



**CIVIL AVIATION DIRECTIVE – 1405**

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# **CERTIFICATION AND SURVEILLANCE OF AERODROME**

**CIVIL AVIATION AUTHORITY OF MALAYSIA**

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## Introduction

In exercise of the powers conferred by Section 24O of the Civil Aviation Act 1969 [Act 3], the Chief Executive Officer makes this Civil Aviation Directive 1405 – Certification and Surveillance of Aerodrome (“CAD 1405 – Certification and Surveillance of Aerodrome”), pursuant to Regulation 6, 9-15, 64 and 65 Civil Aviation (Aerodrome Operations) Regulations 2016 (CA(AO)R 2016) and Regulation 81(2) Civil Aviation Regulations 2016 (CAR 2016).

This CAD contains the standards and requirements and procedures pertaining to certification and surveillance of aerodrome and its compliance with Civil Aviation (Aerodrome Operations) Regulations 2016 (CA(AO)R 2016) and Civil Aviation Regulations 2016 (CAR 2016). The standards and requirements in this CAD shall supplement to the standards contained in the CAD 14 Vol I – Aerodrome Design and Operations, CAD 14 Vol II – Heliports, CAD 1407 – Water Aerodrome and CAD 1408 – STOLport.

This Civil Aviation Directives 1405 – Certification and Surveillance of Aerodrome (“CAD 1405 – Aerodrome Certification and Surveillance”) is published by the Chief Executive Officer under Section 24O of the Civil Aviation Act 1969 [Act 3] and come into operation on 15<sup>th</sup> November 2022.

### Non-compliance with this CAD

Any person who contravenes any provision in this Directive commits an offence and shall on conviction be liable to the punishment under section 24O (2) of the Civil Aviation Act 1969 (Act 3) and/or under Civil Aviation (Aerodrome Operations) Regulations 2016 and Civil Aviation Regulations 2016.



**(Datuk Captain Chester Voo Chee Soon)**  
Chief Executive Officer  
Civil Aviation Authority of Malaysia

## Civil Aviation Directive components and Editorial practices

This Civil Aviation Directive is made up of the following components and are defined as follows:

**Standards:** Usually preceded by words such as “*shall*” or “*must*”, are any specification for physical characteristics, configuration, performance, personnel or procedure, where uniform application is necessary for the safety or regularity of air navigation and to which Operators must conform. In the event of impossibility of compliance, notification to the CAAM is compulsory.

**Recommended Practices:** Usually preceded by the words such as “*should*” or “*may*”, are any specification for physical characteristics, configuration, performance, personnel or procedure, where the uniform application is desirable in the interest of safety, regularity or efficiency of air navigation, and to which Operators will endeavour to conform.

**Appendices:** Material grouped separately for convenience but forms part of the Standards and Recommended Practices stipulated by the CAAM.

**Definitions:** Terms used in the Standards and Recommended Practices which are not self-explanatory in that they do not have accepted dictionary meanings. A definition does not have an independent status but is an essential part of each Standard and Recommended Practice in which the term is used, since a change in the meaning of the term would affect the specification.

**Notes:** Included in the text, where appropriate, Notes give factual information or references bearing on the Standards or Recommended Practices in question but not constituting part of the Standards or Recommended Practices;

It is to be noted that some Standards in this Civil Aviation Directive incorporates, by reference, other specifications having the status of Recommended Practices. In such cases, the text of the Recommended Practice becomes part of the Standard.

The units of measurement used in this document are in accordance with the International System of Units (SI) as specified in CAD 5. Where CAD 5 permits the use of non-SI alternative units, these are shown in parentheses following the basic units. Where two sets of units are quoted it must not be assumed that the pairs of values are equal and interchangeable. It may, however, be inferred that an equivalent level of safety is achieved when either set of units is used exclusively.

Any reference to a portion of this document, which is identified by a number and/or title, includes all subdivisions of that portion.

Throughout this Civil Aviation Directive, the use of the male gender should be understood to include male and female persons



## Record of Revisions

Revisions to this CAD shall be made by authorised personnel only. After inserting the revision, enter the required data in the revision sheet below. The 'Initials' has to be signed off by the personnel responsible for the change.

Rev No.	Revision Date	Revision Details	Initials
<b>ISS01/REV01</b>	<b>15<sup>th</sup> November 2022</b>	<b>Refer to Summary of Changes</b>	<b>CAAM</b>



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## Summary of Changes

ISS/REV no.	Item no.	Revision Details
ISS 01/REV 01	Paragraph 4.3.1 f)	Amendment
	Paragraph 4.3.4.5	Added content
	Paragraph 4.3.4.6	Added content
	Paragraph 4.3.6.1	Amendment
	Paragraph 4.3.8.1	Amendment
	Paragraph 4.3.9.1	Amendment
	Paragraph 6.2.3.6.1	Content in c) removed
	Paragraph 6.4.2	Amendment, note removed
	Paragraph 6.4.3	Content removed, amendment
	Paragraph 6.5.2	Amendment



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## **1 General**

### **1.1 Citation**

1.1.1 This Directive is the Civil Aviation Directive 1405 – Certification and Surveillance of Aerodrome (CAD 1405), Issue 01/Revision 01, and comes into operation on 15<sup>th</sup> November 2022.

