


# **Ethiopian Civil Aviation Authority Aerodrome Safety and Standards Directorate**

## **Aerodrome Certification Procedure**

Revision No.4

**September, 2017**



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|  | Company Name<br><b>ETHIOPIAN CIVIL AVIATION AUTHORITY</b><br><b>በኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን</b> | Document No.<br><b>ECAA-AC-AGA 001</b> |                                 |
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|  | <b>ETHIOPIAN CIVIL AVIATION AUTHORITY</b><br><b>AERODROME SAFETY AND STANDARDS</b><br><b>DIRECTORATE</b> | REF.ECAA-AC-AGA001/2015   |
|   |  | Rev. 0<br>Date: May, 2015 |
|   | <b>Aerodrome Certification Procedure</b>   |                           |

## PREAMBLE

**WHEREAS**, it is desirable to consolidate and modernize the aviation Advisory Circular to bring them to international standards,

**WHEREAS**, it is important to set the Advisory Circular as to how the regulatory, administrative, technical and supervisory activities of the Authority shall be performed in the one hand and setting the duties, obligations and standards that shall be respected by operators and aviation personnel,

**WHEREAS**, it is necessary, to provide detailed Advisory Circular for the administration of license, certification, investigation and enforcement of aviation laws.

**NOW THEREBY**, The Authority under its power given by Article 92/2 of the Civil Aviation Proclamation No. 616/2008 issued the following Advisory Circular.

### 1. SHORT TITLE


This Advisory Circular may be cited as "Advisory Circular for Aerodrome Certification Procedure.NO.ECAA-AC-AGA001/2015

### 2. REPEAL AND INAPPLICABLE LAWS


No law, directive, order or practice shall, in so far as it is inconsistent with this Advisory Circular, be applicable with respect to matters provided for by this Advisory Circular.

### 3. EFFECTIVE DATE

This Advisory Circular shall come into force as of May/ 2015.

  
**Wosenyetch Hunegnaw (Col.)**  
**Director General**




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## FOREWORD

This manual establishes a regulatory system for the certification of aerodromes in Ethiopia. Such a regulatory system is intended to ensure that the facilities, equipment and operational procedures at certified aerodromes are in compliance with the Ethiopian Civil Aviation Rules and Standards, 2013 and Manual of Implementing Standards Aerodrome of ECAA. The information contained in this Manual conforms to ICAO Standards and Recommended Practices and the applicable ICAO documents.

This Manual contains guidelines for the certification of aerodrome in accordance with the requirements of Ethiopian Civil Aviation Rules and Standards, 2013. The manual also provides guidance on aerodrome certification procedures and on the subsequent compliance and enforcement of the aerodrome operators' obligations for aerodromes in category A and B.

The scope of this manual is therefore confined to the safety, regularity and efficiency aspects of aerodrome facilities, service, equipment and operational procedure.

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## AMENDMENT PROCEDURE

The Director of Aerodrome Safety and Standards Directorate is responsible for the development, issuance and control of amendments to this Procedure. All copies of the Manual are serialized and issued in accordance with the distribution list. Individual Manual copy holders indicated on the distribution list are responsible for insertion of all amendments.

All Aerodrome inspectorate staff encouraged to submit recommendations, for proposed revisions, additions, or deletions which they consider necessary. In the accomplishment of their duties, aerodrome inspectors must be alert to the requirements of the rules & standards and applicable manuals, orders, notices and Advisory Circulars issued by the ECAA.

Any errors or omissions identified while using this document including proposals to change the relevant aerodromes rules & standards, manuals, orders, notices and Advisory Circulars should be forwarded to the:

**Director of Aerodrome Safety and Standards Directorate,  
Ethiopian Civil Aviation Authority,  
Email - ecaa.ssd@etionet.et  
P.O.Box 978,  
Addis Ababa Ethiopia**



Company Name

**ETHIOPIAN CIVIL AVIATION AUTHORITY**

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### **RECORD OF AMENDMENTS**

| <b>No.</b> | <b>Revision Number</b> | <b>Date Entered</b> | <b>Entered By</b> |
|------------|------------------------|---------------------|-------------------|
| 1.         | Original               | 25/11/2006          | ASSD              |
| 2.         | Revision 1             | 15/04/2009          | ASSD              |
| 3.         | Revision 2             | 19/04/2011          | ASSD              |
| 4.         | Revision 3             | October, 2013       | ASSD              |
| 5          | Revision 4             | September, 2017     | ASSD              |
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## APPENDIX

**Appendix A-** Sample aerodrome certificate application form

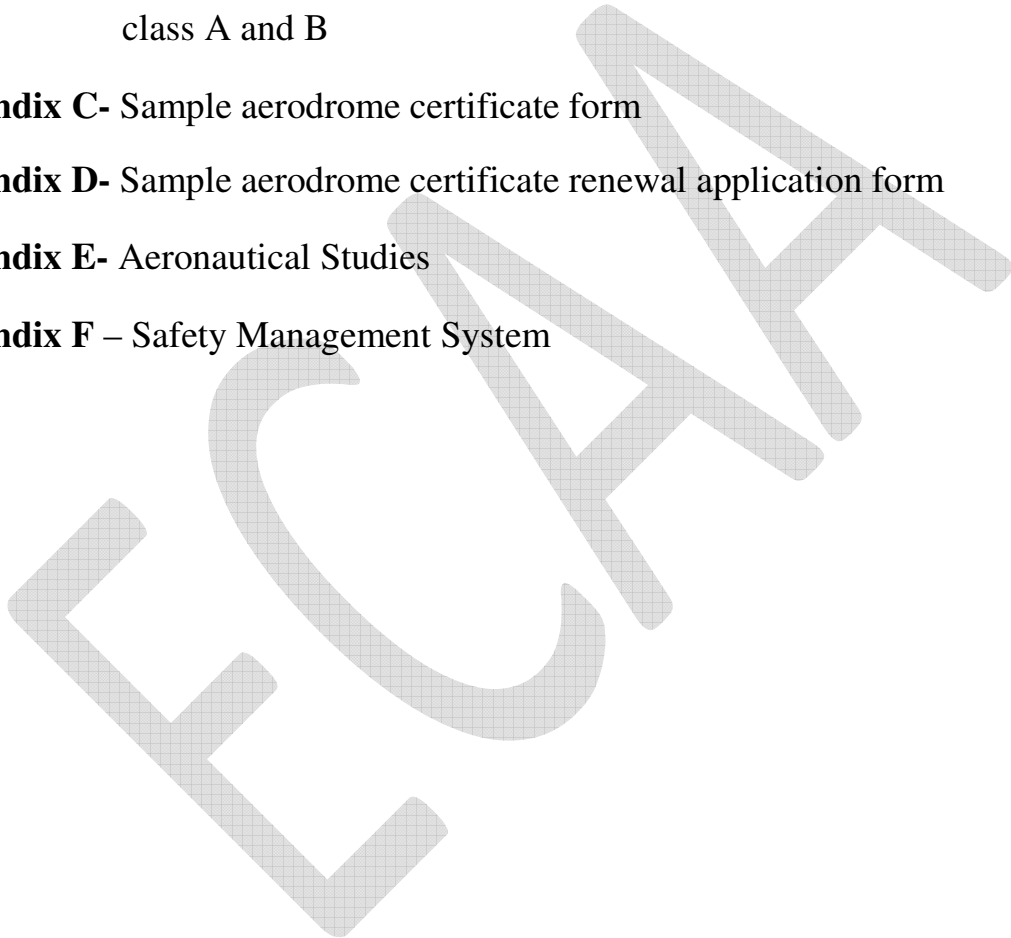
**Appendix B-** Particulars to be included in an aerodrome manual for aerodromes in class A and B


