Category A	948.75
Category B	948.75
Category C	948.75
Category D	948.75
Category E	948.75
Category BWA, BWB, BWC	4,743.75
Intended aerodrome site	
Category A	1,897.50
Category B	1,897.50
Category C	1,897.50
Category D	1,897.50
Category E	1,897.50
Category BWA, BWB, BWC	9,487.50
Intended Helipad site	
Category A	1,897.50
Category B	1,897.50
Category C	1,897.50
Category D	1,897.50
Category E	1,897.50
Category BWA, BWB, BWC	9,487.50

Amendment/Replacement	
Category A	2,530.00
Category B	1,265.00
Category C	948.75
Category D	632.50
Category E	948.75
BWA	24,035.00
BWB	18,975.00
BWC	15,180.00

PART 2

Fees in respect of aerodromes for Issue or renewal of a license or certificate (in Pula)

Licence category		Issuance	Renewal
A	Aerodromes intended for handling aircraft operations involving the public transport of passengers, mail or cargo utilising aircraft not exceeding maximum weight authorised of 21000kg	11,000.00	5,060.00
B	Aerodromes intended for handling aircraft operations involving the public transport of passengers, mail or cargo utilising aircraft not exceeding maximum weight authorised of 5700 kg	4,400.00	2,530.00
C	Aerodromes intended for handling aircraft operations involving the public transport of passengers, mail or cargo utilising aircraft not exceeding maximum weight authorised of 3500kg	2,200.00	1,897.50
D	Aerodromes intended for private use utilising aircraft not exceeding maximum weight authorised of 5700kg	1,650.00	1,265.00
E	Public and Private aerodromes which are available for use by helicopters	1,100.00	948.75

BWA	Available for use by aircraft of maximum certificated take off mass of 80 000 kg or more	27,830.00	24,035.00
BWB	Available for use by aircraft of maximum certificated take off mass of 80 000 kg	22,770.00	18,975.00
BWC	Available for use by aircraft of maximum certificated take off mass not exceeding 40 000 kg	18,975.00	15,180.00

Any costs involved in providing transport for the purpose of inspecting an aerodrome, in connection with its certification and licensing, shall be borne by the holder of the certificate or licence of that aerodrome.

PART 3

Fees in respect of Obstacle Clearance and Document approvals (in Pula)

Obstacle Clearance	948.75 per structure
Initial Evaluation of each manual/document	440.00
Re-evaluation of each manual/document	110.00
Each manual or document to be approved/accepted by CAAB	220.00

MADE this 27th day of May, 2022.

ERIC MOTHIBI MOLALE,
Minister of Transport and Public Works.