1.1.2 This Directive will remain current until withdrawn or superseded.

### **1.2 Applicability**

1.2.1 This Directive shall apply for certification and surveillance of aerodromes in accordance with CAD 14 Vol I, CAD 14 Vol II, CAD 1407 and CAD 1408.

1.2.2 This Directive shall not apply for certification and surveillance of helidecks. CAD 1406 – Helidecks Standards and Requirements contains certification and surveillance requirements for helidecks operators and Helideck Inspection Companies.

### **1.3 Revocation**

1.3.1 This CAD revokes Civil Aviation Directive 1405 – Certification and Surveillance of Aerodrome (CAD 1405), Issue 01/Revision 00, dated 15<sup>th</sup> May 2022.

### **1.4 Definition**

1.4.1 For the definitions of this Directive, refer to CAD 14 Vol I – Aerodrome Design and Operations, CAD 14 Vol II – Heliports, CAD 1407 – Water Aerodrome and CAD 1408 – STOLport accordingly.



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## 2 Introduction

### 2.1 Purpose

#### 2.1.1 Directive of Certification of Aerodrome

2.1.1.1 This Directive issued by the CEO, sets out the requirement for an applicant/aerodrome operator to obtain or retain a Certificate of Aerodrome (CoA), in compliance with the Civil Aviation (Aerodrome Operations) Regulations 2016 concerning aerodromes. These regulations are based on the Standards stipulated in CAD 14 Vol I – Aerodrome Design and Operations, CAD 14 Vol II – Heliports, CAD 1407 – Water Aerodrome and CAD 1408 – STOLport accordingly.

2.1.1.2 In this regard, this Directive provides the relevant information on aerodrome certification as follows:

- a) Regulation on aerodrome certification;
- b) Processes and requirement of aerodrome certification;
- c) Aerodrome Manual; and
- d) Aerodrome audit and inspection.

2.1.1.3 CAAM shall be satisfied that the aerodrome conforms with this Directive, and that the aerodrome will offer a safe environment for the operation of the aircrafts that it is intended for and that the aerodrome operator has the necessary competence and experience to operate and maintain the aerodrome, before granting a Certificate of Aerodrome (CoA).

2.1.1.4 The details process of certification and surveillance may be referred to Civil Aviation Guidance Material (CAGM) 1405 – Certification and Surveillance of Aerodrome.



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## **3 Regulation on Aerodrome Certification**

### **3.1 Introduction**

3.1.1 All relevant aspects of aerodrome certification are based on the Regulation 6 of Civil Aviation (Aerodrome Operations) Regulation 2016.

### **3.2 Requirements to hold a Certificate of Aerodrome**

3.2.1 The requirement for the operator of an aerodrome to hold a Certificate of Aerodrome is stipulated in Regulation 6(1) of Civil Aviation (Aerodrome Operations) Regulation 2016.

### **3.3 Application for a Certificate of Aerodrome**

3.3.1 Regulation 6(2) of Civil Aviation (Aerodrome Operations) Regulations 2016 stipulates that an application for a Certificate of Aerodrome shall be made to the Authority in the form and manner as may be determined by the Chief Executive Officer (CEO).

### **3.4 Issuance of a Certificate of Aerodrome**

3.4.1 Regulation 6(3) of Civil Aviation (Aerodrome Operations) Regulations 2016 stipulates that the Authority may issue a certificate of aerodrome if the Authority is satisfied that the applicant/aerodrome operator has fulfilled with provision 3.3 of this Directive.

### **3.5 Suspension, variation and revocation of a Certificate of Aerodrome**

3.5.1 CAAM as the case may be, vary or revoke the Certificate of Aerodrome issued if the person/holder of certificate contravenes any term and conditions of the certificate, contravenes any provision of the Act or this regulation, the certificate was obtained by fraud or misrepresentation or in the event of the death, incapacity, bankruptcy of the person/holder of certificate as stipulated in Regulation 64(1) of Civil Aviation (Aerodrome Operations) Regulations 2016.

### **3.6 Changes of a Certificate of Aerodrome**

3.6.1 Regulation 9 of Civil Aviation (Aerodrome Operations) Regulations 2016 stipulates that changes in the Certificate of Aerodrome shall be informed to the Authority in writing for any changes in:

- a) business address appearing on the Certificate of Aerodrome within fourteen days before the date of change of the business address; and
- b) the mailing address appearing on the Certificate of Aerodrome upon change of the mailing address.

### **3.7 Renewal of a Certificate of Aerodrome**

3.7.1 Regulation 6(5) of Civil Aviation (Aerodrome Operations) Regulations 2016 stipulates that an application to renew a Certificate of Aerodrome shall be made in writing to CAAM and shall be made not less than sixty (60) days before the date of expiration of the Certificate of Aerodrome and in accordance with provision 4 of this Directive.