**Appendix C-** Sample aerodrome certificate form

**Appendix D-** Sample aerodrome certificate renewal application form

**Appendix E-** Aeronautical Studies

**Appendix F –** Safety Management System



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## CHAPTER 1

### OVERVIEW ON AERODROME CERTIFICATION

#### 1.1 Introduction

##### 1.1.1 General

Article 15 of the International Civil Aviation Convention requires that all aerodromes open to public use under the jurisdiction of a Contracting State should provide uniform conditions for the aircraft of all other Contracting States. Furthermore, Articles 28 and 37 oblige each State to provide, in its territory, airports and other air navigation facilities and services in accordance with the Standards and Recommended Practices (SARPs) developed by ICAO Annex 14 Vol. I to the Convention contain SARPs on the subject of aerodrome design and operation. Responsibility for ensuring safety, regularity and efficiency of aircraft operations at aerodromes under the respective jurisdictions rests with individual States. It is therefore essential that whenever the operation of airports is delegated to an operator, the State retain its overseeing responsibility and ensure that the operator complies with the relevant ICAO SARPs and/or ECAA Rules and Standards.


The most effective and transparent means of achieving these objectives are to:

- a) Establish a separate safety oversight entity and a well-defined safety oversight mechanism, supported by appropriate legislation, to carry out the functions of certification and safety regulation of aerodromes;

***Based on the above facts Ethiopian Civil Aviation Authority separated from Ethiopian Airports Enterprise by Civil Aviation proclamation number 616/2008 .On section 7 of this Proclamation it is sated that the Ethiopian Civil Aviation Authority re-established as an autonomous government agency having its own legal personality and its accountability is to the Transport Minister.***

- b) Implement an aerodrome certification procedure whereby a State certifies an aerodrome through the approval of the aerodrome manual submitted by the aerodrome operator.

This manual describes the rules, standards and procedures used by Ethiopian Civil Aviation Authority to process applications for the issue, renewed, suspended, cancelled or surrender of an aerodrome certificates. The manual is designed to ensure that the required standards are applied when an aerodrome certificate is issued, renewed, suspended, cancelled or surrendered.

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The manual further defines the rules and standards that govern aerodrome certification and clearly sets out the:

- Responsibilities of ECAA staff
- Standards and procedures the staff of the ECAA must follow when processing applications for the issue, renewal, suspension, cancellation or surrender of aerodrome certificate and
- Requirements for compliance and enforcement.

Adherence to the standards and procedures will ensure that:

- Aerodrome certificates are issued, renewed, suspended, cancelled or surrendered in an effective, efficient and consistent manner.
- Aerodrome certificates are issued in a common legal format and
- Effective and consistent compliance and enforcement action is taken.

### 1.1.2 Preparation of the aerodrome manual

The operator of a certified aerodrome must have a manual, to be known as the aerodrome manual, for the aerodrome.

The aerodrome manual shall:


- a) be typewritten or printed, and signed by the aerodrome operator;
- b) be in a format that is easy to revise;
- c) have a system for recording the currency of pages and amendments thereto, including a page for logging revisions; and
- d) be organized in a manner that will facilitate the preparation, review and approval process.

#### ❖ Location of the aerodrome manual

The aerodrome operator must provide to ECAA with a complete and current copy of the aerodrome manual.

The aerodrome operator must keep at least one complete and current copy of the aerodrome manual at the aerodrome and one copy at the operator's principal place of business if other than the aerodrome.

Copies of applicable portions of the aerodrome manual must be distributed to each of the personnel at the aerodrome with operational responsibilities.

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The aerodrome operator must make the copy of aerodrome manual available for inspection by authorized ECAA personnel.

❖ **Information to be included in the aerodrome manual**

Refer **Appendix B**

❖ **Amendment of the aerodrome manual**

The operator of a certified aerodrome must alter or amend the aerodrome manual, whenever necessary, in order to maintain the accuracy of the information in the manual.

To maintain the accuracy of the aerodrome manual, an aerodrome operator shall amend the Aerodrome Manual for his aerodrome –

- a) Whenever it is necessary to do so; and
- b) Upon the written directions of the Authority, requiring the operator to amend his Aerodrome Manual.

❖ **Notification of changes to the aerodrome manual**

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

❖ **ECAA approval of the aerodrome manual**

The ECAA shall approve the aerodrome manual and any amendments thereto.


### 1.1.4 Obligations of the Aerodrome Operator

❖ **Compliance with standards and practices**

The aerodrome operator shall comply with the standards and recommended practices and with any conditions endorsed in the certificate.

❖ **Competence of operational and maintenance personnel**

The aerodrome operator shall employ an adequate number of qualified and skilled personnel to perform all critical activities for aerodrome operation and maintenance.

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If the ECAA or any other competent authority of the government requires competency certification for the personnel referred in the first paragraph, the aerodrome operator shall employ only those persons possessing such certificates.

The aerodrome operator shall implement a programme to upgrade the competency of the personnel referred in the first paragraph.

❖ **Aerodrome operation and maintenance**

Subject to any directives that the ECAA may issue, the aerodrome operator shall operate and maintain the aerodrome in accordance with the procedures set out in the aerodrome manual.

To ensure the safety of aircraft, the ECAA may give written directives to an aerodrome operator to alter the procedures set out in the aerodrome manual.

The aerodrome operator should ensure proper and efficient maintenance of the aerodrome facilities.


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

❖ **Aerodrome operator's safety management system**

The aerodrome operator shall establish a safety management system for the aerodrome describing the structure of the organization and the duties, powers and responsibilities of the officials in the organizational structure, with a view to ensuring that operations are carried out in a demonstrably controlled way and are improved where necessary.

The aerodrome operator shall oblige all users of the aerodrome, including fixed-base operators, ground handling agencies and other organizations that perform activities independently at the aerodrome in relation to flight or aircraft handling, to comply with the requirements laid down by the aerodrome operator with regard to safety at the aerodrome. The aerodrome operator shall monitor such compliance.

The aerodrome operator shall require all users of the aerodrome, including fixed-base operators, ground handling agencies and other organizations, to cooperate in the programme to promote safety at, and the safe use of, the aerodrome by immediately informing it of any accidents, incidents, defects and faults which have a bearing on safety.

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❖ **Aerodrome operator’s internal safety audits and safety reporting**

The aerodrome operator shall arrange for an audit of the safety management system, including an inspection of the aerodrome facilities and equipment. The audit shall cover the aerodrome operator’s own functions. The aerodrome operator shall also arrange for an external audit and inspection programme for evaluating other users, including fixed-base operators, ground handling agencies and other organizations working at the aerodrome.

The aerodrome operator shall ensure that the audit reports, including the report on the aerodrome facilities, services and equipment, are prepared by suitably qualified safety experts.

The aerodrome operator shall retain a copy of the report(s) for a period to be agreed with the ECAA. The ECAA may request a copy of the report(s) for its review and reference.

The report(s) must be prepared and signed by the persons who carried out the audits and inspections.

❖ **Access to the aerodrome**


Personnel so authorized by the ECAA may inspect and carry out tests on the aerodrome facilities, services and equipment, inspect the aerodrome operator’s documents and records and verify the aerodrome operator’s safety management system before the aerodrome certificate is granted or renewed and, subsequently, at any other time, for the purpose of ensuring safety at the aerodrome.

An aerodrome operator shall, at the request of the person, allow access to any part of the aerodrome or any aerodrome facility, including equipment, records, documents and operator personnel, for the purpose described in the first paragraph.

The aerodrome operator shall cooperate in conducting the activities.

❖ **Notifying and reporting**

*Notification of inaccuracies in aeronautical information service (AIS) publications.* An aerodrome operator shall review all Aeronautical Information Publications (AIPs), AIP Supplements, AIP Amendments, Notices to Airmen (NOTAMs), Pre-flight Information Bulletins and Aeronautical Information Circulars issued by AIS on receipt thereof and immediately after such reviews shall notify AIS of any inaccurate information contained therein that pertains to the aerodrome.

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*Notification of changes to the aerodrome facilities, equipment and level of service planned in advance.* An aerodrome operator shall notify AIS and the aerodrome Safety and Standards Directorate, in writing, well in advance before effecting any change to the aerodrome facility or equipment or the level of service at the aerodrome that has been planned in advance and which is likely to affect the accuracy of the information contained in any AIS publication.

*Issues requiring immediate notification.* An aerodrome operator shall give AIS and shall arrange for air traffic control and the flight operations unit to receive immediate notice detailing any of the following circumstances of which the operator has knowledge:

a) **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) **Level of service:** reduction in the level of service at the aerodrome asset out in any of the AIS publications;

c) **Movement area:** closure of any part of the movement area of the aerodrome; and

d) Any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted.

❖ **Special inspections**


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

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

❖ **Removal of obstructions from the aerodrome surface**

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



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### ❖ Warning notices

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

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

### 1.1.5 Exemption

The ECAA may exempt, in writing, an aerodrome operator from complying with specific provisions of Ethiopian Civil Aviation Rules and Standards.

Before the ECAA decides to exempt the aerodrome operator, the ECAA takes into account all safety related aspects.

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

When an aerodrome does not meet the requirement of a standard and recommended practice, a detailed description of the alternative means by which the operator will ensure a level of safety equivalent to that established by Ethiopian Civil Aviation rules and standards in question will be given to the Authority with other necessary requirement. The Authority may determine, after evaluation of the request, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant standard or practice.


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

## 1.2 Legislative Controls

### 1.2.1 Certification

#### **Ethiopian Civil Aviation Rules & Standards 12.4.2:- Application for a Certificate**

- Requires that any person who intends to make an application for an Aerodrome certificate shall be in a form prescribed by the Authority and shall be accompanied by:-

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- (a) Two copies of the aerodrome manual;
- (b) A 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) Charges as prescribed by the Authority in the Aeronautical Information Publication or Aeronautical Information Circular.

#### **Ethiopian Civil Aviation Rules & Standards 12.4.3:- Conditions for issuance of Certificate**


- A certificate may be issued subject to any conditions that may be prescribed by the Authority.
- 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.

#### **Ethiopian Civil Aviation Rules & Standards 12.4.4:- Breach of conditions of Certificate and non-conformance with certification requirements**

- Renders the certificate invalid whenever there is a breach of any condition subject to which a certificate is issued including any approval, permission or exemption.
- Provides that the Authority shall impose operating restrictions or sanctions at a certified aerodrome in the event of non-conformance with certification requirements or any unresolved safety concerns.

#### **Ethiopian Civil Aviation Rules & Standards 12.4.5:-Issuance of Certificate**

- The Authority shall issue a certificate in the prescribed form and manner where the Authority is satisfied that:
  - a) the applicant has the necessary competency and experience to operate and maintain an aerodrome;
  - b) the personnel of the applicant are adequate in number and have the necessary competency and experience to operate and maintain an aerodrome;
  - c) the aerodrome manual prepared for the aerodrome and submitted with the application contains all the relevant information;
  - d) the aerodrome facilities, services and equipment are established in accordance with approved standards and recommended practices;

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- e) the aerodrome operating procedures make satisfactory provision for the safety of aircraft;
  - f) an approved safety management system is in place;
  - g) the applicant has an approved aviation security programme in accordance with the Ethiopian Civil Aviation rules and standards and the National Civil Aviation Security Program requirements.
- the issuance of a certificate shall be subject to compliance with the Ethiopian Civil Aviation Rules and Standards prescribed by the Authority in the Manual of Implementing standards Aerodrome and any other condition as may be specified or notified by the Authority in accordance with the requirements for safety audits and inspections.
  - the Authority may refuse to grant a certificate to an applicant and where the Authority refuses, it shall notify the applicant in writing, of the reasons for the refusal, not later than fourteen days after making that decision.
  - the status of the aerodrome as a certified aerodrome, its certificate number and associated conditions and the relevant information shall be published in the appropriate sections of the AIP of the Aerodrome.

**Ethiopian Civil Aviation Rules & Standards 12.4.6:–Certification of Aerodromes used for International operations**


- a person shall not operate an aerodrome as a category A or B aerodrome unless that person holds an aerodrome certificate issued by the Authority.
- An aerodrome certificate issued under Ethiopian Civil Aviation Rules and Standards is not transferable.

**Ethiopian Civil Aviation Rules & Standards 12.4.7:– Validity of Certificate**

- A certificate shall be valid for a period of two year, unless the certificate is suspended, cancelled or revoked.