### **3.8 Transfer of a Certificate of Aerodrome**

3.8.1 A certificate of aerodrome issued shall not be transferred or assigned to any other person as stipulated in Regulation 10 of Civil Aviation (Aerodrome Operations) Regulations 2016.

### **3.9 Surrender of a Certificate of Aerodrome**

3.9.1 Regulation 11(1) of Civil Aviation (Aerodrome Operations) Regulations 2016 stipulates that the certificate may surrender by giving a written notice to the Authority not less than ninety (90) days before the proposed date of surrender.

3.9.2 If CAAM allows of the surrender of the certificate, the surrender shall take effect six (6) months from the date CAAM receives the written notice or on such date determine by CAAM.

3.9.3 The surrender of the certificate under provision 3.9.1 of this Directive shall be irrevocable unless CAAM allows the surrender to be withdrawn.

### **3.10 Compliance and Enforcement**

3.10.1 A holder of certificate shall comply with the Civil Aviation Act, Civil Aviation (Aerodrome Operations) Regulations 2016 or Civil Aviation Directives published by CAAM or otherwise which may result in the suspension of operations, in whole or in part, or revocation of Certificate of Aerodrome by the power vested in the by the following Civil Aviation (Aerodrome Operations) Regulation 2016.

### **3.11 Changes to Regulations and their Effects on Existing Aerodromes**

3.11.1 In the event of a change in the Aerodrome Regulations and/or Directives, in the interim, and unless otherwise directed by CAAM, aerodrome's existing facility that does not meet the new requirements specified in the Regulations must continue to comply with the standards that were applicable to it under the conditions of the issuance of its Certificate of Aerodrome. In this case, a gap analysis and timescales for compliance or an aeronautical study / safety risk assessment must be submitted to CAAM.

*Note. – The Safety Risk Assessment should be prepared by the trained personnel.*





### **3.12 Conflict with other regulations, directives and guidance materials**

- 3.12.1 Compliance with the requirements specified in the regulation, directives and guidance materials relevant to aerodromes does not absolve an aerodrome operator from obligations in respect of requirements prescribed by other government or statutory authorities.



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## **4 Process and Requirement of Aerodrome Certification**

### **4.1 Introduction**

4.1.1 This chapter describes the processes and requirements for the certification of an aerodrome.

4.1.2 The certification process is designed to ensure that an applicant/aerodrome operator understands the requirements and is capable of meeting them. When satisfactorily completed, the certification process would ensure that the applicant/aerodrome operator is able to comply with the applicable requirements.

4.1.3 Under no circumstances will an aerodrome be certificated until CAAM is assured that the applicant/aerodrome operator is capable of fulfilling responsibilities and complying with the regulations, directives and guidance materials in an appropriate and continuing manner. The aerodrome certification process only addresses the aviation safety aspect of the aerodrome. It is the responsibility of the applicant to ensure that the use of the site as an aerodrome is in compliance with other local statutory requirements such as but not limited to land-use or environment regulations. The Certificate of Aerodrome does not absolve the applicant from observing such requirements.

### **4.2 Scope of aerodrome certification**

4.2.1 The scope of aerodrome certification covers all relevant specifications established through the regulatory framework applicable to the aerodrome, which includes at least the following subjects:

- a) compliance of the aerodrome infrastructure with the applicable regulations for the operations the aerodrome is intended to serve;
- b) the operational procedures and their day-to-day operations, when applicable, concerning:
  - 1) aerodrome data and reporting;
  - 2) access to the movement area;
  - 3) aerodrome emergency plan;
  - 4) rescue and fire fighting;
  - 5) inspection of the movement area and obstacle limitation surfaces (OLS);
  - 6) maintenance of the movement area;
  - 7) hazardous meteorological conditions;
  - 8) visual aids and aerodrome electrical systems;
  - 9) safety during aerodrome works;
  - 10) apron management;
  - 11) apron safety;
  - 12) vehicles control on the movement area;
  - 13) wildlife hazard management;
  - 14) obstacles control;

- 15) removal of a disabled aircraft;
  - 16) low visibility operations;
  - 17) compliance of the Safety Management System with applicable regulations;
  - 18) reporting of runway surface conditions
- c) the aerodrome manual as detailed in the CAGM 1405 – Certification & Surveillance of Aerodrome.

### **4.3 Aerodrome certification process**

4.3.1 The aerodrome certification process provides for interaction between the applicant/ aerodrome operator and CAAM, from initial inquiry to final approval or denial. This certification process consists of:

- a) Pre-application Phase;
- b) Formal Application Phase;
- c) Document Evaluation Phase;
- d) Demonstration Audit and Inspection Phase;
- e) Certification Phase; and
- f) Promulgation in the AIP.