**Ethiopian Civil Aviation Rules & Standards 12.3.8:– Renewal of Certificate**

- An application for the renewal of a certificate shall be made to the Authority in the prescribed form and 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

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(c) the appropriate charges as prescribed by the Authority in the Aeronautical Information Circular Requires


- An application for renewal of a certificate shall be submitted 60 days before expiry of the certificate.
- Requires that the renewal of a certificate be subject to compliance with ECAA Rules and Standards and any conditions specified by the Authority.

**Ethiopian Civil Aviation Rules & Standards 12.4.8:– Amendment of Certificate**

- An application for amendment of a certificate be submitted in a form prescribed by the Authority
- The Authority may request that the application be accompanied by any or all of the following
  - a) Two copies of the aerodrome manual;
  - b) A plan for the aerodrome;
  - c) An environment impact assessment report;
  - d) Approval from the relevant authority;
  - e) Proof of financial capability;
  - f) Particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards;
  - g) Particulars of the airspace classification requirements; and
  - h) Charges as prescribed in the Aeronautical information publication or the aeronautical information circular.
- The Authority may, where necessary, provided the requirements of certificate issuance are met, amend an aerodrome certificate-
  - a) In respect of a change in the use or operation of the aerodrome;
  - b) In respect of a change in the boundaries of the aerodrome;
  - c) Where the holder of the aerodrome certificate requests for an amendment; or
  - d) Where the Authority deems it necessary.

**Ethiopian Civil Aviation Rules & Standards 12.4.9:– Suspension and cancellation of a certificate**

- The Authority may suspend a certificate where-
  - a) Following a safety inspection or audit, it is evident that the holder of the certificate has not complied with the requirements prescribed in ECAA Rules and Standards

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and failed to remedy the non-compliance within a period of thirty days after the inspection;

- b) The holder of the certificate prevents the Authority from carrying out a safety inspection or audit in accordance with ECAA Rules and Standards;
  - c) The holder of the certificate is under receivership, liquidation or bankruptcy proceedings;
  - d) It is deemed necessary by the Authority, in the interest of aviation safety.
- The Authority may, on giving reasons to the holder of a certificate, suspend the certificate for a period not exceeding sixty days;
  - A holder of a certificate who is notified of a suspension may submit a response in writing within fourteen days.
  - Notwithstanding the above statement the Authority may suspend any or all of the operations at an aerodrome pending receipt of a response from the holder.
  - A holder of a certificate who is aggrieved by the suspension of a certificate may appeal to the ministry, against the suspension, within thirty days of the suspension.
  - Where an appeal is made, the holder of a certificate shall state in writing the reasons why in his or her opinion, the suspension should be varied or set aside.
  - Where a holder of a certificate does not appeal against the suspension; the Authority may cancel the certificate, on giving reasons to the holder of the certificate.

## 1.2.2 Certificate Surrender

### **Ethiopian Civil Aviation Rules & Standards 12.4.10:– Surrender of Certificate**

- A holder of an aerodrome certificate may surrender the certificate to the Authority at any time.
- A holder of a certificate who wishes to surrender the certificate shall give the Authority not less than sixty days notice in writing before the date on which the certificate is to be surrendered, of the intention to surrender the certificate.
- The Authority shall cancel the certificate upon the expiry of the period of notice in the above statement.
- where, after the expiry of the period, the aerodrome whose certificate is surrendered, is abandoned or is not maintained in accordance with the conditions of the certificate; the holder of the certificate shall remove, obliterate or modify the prescribed markings.

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## CHAPTER 2

### PROCESS OF ISSUING A CERTIFICATE

#### 2.0 Introduction

The ECAA rules and Standards part 12 details the criteria used to determine if an aerodrome should be certificated and also provide for the Ethiopian Civil Aviation Authority to conduct continuing oversight of aerodrome operators and associated service providers. The Proclamation also provide for a clear separation of authority between the operator and the regulatory authority.

In addition there is a legislative provision/rules and standards which enables the Ethiopian Civil Aviation Authority (Directorate of Aerodrome Safety and Standards) to impose operating restrictions or sanctions at a certificated aerodrome, in the event of non-conformance with the certification requirements or an unresolved safety concern. An organizational structure in the Directorate of Aerodrome Safety and Standards for aerodrome certifying and surveillance activities is appropriate to the size and scope of all aerodrome operations.

Ethiopian Civil Aviation Rules and Standards part 12 require aerodromes in category A and B, to be certificated. The procedures described in this Chapter ensure full compliance with and have as a control the provisions of Part 12 of the ECAA rules and Standards.

Adherence to the aerodromes rules and Standards and standard procedures will ensure that aerodrome certificates are issued, renewed, suspended, cancelled or surrendered in a consistent manner. The use of a common legal format will also facilitate effective and consistent compliance with and enforcement of the rules and standards. The manual describes the ECAA staff requirements for implementing each procedure specified herein.


#### 2.1 Process of Issuing a Certificate

##### 2.1.1 General

The aerodrome certification process comprise of:

- a) dealing with the expression of interest by an intending applicant for the aerodrome certificate;
- b) assessing the formal application, including evaluation of the aerodrome manual;
- c) assessing the aerodrome facilities and equipment
- d) issuing or refusing an aerodrome certificate; and
- e) promulgating the certified status of an aerodrome and the required details in the AIP.



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## 2.1.2 Key Elements of Process of issuing a Certificate

### Purpose

To ensure that aerodrome certificates are correctly and consistently issued using a common legal format nationally by describing the:

- Process for issuing aerodrome certificates
- Legislation governing their issue
- Staff responsibilities
- Forms and letters used.

### Legislative Controls

ECAA Rules and Standards part 12 sections 12.4 and 12.6

- Define when an aerodrome certificate is required.
- Require a person who operates an aerodrome used for air transport operations to have an aerodrome certificate.
- Permit application to the Authority for an aerodrome certificate to operate a specific aerodrome.
- Require the application to be in an approved format and be accompanied by two copies of the aerodrome manual.
- Define the rules for granting an aerodrome certificate and details the Authority's responsibilities concerning the issue of certificates.
- Empower the Authority to refuse to grant an aerodrome certificate.
- Require aerodrome operators to comply with standards, any imposed conditions and to act with a reasonable degree of care and diligence.
- Specify the validity period of an aerodrome certificate.
- Define the information to be included in the Aerodrome Manual.

#### Forms: Sample Letters:

- |  |                                 |
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| 1. Aerodrome Certificate Register            | 1. Grant of certificate         |
| 2. Application for Aerodrome Certificate     | 2. Refusal to grant certificate |
| 3. Guidelines for Preparation of a Quotation |                                 |
| 4. Certificate Issue Checklist               |                                 |
| 5. Aerodrome Certificate document            |                                 |
| 6. Observation of Environmental Aspects      |                                 |
| 7. PAPI Flight Check Record                  |                                 |
| 8. Airport Lighting Flight Check Record      |                                 |
| 9. Aerodrome Manual                          |                                 |
| 10. Management System                        |                                 |
| 11. Aerodrome Facilities                     |                                 |





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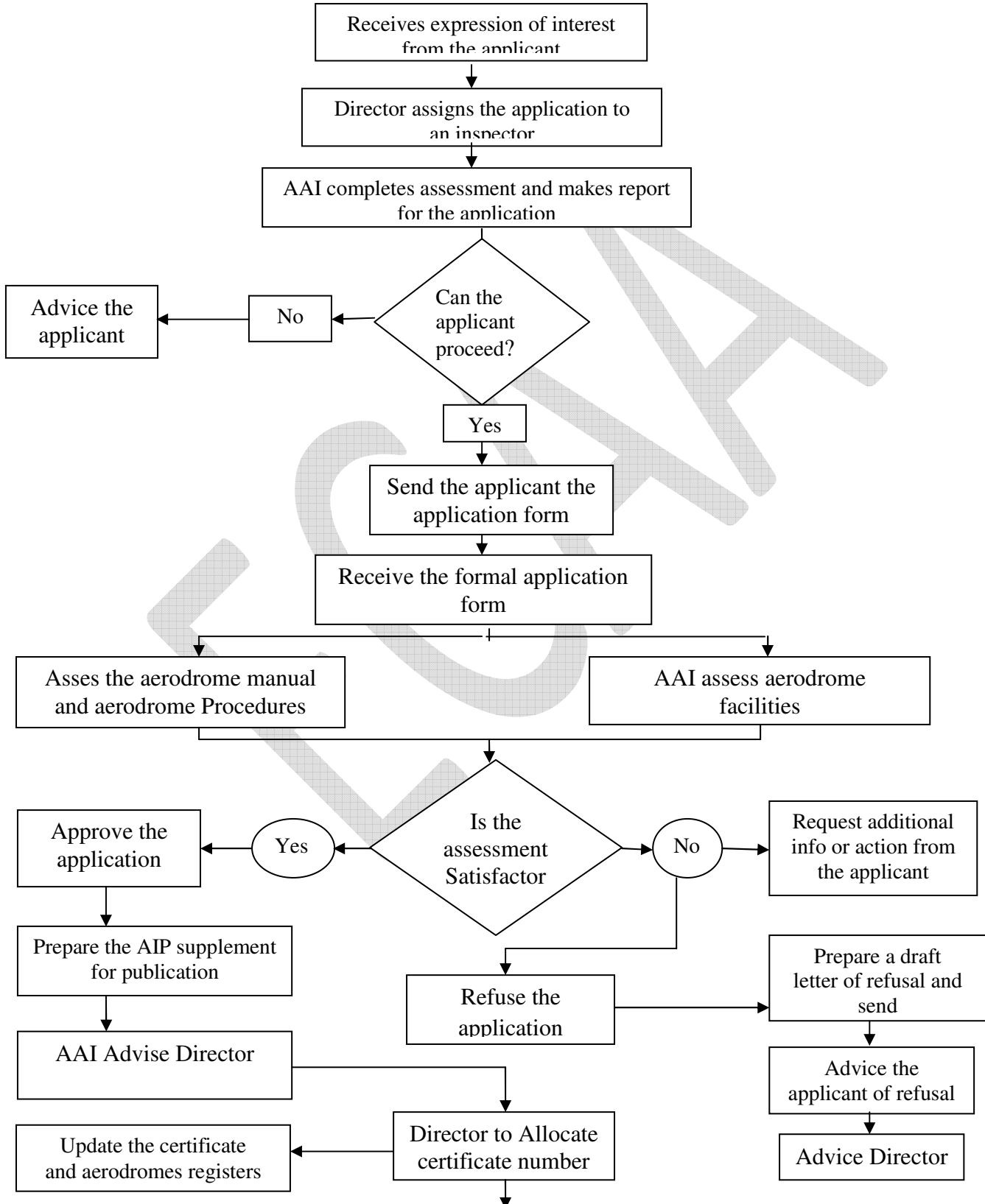
**Aerodrome Certification Procedure**


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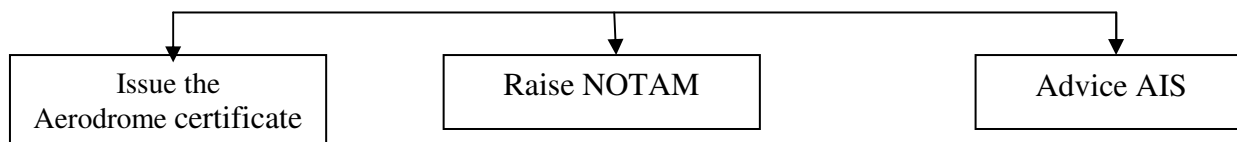
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### Certificate Issuing Flowchart



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## 2.2 Dealing with Expressions of Interest (Phase-1)


### 2.2.1 General

Aerodromes that are required to be certified in accordance with the Ethiopian civil aviation rules and standards must be in possession of an aerodrome certificate before commencing operations. Dealing with the expression of interest shall include a flight operations assessment by the ECAA and/or the relevant authorities to ensure that the operation of an aerodrome at the location specified in the application will not endanger the safety of aircraft operations. If the result of this assessment is negative, then there is no need to proceed any further, and the applicant should be advised accordingly.

The flight operations assessment should take into consideration the proximity of the aerodrome to other aerodromes and landing sites, including military aerodromes; obstacles and terrain; any excessive operational restriction requirements; any existing restrictions and controlled airspace; and any existing instrument procedures.

The ECAA rules and standards part 12 require that an application for an aerodrome certificate be accompanied by an environmental impact assessment report. The processing of the expression of interest will therefore include referrals from the Forest and Environment Minister for necessary clearance.

Where the results of the above assessments are positive, the Authority shall advise the applicant in writing to submit a formal application for an aerodrome certificate in accordance with the requirements of ECAA rules and standards 12.4.2. The ECAA shall provide the applicant the prescribed application form, a copy of the aerodrome certification rules and standards, including its schedule(s), and any other relevant circular or publication that the Authority may have issued, including the national standards for aerodromes. In the letter to the applicant, the contact person in the ECAA shall be indicated.

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## 2.2.2 Key Elements of the Process to deal with Expressions of Interest

### Purpose

- To ensure that all expressions of interest from aerodrome operators are registered.
- To assign an Aerodrome Inspector to the application.
- To give applicants background information about the aerodrome certifying process.

## 2.2.3 Guidelines for Dealing with Expressions of Interest

### When Is a Certificate Required?

- An aerodrome certificate is required if the aerodrome operator is the owner of an Aerodrome which falls in Category A and B.