*Note 1. – For detailed process on Certification Process refer to CAGM 1405.*

*Note 2. – Certification of helidecks can be found in CAD 1406 – Helidecks Standards and Requirements.*

4.3.2 The aerodrome certification process must be used with good judgement. Some phases may be combined depending on the size and complexity of the aerodrome operation.

4.3.3 Phase One (1) – Pre-application

4.3.3.1 This pre-application phase commences when an applicant/aerodrome operator makes initial inquiries to apply for a Certificate of Aerodrome.

4.3.3.2 The pre-application phase may not be omitted, but it may be shortened if the applicant/aerodrome operator is familiar with the requirements of the Aerodrome Regulations and Directives.

4.3.3.3 The applicant/aerodrome operator and his personnel must be made aware of their responsibilities during the certification process. It is to their benefits to submit required items as soon as they become available and to notify CAAM immediately of any problems or changes in the proposed operation.

*Note. – For detailed process on Pre-application phase refer to CAGM 1405.*

- 4.3.4 Phase Two (2) – Formal application
- 4.3.4.1 For the application of aerodrome including STOLport and water aerodrome, the applicant shall submit but not limited to:
- Completed application form CAAM/ASD/COA/1;
  - Aerodrome Manual;
  - Aerodrome Emergency Plan (AEP);
  - Safety Management System (SMS) Manual;
  - Aerodrome Wildlife Hazard Management Programme (AWHMP); and
  - Aerodrome Disabled Aircraft Removal Plan (ADARP).
- Note. – An aerodrome operator shall comply by having an Aerodrome Manual. For details on Aerodrome Manual refer to CAGM 1405.*
- 4.3.4.2 For the application of aerodrome (onshore heliport), the applicant shall submit but not limited to:
- Completed application form CAAM/ASD/COA/1; and
  - Aerodrome Manual (Heliport Operation Manual).
- Note. – An aerodrome operator shall comply by having an Aerodrome Manual. For details on Aerodrome Manual refer to CAGM 1405.*
- 4.3.4.3 The CEO of CAAM may require other documentations to facilitate the assessment of application.
- 4.3.4.4 The application for the Certificate of Aerodrome shall be accompanied by the prescribed fee specified in the Civil Aviation (Fees and Charges) Regulation 2016.
- 4.3.4.5 Upon completion of Phase 2, applicant/aerodrome operator will be given an access to Compliance Questionnaires (CQs), developed by CAAM using the web-based spreadsheet, Google Sheet. CQ is a series of questionnaires divided into 6 different protocols developed from related Directives published by CAAM.
- 4.3.4.6 Period of time will be given to the applicant/aerodrome operator to complete the CQs, before execution of Phase 4 – Demonstration, Audit and Inspection phase.
- 4.3.4.7 The interval between application and grant of a certificate may depend upon matters within or outside the control of the applicant and no undertaking can be given that CAAM will be able to reach a decision within a particular time period.
- Note. – For detailed process on Formal application phase refer to CAGM 1405.*

#### 4.3.5 Phase Three (3) – Document Evaluation

4.3.5.1 The purpose of the Document Evaluation Phase is to assess all required documents to ensure full compliance with the Aerodrome Regulations and Directives applicable to the scale of the proposed aerodrome operations.

*Note. – For detailed process on Document Evaluation phase refer to CAGM 1405.*

#### 4.3.6 Phase Four (4) – Demonstration Audit and Inspection

4.3.6.1 Prior to commencing the audit and inspection, it is important that the Aerodrome manual and associated manual(s) shall be accepted/approved, any additional material requested by CAAM must be provided, and the applicable fee must be paid.

4.3.6.2 The scope of audit and inspection covers the subjects included in the manual(s) in order to confirm that the aerodrome operations are carried out effectively in accordance with the applicable regulation and procedures described in the manual(s).

4.3.6.3 If the aerodrome operator is not directly responsible for some of the activities within the scope of certification, the on-site verification ensures that there is appropriate coordination between the aerodrome operator and the other stakeholders.

4.3.6.4 The aerodrome operator shall allow the CAAM Inspector to access and inspect any of the aerodrome or any aerodrome facilities, including equipment, records and documents, during the certification audit.

4.3.6.5 The aerodrome operator shall cooperate and facilitate with the CAAM Inspector in certification audit, and relevant applicant's personnel shall be made available to facilitate the audit.

*Note. – For detailed process on Demonstration Audit and Inspection phase refer to CAGM 1405.*

#### 4.3.7 Phase Five (5) – Certification

4.3.7.1 The Certification Phase covers the final assessment of the previous phases, resulting in the issuance of a certificate and promulgation of the data, information and certification status of the aerodrome.