### Who May Make the Application?

Any aerodrome operator may apply for an aerodrome certificate.

### Who May Act as the Assigned Aerodrome Inspector (AAI)?

Any Aerodrome Inspector (AI) appropriately trained and with the required delegation.

The Chief Aerodromes Inspector may assign himself or herself as the Assigned Aerodrome Inspector if he/she holds the inspector's credentials.


### Advice to Applicants

The Assigned Aerodrome Inspector must advise the applicant that he or she must lodge a formal application:

- Using the Application for an Aerodrome Certificate form
- Providing the Authority with two copies of the Aerodrome Manual.

**Note:** *The relevant references for the standards are the*

1. *Manual of Implementing Standards Aerodrome and Ethiopian Civil Aviation Publications (CAPs) may provide information on an acceptable method of complying with the statutory requirements.*

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2. *Certain obligations may be imposed by Environmental Protection Act or similar legislation. Capital works associated with the development of anew aerodrome or major extension to an existing one may contribute a significant environmental impact, which in turn may require the production of an Environmental Impact Assessment. The Assigned Aerodrome Inspector should consult with his chief and/or the Authority legal Counsel for clarification in particular cases where there appears to be a significant environmental impact.*

### **Standards:**

The applicant should also be advised to obtain or refer to the Manual of Implementing Standards Aerodrome and the relevant Rules and Standards to ensure that certification standards and procedures are understood and can be met.

### **Flight Operations Assessment**

The Authority must be satisfied that the operation of an aerodrome at the place specified in the application will not endanger the safety of aircraft.

If the results of this assessment are negative, formal advice needs to be provided. The Flight Operations Inspector (FOI) is responsible for ensuring that a flight operations assessment is completed. Appropriate guidance should be prepared for flight operations inspectors who may be called on to provide these assessments.


The flight operations assessment would normally take into consideration matters such as:

- The proximity of the proposed aerodrome to other aerodromes and landing sites
- Obstacles and terrain effects on a proposal.
- Whether the establishment as proposed would involve excessive operational restrictions.
- Existing restrictions and controlled airspace requirements that would be affected by the proposal.
- Existing instrument procedures that might be affected by the proposal.

### **2.2.4 Procedures for Dealing with Expressions of Interest**

#### **Chief Aerodrome Inspector**

Assigns an Aerodrome Inspector who holds appropriate delegations to deal with the expression of interest.

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### Assigned Aerodrome Inspector (AAI)

1. Records the expression of interest details on the Aerodrome File.
2. Arrange a flight operations assessment:
3. If the application cannot proceed or if any operations restrictions result from the flight operations assessment, advise the applicant.
4. Refer to the relevant document for the cost of processing the application for the aerodrome certificate.
5. If the application can proceed, advise the person inquiring, as necessary:
  - a) To obtain a copies of relevant Publications and guidance materials from the Authority.
  - b) Who will be the applicant's contact during the Certifying Process?
6. Require the applicant to submit an application to the Authority using the Application for an Aerodrome Certificate form.

### Flight Operations Inspector

1. Arrange for a flight operations assessment.

For details of the matters to be included in the assessment, see the Flying Operations Assessment Procedure described at paragraph 2.2.3

2. Report the result of the assessment to the Assigned Aerodrome Inspector.


## 2.3 Assessing a Formal Application (Phase-2)

### 2.3.1 General

Part 12 of Ethiopian Civil Aviation rules and standards specify the responsibilities of the ECAA before it can grant an aerodrome certificate. It specifies the requirements for aerodrome certificate and the need for operational safety considerations. The ECAA must be satisfied that the aerodrome operator has the necessary competence and experience to comply with the relevant rules and standards, orders and advisory circulars of the ECAA.

To ensure uniformity, the standard application form for an aerodrome certificate has been provided. The sample application form for an aerodrome certificate is available in the ECAA website./[www.ECAA.gov.et/](http://www.ECAA.gov.et/)


The assessment by the ECAA of the formal application shall include the following:

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- a) a flight operations assessment if that was not carried out during the time of dealing with the expression of interest. This assessment may also include an aeronautical study if there is a deviation from a standard or a practice;
- b) an assessment of the aerodrome manual submitted by the applicant to determine whether the manual complies with the requirements of Part 12 of the ECAA rules and standards. All verifications that can be completed or initiated in the office should be carried out, including the aerodrome data to be published by the aeronautical information service, and the adequacy of the aerodrome operating procedures; and
- c) a site visit

A site visit should be undertaken for the purpose of assessing the aerodrome facilities, services and equipment to verify and ensure that they comply with the specified standards and recommended practices. This should include:

- a) On-site verification of aerodrome data; and
- b) The checking of aerodrome facilities and equipment, which should include:
  - 1) dimensions and surface conditions of:
    - runway(s);
    - runway shoulders;
    - runway strip(s);
    - runway end safety areas;
    - stopway(s) and clearways;
    - taxiway(s);
    - taxiway shoulders;
    - taxiway strips; and
    - aprons;
  - 2) the presence of obstacles in obstacle limitation surfaces at and in the vicinity of the aerodrome;
  - 3) the following aeronautical ground lights, including their flight check records:
    - runway and taxiway lighting
    - approach lights;
    - PAPI;
    - apron floodlighting;
    - obstacle lighting;
    - pilot-activated lighting, if applicable; and


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- visual docking guidance systems;
- 4) Standby power;
  - 5) wind direction indicator(s);
  - 6) Illumination of the wind direction indicator(s);
  - 7) Aerodrome markings and markers;
  - 8) Signs in the movement areas;
  - 9) Ground earthing points;
  - 10) Rescue and fire-fighting equipment and installations;
  - 11) Aerodrome maintenance equipment, particularly for the airside facilities maintenance including runway surface friction measurement;
  - 12) Runway sweepers;
  - 13) Disabled aircraft removal equipment;
  - 14) Wildlife management procedures and equipment;
  - 15) Two-way radios installed in vehicles for use by the aerodrome operator in the movement area;
  - 16) The presence of lights that may endanger the safety of aircraft; and
  - 17) Fuelling facilities.

### **Competence of Operational and Maintenance Personnel**

- 1) Except for those areas where the Regulation requires specific training or performance documentation, the Authority normally assumes that a function well performed indicates sufficient qualified personnel. During the inspection, the Inspector must determine that there are sufficient qualified personnel to comply with the requirements of the Aerodrome Manual. The Inspector must make this determination based on the conditions found during the inspection. The number of personnel an Aerodrome operator needs is that required to meet, maintain, and operate the Aerodrome at the minimum safety standards. An Inspector cannot set personnel requirements but can observe the duties personnel perform and check personnel rosters and position descriptions to help make the determination. Testing, written, oral, or through a practical demonstration of skills may be used if determined necessary by the Inspector. If used, testing shall only be considered as a tool to aid in evaluating sufficient qualification and not as all inclusive. When administrating a test, care should be given to test only at a level applicable for that particular Aerodrome.
- 2) In some cases there may be enough personnel, but not —qualified‖ due to inadequate training. A lack of qualification is demonstrated if the work performed is incorrect (e.g., improper markings, filler that pops right out of cracks, etc.). Encourage the Aerodrome to develop an airfield operations and maintenance personnel training program, with which the emergency investigator reports employees may need to be familiar.



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### 2.3.2 Key Elements of the Process of Assessing a Formal Application

#### Purpose:

Assess the documentation that is supplied by the applicant to ensure that the application meets the requirements of the ECAA rules and standards.

### 2.3.3 Guidelines for Assessing a Formal Application

#### Check sheet:

- Process the application,
- tick activities satisfactorily completed,
- complete off the Certificate,
- Issue Check sheet.

#### Aerodrome Manuals:

- Applicants must supply two copies of the Aerodrome Manual with their application. In addition to the Aerodrome Manual, the applicant may be required to supply other supporting evidence to the Assigned Aerodrome Inspector or Flight Operation Inspector.
- The Aerodrome Manual must comply with mandatory ECAA rules and standards regarding its contents and completeness.
- The Aerodrome Inspector must be satisfied that the aerodrome operator can properly maintain the aerodrome, and the contents of the manual may be used as evidence of this.

### 2.3.4 Procedures for Assessing a Formal Application

#### Assigned Aerodrome Inspector


- Process the application,
- complete the relevant parts of the Certificate Issue Check sheet,
- Record activity satisfactorily completed to date.

### 2.3.5 Processing Application for an Aerodrome Certificate form:

1. Make an initial assessment of the application:

- Check the received copy of the applicant's Aerodrome Manual.
- Obtain flight operations report from the Flight Operation Inspector.
- Refer to the Applicant's Aerodrome Manual.

2. Arrange a flight operations assessment, if one was not completed during the assessment of the expression of interest:

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- Refer the application to the Flight Operation Inspector for a flight operations assessment.
- Check that the Aerodrome Manual and other supporting documentation indicate that the operator has given due consideration to operational safety matters.

## 2.4 Assessing the Applicant's Aerodrome Manual

Complete parts of the Aerodrome Manual assessment during the visit to the aerodrome described in Section 2.5 Assessing the Aerodrome Facilities.

1. Using the Aerodrome Manual checklist, determine whether the applicant's Aerodrome Manual complies with the requirements of the ECAA rules and standards.
2. Using the Management System checklist, determine whether the Aerodrome Manual satisfactorily indicates that the applicant can properly operate and maintain the aerodrome in accordance with the ECAA rules and standards.
3. Check the SMS implementation in accordance with appendix F of this procedure.
4. If the Aerodrome Manual complies with the requirements of ECAA rules and standards:
  - On the Certificate Issue Check-sheet, record the manual as being compliant.

## 2.5 Assessing the Aerodrome Facilities (Phase-3)

### 2.5.1 Key Elements of the Process of Assessing Aerodrome Facilities


#### **Purpose:**

Complete the assessment of the application by inspecting the facilities at the applicant's aerodrome to ensure that they comply with the mandatory standards.

### 2.5.2 Guidelines for Assessing the Aerodrome Facilities

**To complete the assessment, the Assigned Aerodrome Inspector must visit the aerodrome.**


The Assigned Aerodrome Inspector may request assistance from various needed specialists, such as the flight operations, air traffic services, fire service officer, electrical engineering, wildlife specialist and so on to assess particular aerodrome facilities, including lighting and visual aids observation from the air by day and night and dangerous lights, communications and so on. The facilities must comply with the published standards.

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### 2.5.3 Procedures for Assessing the Aerodrome Facilities

#### Assigned Aerodrome Inspector

1. Obtain copies of the relevant checklists. If pre-printed check lists are not available, specific check lists should be prepared relevant to the facilities to be assessed.
  2. With the other specialists as required, visit the aerodrome, inspect the facilities to ensure that they comply with the relevant standards:
    - a. Assess each item listed on the checklists.
    - b. Record the results of the inspection on the appropriate checklists.
    - c. Note comments, if necessary.
  3. Complete the assessment of the Aerodrome Manual. (See Section 2.3.4 assessing the applicant's Aerodrome Manual.)
  4. At the end of the inspection, complete the relevant parts of the Certificate Issue Check-sheet to record activity satisfactorily completed to date.
- (5) The Audit Team undertakes a site visit for the purpose of assessing the aerodrome facilities, services and equipment to verify and ensure that they comply with the specified standards and practices. The assessment shall include the following areas:
- (a) Verification of aerodrome data to be reported to the aeronautical information service.
  - (b) The checking of aerodrome facilities and equipment, which should include
    - (i) Dimensions and surface conditions of runway(s), runway shoulders, runway strip(s), runway end safety areas, stop-way(s) and clearways, taxiway(s), taxiway shoulder(s), taxiway strips, aprons, runway turn pads
    - (ii) The presence of obstacles in obstacle limitation surfaces at and in the vicinity of the aerodrome;
    - (iii) The following aeronautical ground lights, including their flight check records: Runway and taxiway lighting, Approach lights, PAPI/APAPI, Apron floodlighting, Obstacle lighting, Pilot-activated lighting, if applicable and Visual docking guidance systems, Standby power;
    - (iv) Other facilities such as wind direction indicators, Illumination of the wind direction indicator(s), aerodrome markings and markers, signs in the movement areas, tie-down points for aircraft, ground earthing points, rescue and fire-fighting equipment and installations, aerodrome maintenance equipment, particularly for the airside facilities maintenance including runway surface friction measurement, runway sweepers, disabled aircraft removal equipment, wildlife management procedures and equipment, two-way radios installed in vehicles for use by the aerodrome operator in the

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movement area, the presence of lights that may endanger the safety of aircraft; and Fuelling facilities.

- (v) Competence of operations and maintenance personnel, coordination of other service providers such as the Air Traffic Services, Meteorological Services, and Aeronautical Information Services;
  - (vi) Safety Management Systems in place in line with the procedures discussed in Inspector Hand Book Part 3 chapter 3 section 13.13;
  - (vii) Coordination with other agencies working at the aerodrome, such as fixed base operators, ground handling agencies to ensure safety.
  - (viii) System for notifying and reporting of all relevant information to the AIS.
  - (ix) Procedures for reporting any penetrations of the aerodrome obstacle limitation surface, existence of any hazardous situation on or in the vicinity of the aerodrome, or closure of any part of the movement area, or of any work in progress that may have an impact on the safety of aircraft operations.
  - (x) Aerodrome Inspection Program.
  - (xi) Part 3 Chapter3 provides methods to be used for the evaluation of aerodrome facilities and equipment and personnel
- (6) After the field verification, the audit team shall document and communicate deficiencies identified during the audit to the applicant in writing as per format provided in Appendix B13 and also request a corrective plan of action from the applicant. The audit team shall monitor and ensure satisfactory implementation of the corrective plan of action.
- (7) Before proceeding to the next stage, ECAA would require the applicant to provide an insurance cover for protection against damage or injury or accident arising from any area of operations at the aerodrome.