4.3.7.2 Prior granting a Certificate of Aerodrome, CAAM must be satisfied that:

a) the applicant employs the necessary competence and experience staff to operate and maintain the aerodrome;

b) the aerodrome manual and other required documents prepared and submitted with the application contains all the relevant information;

- c) the aerodrome facilities, services and equipment are in accordance with the standards and practices specified in CAD 14 Vol I, CAD 14 Vol II, CAD 1407 and CAD 1408;
- d) the aerodrome operating procedures make satisfactory provision for the safety of aircraft; and
- e) an acceptable safety management system (SMS) is in place at the aerodrome. (*where applicable*)

*Note.* – For detailed process on Certification phase refer to CAGM 1405.

#### 4.3.8 Promulgation in the AIP and NOTAM of a Certified Aerodrome

4.3.8.1 Upon granting of an Aerodrome Certificate, aerodrome operator shall ensure that all the aerodrome data is permanently included in the AIP, including the effective dates for which the aerodrome is certified and for which it will commence operations.

#### 4.3.8.2 Routine notification and reporting

4.3.8.2.1 Aerodrome operator shall review every AIP, AIP Supplement, AIP Amendment, NOTAM and Aeronautical Information Circular issued by the Aeronautical Information Services provider on receipt thereof and shall, immediately after such review, notify the Aeronautical Information Services provider of any inaccurate information contained therein that pertains to his aerodrome.

4.3.8.2.2 Aerodrome operator shall, in writing, notify the Aeronautical Information Services of any change to any aerodrome facility or equipment or the level of service at the aerodrome;

- a) which has been planned in advance; and
- b) which is likely to affect the accuracy of the information contained in any publication by the Aeronautical Information Services before effecting the change.

4.3.8.2.3 For the purpose of provision 4.3.8.2.2 above, the aerodrome operator shall consult and coordinate work closely with the Aeronautical Information Services to determine the required lead time with which to notify the Aeronautical Information Services of different types of planned changes.

4.3.8.2.4 Aerodrome operator to give the Aeronautical Information Services provider and the air traffic control unit immediate notice detailing any of the following circumstances of which the aerodrome operator has knowledge:

- a) in respect of obstacles, obstructions and hazards —
  - 1) any projections by an object through an obstacle limitation surface relating to the aerodrome; and

- 2) the existence of any obstruction or hazardous condition affecting aviation safety at or near the aerodrome;
- b) any change in the level of service at the aerodrome as set out in any publication by the Aeronautical Information Services provider referred to in provision 4.3.8.2.1 above or any variation (that has been approved by the CAAM) from this CAD;
- c) closure of any part of the movement area of the aerodrome;
- d) any significant changes in any aerodrome facility or the physical layout of the aerodrome; and
- e) any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted.

#### 4.3.9 Validity of Certificate of Aerodrome

4.3.9.1 A Certificate of Aerodrome is valid up to maximum of (4) four years. For the initial grant of a Certificate of Aerodrome, the period of validity shall be a maximum of two (2) years. The date of issuance and an expiry date are to be entered on the Certificate of Aerodrome.

4.3.9.2 A Certificate of Aerodrome shall remain in force for a period as stated in the certificate, unless it is earlier suspended, revoked or cancelled.

4.3.9.3 The validity is published for each aerodrome in the AD 1.5 section of the AIP.

#### 4.4 Continued Oversight

##### 4.4.1 Introduction

4.4.1.1 Upon granting the certificate to the aerodrome operator, CAAM will continue its safety oversight in order to ensure that the compliance to the relevant Directives and other conditions stated in the Certificate of Aerodrome.

##### 4.4.2 Surveillance Audit

4.4.2.1 Refer to Paragraph 6.2.3 of this CAD for Surveillance Audit.

#### 4.5 Variation of Certificate of Aerodrome

4.5.1 CAAM may change or vary the Certificate of Aerodrome when there is a change in the use or operation of the aerodrome.

4.5.2 The aerodrome operator shall apply for variation of CoA to CAAM when:

- a) a change of aerodrome name;
- b) a change of aerodrome reference code;



- c) a change of aerodrome boundaries;
- d) a change of type of runway or pavement strength of runway;
- e) a change of aerodrome operations;
- f) to add, remove or amend a deviation; and
- g) to add, remove or amend a condition, limitation or special procedure; and

*Note.* – For detailed process on Variation of Certificate of Aerodrome refer to CAGM 1405.

#### **4.6 Renewal of Certificate of Aerodrome**

- 4.6.1 An application to renew a Certificate of Aerodrome shall in accordance with provision 4.3 of this Directive.

*Note.* – For detailed process on Renewal of Certificate of Aerodrome refer to CAGM 1405

#### **4.7 Transfer of Certificate of Aerodrome**

- 4.7.1 The Certificate of Aerodrome shall not be transferable to any other person.

#### **4.8 Surrender of Certificate of Aerodrome**

- 4.8.1 If the aerodrome is to be closed to all traffic, the aerodrome operator shall take sufficient safety measures such as removal of windsocks and markings, the provision of closed markings, unserviceability markers and such other visual aids as necessary.

- 4.8.2 The certificate holder shall notify the Aeronautical Information Services (where applicable) regarding the closure of the aerodrome.

#### **4.9 Suspension/Revocation of Certificate of Aerodrome**

- 4.9.1 CAAM may suspend or revoke the certificate granted at any time where the certificate holder fails to comply with the provisions set forth in the Civil Aviation Act, Civil Aviation (Aerodrome Operations) Regulations 2016 or Civil Aviation Directives.

- 4.9.2 A suspension or revocation of an aerodrome certificate shall take effect from the date specified in the notice of suspension or revocation.

- 4.9.3 **Suspension** – it is a temporary enforcement action and it can be reinstated.

- 4.9.4 **Revocation** – This enforcement action is a potentially permanent removal of privileges to operate the public aerodrome.



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## **5 Aerodrome Manual**

### **5.1 Introduction**

- 5.1.1 As part of the certification process, an aerodrome manual which will include all pertinent information on the aerodrome site, facilities, services, equipment, operating procedures, organisation and management including a safety management system, must be submitted by an applicant/aerodrome operator for approval prior to granting a Certificate of Aerodrome.
- 5.1.2 Information provided in the Aerodrome Manual will enable CAAM Inspector to assess the suitability of the aerodrome for the aircraft operations proposed and to judge the applicant's/aerodrome operator's fitness to hold a Certificate of Aerodrome. It is also the basic reference guide for conducting site audits and inspections for granting a Certificate of Aerodrome, and for subsequent safety oversight surveillance of the aerodrome to be carried out by CAAM Inspector at regular intervals.
- 5.1.3 The purpose of the Aerodrome Manual is also to provide all such information and instructions as may be necessary to enable the aerodrome operating staff to effectively perform their duties in ensuring that the aerodrome is safe for use by aircraft. To achieve this aim, the Aerodrome Manual shall contain instructions for operating procedures from the aerodrome operator to his operational staff, including contractors and agents working for the aerodrome operator, as well as details of organisation structure such as key operational personnel and their areas of responsibility.

### **5.2 Format of an Aerodrome Manual**

- 5.2.1 An Aerodrome Manual shall comprise of a document covering all matters that need to be addressed, as well as relevant supporting documents and manuals for aerodrome operations that are referred to in the Aerodrome Manual. The contents of aerodrome manual listed in CAGM 1405 provides the minimum requirement to be included in an aerodrome manual.
- 5.2.2 The Aerodrome Manual may be supplemented by other documents and manuals, airport circulars, notices and instructions issued by the aerodrome operator on airport operational matters from time to time. The contents of these supplementary materials shall be incorporated into the main Aerodrome Manual if they are permanent in nature.
- 5.2.3 The Aerodrome Manual is a 'living document' and subject to frequent amendment. As such it shall be contained in a binder designed to facilitate easy amendment. The page and paragraph numbering system shall also be designed to allow for easy addition and deletion of information. Information regarding each amendment record, the amendment history and a list of effective pages shall be included in each copy of the Aerodrome Manual.

- 5.2.4 As a working and reference document for aerodrome operational staff, the Aerodrome Manual must be user-friendly. The information and instructions contained therein must be clear, concise and unambiguous. The Aerodrome operator shall ensure that the Aerodrome Manual prepared for his aerodrome addresses the required contents clearly and comprehensively. CAAM reserves the right to reject an Aerodrome Manual and/or to request amendment to the Aerodrome Manual if it, or any part of it, is found to be unacceptable, incomplete or inadequate.

### **5.3 Maintenance and control of Aerodrome Manual**

- 5.3.1 Under Regulation 6(2)(b) Civil Aviation (Aerodrome Operations) Regulation 2016 requires an aerodrome operator to:
- a) produce an Aerodrome Manual for his aerodrome and provide CAAM with a copy thereof which is kept complete and current;
  - b) keep at least one complete and current copy of the Aerodrome Manual at the aerodrome and, if the aerodrome is not his principal place of business, keep another such copy of the Aerodrome Manual at his principal place of business;
  - c) make the Aerodrome Manual available for inspection by any CAAM Inspector;
  - d) make such amendment or addition to the Aerodrome Manual as CAAM may require for:
    - 1) maintaining the accuracy of the Aerodrome Manual;
    - 2) ensuring the safe and efficient operation of aircraft at the aerodrome; or
    - 3) ensuring the safety of air navigation.

### **5.4 Issue, distribution and amendment of an Aerodrome Manual**

- 5.4.1 The Aerodrome Manual is an important safety document and must be issued under the authority of the aerodrome operator and signed by the senior executive of the organisation. Any amendments to the Aerodrome Manual shall be approved by the aerodrome operator, or his delegate.
- 5.4.2 Copies of relevant sections of the Aerodrome Manual shall be made available to each supervisory member of the aerodrome operating staff including those employed by the operator's contractors or agents, where relevant, so that each member of the aerodrome operating staff:
- a) is aware of the contents of every part of the Aerodrome Manual relevant to his duties; and
  - b) is aware of the requirement to undertake duties in conformity with the relevant provisions of the Aerodrome Manual.

- 5.4.3 For this manual, aerodrome operating staff shall mean all persons, whether or not employed directly by the aerodrome operator, who in the course of their duties are:
- a) concerned with ensuring that the aerodrome is safe for use by aircraft; or
  - b) required to have access to the aerodrome maneuvering area or apron.
- 5.4.4 In addition, sufficient copies of the Aerodrome Manual should be placed at the aerodrome operator's library and at the workplace of other relevant operating staff concerned.
- 5.4.5 Apart from submission of the Aerodrome Manual to CAAM and internal distribution of copies to relevant operating staff, copies of the Aerodrome Manual (or relevant parts of it) should also be made available to other external parties who have a part to play in aerodrome safety procedures. In particular, the airport emergency section of the Aerodrome Manual should also be extended to all external parties (e.g. Civil Defense, State Police, external Fire Departments or health agencies) involved in the Aerodrome Emergency Plan.
- 5.4.6 The Aerodrome Manual shall be a controlled document. An aerodrome operator shall appoint a document controller to be responsible for updating and distributing its Aerodrome Manual. Each copy of the Aerodrome Manual shall be numbered, and a list of their holders maintained by the document controller. Amendments shall be recorded on the amendment page in each copy.
- 5.4.7 Each holder of the Aerodrome Manual shall be responsible for ensuring that his copy is kept up to date. For copies intended for common use, a person shall be designated to look after amendment of those copies.
- 5.4.8 Manuscript amendments by hand to the Aerodrome Manual are not acceptable. Changes or additions shall be made by an additional or replacement page suitably dated. If the amendment affects the action of external parties, an acknowledgement slip shall be requested from each external party concerned when amendments are circulated to confirm that each party concerned has received and taken notice of the amendment.
- 5.4.9 The aerodrome operator shall make prompt amendments to the Aerodrome Manual when there are updates to any part of the contents of the Aerodrome Manual or, when required by CAAM upon review of the Aerodrome Manual or any proposed updates or amendments. Such amendments required by CAAM shall be binding on the aerodrome operator.

## **5.5 Document and record management**

### 5.5.1 Forms, documents and records

- 5.5.1.1 An aerodrome operator shall provide various official forms and records for use by his operational staff. Unless the use of such forms is self-explanatory, instructions for their completion shall be included in the Aerodrome Manual. Copies and records of the safety related forms such as forms for the inspection of runway, taxiway, apron, equipment, marking, lighting etc., the recording of wildlife strike occurrence and reporting of accidents and incidents shall be available to all relevant staff who need to use them.

## **6 Aerodrome Audit and Inspection**

### **6.1 Introduction**

6.1.1 Audit and Inspection are the main tools available for CAAM to ensure aerodromes meet regulations and maintain a safe operating environment and are operated and managed competently. CAAM may initiate an audit/inspection at any time in response to adverse safety trends, accidents/incidents and during or after a significant change in aerodrome infrastructure, operation, system, or organisation.

6.1.2 Audit – An in-depth review of the activities of an organisation to verify conformance to regulations and standards.

6.1.3 Inspection – The basic activity involving examination of a specific characteristic of an aerodrome operator.

### **6.2 Audit/inspection types**

6.2.1 The type of inspection/audit is determined by the circumstances under which the Inspection/audit is convened. There are 3 types of aerodrome operator inspections/audits:

- a) Initial Certification Audit/Inspection,
- b) Surveillance Audit/Inspection, and
- c) Special-purpose Audit/Inspection.

*Note. – For detailed process on Audit/Inspection Types refer to CAGM 1405.*

#### **6.2.2 Initial certification audit/inspection**

6.2.2.1 The initial certification audit/inspection consists of checking compliance of documents and information provided by aerodrome operators with the requirements of Regulation 6 Civil Aviation (Aerodrome Operations) Regulation 2016 followed by on-site verification, including physical characteristics, facilities, equipment, staffing and operating procedures for issuing a Certificate of Aerodrome.

6.2.2.2 All aspects of the aerodrome operations, including the management structure, adequacy and competency of operations and maintenance staff, arrangements and provisions for their training, aerodrome site, facilities, equipment, related services and operating procedures, etc. will be assessed in relation to the scale, scope and circumstances of the applicant's proposed operations.

#### **6.2.3 Surveillance audit/inspection**

6.2.3.1 Once an aerodrome operator has been issued a Certificate of Aerodrome, a surveillance inspection/audit will be conducted to ensure that the certificate

holder meet their obligations under the terms of the certificate as set out in conditions, limitations and certification requirements.

6.2.3.2 The audit/inspection interval will be determined by CAAM, depending upon the complexity and compliance and safety record of the aerodrome – also known as risk-based oversight.

6.2.3.3 The aerodrome surveillance audit shall comprise but not limited to:

- a) Announced Scheduled audit/inspection;
- b) Announced Non-scheduled audit/inspection;
- c) Unannounced Scheduled audit/inspection; or
- d) Unannounced Non-scheduled audit/inspection.

6.2.3.4 The aerodrome operator shall allow CAAM Inspector to access and inspect any of the aerodrome or any aerodrome facilities, including equipment, records and documents, during the surveillance audit/inspection.

6.2.3.5 The aerodrome operator shall cooperate and facilitate with CAAM Inspector in surveillance audit/inspection, and relevant applicant's personnel shall be made available to facilitate the audit/inspection.

6.2.3.6 Surveillance audit/inspection process

6.2.3.6.1 This aerodrome surveillance audit process consists of:

- a) Document Evaluation Phase; and
- b) Demonstration Audit and Inspection Phase.

6.2.4 Special-purpose inspection/audit

6.2.4.1 A special-purpose inspection/audit is one conducted to respond to special circumstances other than those requiring an initial certification or surveillance inspection/audit. A special-purpose inspection/audit may be convened with little or no notice and focus on specific areas of concern arising from safety issues.

6.2.4.2 A “no-notice” audit may preclude certain team-member activities and responsibilities that would be normally associated with other types of audits. Alternatively, a special purpose audit may be necessitated by a significant change in operation or planned development of the aerodrome, or after removal of wreckage to ensure safe aerodrome operations.

### **6.3 Aerodrome audit/inspection activities**

6.3.1 The following activities may be performed during inspection and audit of aerodrome.



## a) Off-site Verification Activities

## b) On-site Verification Activities

*Note. – For detailed process on Aerodrome Inspection/Audit Activities refer to CAGM 1405.*

## 6.3.2 Off-site verification activities

6.3.2.1 Off-site verification refers to the process of reviewing the document and information that are provided by the applicant/aerodrome operator. Off-site verification can be conducted during both Document Evaluation Phase and Demonstration, Audit and Inspection Phase. It provides CAAM inspector with information about both current and impending issues within an aerodrome that may not have been otherwise detected until the next on-site verification. The off-site verification allows CAAM inspector to evaluate the effectiveness of implemented corrective action(s) of the identified finding of non-compliance without an on-site verification activity.

## 6.3.3 On-site verification activities

6.3.3.1 The term “on-site” means that the inspection takes place wherever the subject of the inspection happens to be located. The scope of inspection and audit of aerodrome operations and SMS sometimes extends to all users/stakeholders of aerodrome, including fixed-base operators, ground handling agencies and other organisations that perform activities independently at the aerodrome in relation to flight or aircraft handling.

**6.4 Findings of non-compliance**

6.4.1 An audit/inspection finding is a non-compliance with a particular regulation and/or standard. It is generated in an off-site or on-site verification activity as a result of a lack of compliance with applicable in Civil Aviation (Aerodrome Operations) Regulations 2016 and/or a lack of application of CAAM directives/guidance material or good aviation safety practices. The lack of compliance is expressed in terms of one or more deficiencies.

6.4.2 For all finding of non-compliance identified by the CAAM Inspector, details regarding the non-compliance such as corrective/ preventative actions, will be recorded and communicated via respective tab in the shared CQ.

6.4.3 The aerodrome operator is required to submit a Corrective Action Plans (CAPs) addressing all other audit findings together with the planned implementation date to CAAM for approval within 30 calendar days from the date of receipt of the audit report. Normally, this deadline will not be extended without full justification and CAAM approval.

## 6.5 Corrective Action Plan (CAP)

- 6.5.1 The Corrective Action Plan (CAP) is a written confirmation by the aerodrome operator detailing the measures they intend to take, to address all of the findings of non-compliance. The plan must incorporate actions that will mitigate or remove the deficiency in the short-term and prevent a future re-occurrence.
- 6.5.2 Every Corrective Action Plan (CAP) generated as a result of inspection/audit finding(s) must contain, as a minimum:
- a) immediate corrective action;
  - b) the future corrective action(s); and
  - c) time frame for completion.
- 6.5.3 Where the aerodrome operator fails to submit an acceptable corrective action plan, or to perform the corrective action(s) within the time period accepted or extended by CAAM, the enforcement action, including possible sanctions against an aerodrome operator may be applied.
- 6.5.4 Corrective action(s) can be classified into three categories, based on a period of time for completion of the corrective action(s), as follows:
- a) Level 1 finding – Immediate action required, not exceeding 7 days
    - 1) For Level (1) finding, immediate corrective actions are required. Depending on the nature of finding and risk involved, the CAAM Inspector may restrict some or all of the activities/task before the expiration of the 7 days period. In some cases, work will be completely stopped in order to correct the non-conformity.
  - b) Level 2 finding
    - 1) For Level (2) finding, the default closure timeline is 60 days from the date the finding is raised. The CAAM Inspector based on his judgement, may reduce the target timeline to 30 days for the closure of the finding. Alternatively, he may extend it beyond the default 60 days based on his judgement as per appropriate extension procedure.
  - c) Observations
    - 1) For Observations, which require an action, the default closure timeline is 90 days from the date the recommendation is raised.