#### (8) ON-SITE VERIFICATION OF THE OPERATOR'S PROCEDURES AND SMS


##### 8.1 On-site verification of the operator's procedures

*Note: Standard Operating Procedure evaluation form is attached in Appendix F*

On-site verification of the aerodrome operator's procedures should include the following:

##### a) Aerodrome data and reporting:

- 1) Completeness, correctness and integrity of the data reported in accordance with the AIP including:
  - i) Data collection, including the status of the movement area and its facilities;
  - ii) Data validity checks;
  - iii) Data transmission;
  - iv) Changes to published data, whether permanent or not;
  - v) Checks of the information once published;
  - vi) Information update after construction works;

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- 2) Formal coordination with ATS;
- 3) Formal coordination with the aeronautical information services;
- 4) Publication of the required information in the aeronautical publication;
- 5) Information published in accordance with the situation on site;

b) Access to the movement area:

- 1) An up-to-date plan clearly showing all the access points to the movement area;
- 2) a procedure describing the inspection of access points and fences;

*Note.— Procedures for access to the maneuvering areas are often markedly different from those for the apron areas.*

c) Aerodrome emergency plan:

- 1) An up-to-date aerodrome emergency plan;
- 2) Regular exercises in relation to the emergency plan;
- 3) A procedure describing the tasks in the emergency plan;
- 4) The aerodrome operator regularly verifies the information in the emergency plan, Including keeping an up-to-date list of the persons and contact details in the emergency Plan;
- 5) A procedure describing its roles and responsibilities during emergencies;
- 6) A procedure describing the involvement of, and coordination with, other agencies During emergencies;
- 7) The required minimum emergency equipment is available, including an adequately Equipped emergency operation centre and mobile command post;

d) RFF:


- 1) A technical inspection of the various elements of the RFF services.
- 2) The checks that are to be done during the aerodrome operator's on-site verification Consist only of verifying the timely implementation of the corrective action plan Subsequent to the technical inspection;
- 3) If on-site verification reveals new deviations, they should be included in the on-site
- 4) verification report;

e) Inspection of the movement area:

- 1) A procedure to ensure there is coordination with ATS for the inspection of the movement area;
- 2) Describe the inspections, if performed by the aerodrome operator, including:
  - i) Frequency and scope;
  - ii) Reporting, transmission and filing;
  - iii) Actions to be taken and their monitoring;
- 3) Assess, measure and report runway surface characteristics when the runway is wet or contaminated and their subsequent promulgation to ATS;

f) Maintenance of the movement area:


- 1) A procedure to periodically measure the runway surface friction characteristics,

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assessing their adequacy and any action required;

- 2) Ensure there is a long-term maintenance plan, including the management of the runway surface friction characteristics, pavement, visual aids, fencing, drainage systems and electrical systems and buildings;
- g) Other hazardous meteorological conditions
  - 1) For other hazardous meteorological situations that may occur at the aerodrome (such as Thunder storms, strong surface winds and gusts, sandstorms), the aerodrome operator should have procedures describing the actions that have to be taken and defining the responsibilities and criteria for suspension of operations on the runway;
  - 2) the aerodrome operator has formal coordination with the meteorological service provider in order to be advised of any significant meteorological conditions;
- h) Visual aids and aerodrome electrical systems:
  - i) The tasks — routine and emergency ones, including inspections of luminous and non-luminous aids and their frequency and power supply maintenance;
  - ii) Reporting, transmission and filing of reports;
  - iii) Monitoring of subsequent actions;
  - iv) Coordination with ATS;
  - v) obstacle marking is taken into account;
- i) Operational safety during aerodrome work:
  - 1) When executing work on the aerodrome:
    - i) A procedure describing the necessary notification to the different stakeholders;
    - ii) Risk assessment of the aerodrome work;
    - iii) Roles and responsibilities of the various parties, including their relationship and the enforcement of safety measures;
    - iv) Safety monitoring during the work;
    - v) Reopening of facilities, where relevant;
    - vi) Necessary coordination with ATS;
- j) Apron management. When an apron management service is provided:
  - 1) A procedure to ensure coordination with ATS;
  - 2) The use of acceptable aeroplanes for each parking stand formally identified;
  - 3) A compliant apron safety line is provided;
  - 4) General safety instructions for all the agents on the apron area;
  - 5) The placement and pushback of the aeroplane;
- k) Apron safety management:
  - 1) a procedure for the inspection of the apron area (see j));
  - 2) There is coordination with other parties accessing the apron, such as fuelling companies and other ground handling agencies;
- l) Vehicles on the movement area:



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- 1) A procedure to ensure the vehicles on the movement area are adequately equipped;
- 2) The drivers have followed the appropriate training;
- 3) If the aerodrome operator is responsible for the training of vehicular drivers on the maneuvering area, an appropriate training plan, including recurrent training and awareness actions, is available;
- 4) if the aerodrome operator is not in charge of this training or some of this training, the service provider is clearly identified and there is formal coordination between them;

*Note.— Guidance on the knowledge required by operators of vehicles can be found in Annex 14, Volume I, Attachment A, section 19.*

m) Wildlife hazard management. Checks on wildlife hazard management can either be a technical inspection or included in the on-site verification of the operator's procedures:

- 1) if a technical inspection has been carried out prior to the on-site verification, the latter consists in checking the timely implementation of the corrective action plan subsequent to the technical inspection;
- 2) if the on-site verification reveals new deviations, these have to be included in the on-site verification report;

n) Obstacles:

- 1) A procedure to ensure that there is an obstacle chart;
- 2) A procedure for obstacle monitoring describing the checks, their frequency, filing and follow-up actions;
- 3) A procedure to ensure that the obstacles do not represent a danger for safety and that appropriate action is taken when required;

o) Removal of a disabled aeroplane:

- 1) There is a plan for the removal of a disabled aeroplane describing the role and responsibility of the aerodrome operator, including the necessary coordination with other agencies and the means available or that can be made available;

p) Low visibility operations:


- 1) There is coordination between the aerodrome operator and ATS, including awareness of the status of both low visibility procedures (LVP) and the deterioration of visual aids;
- 2) A procedure describing the actions to be taken when LVP is in process (vehicle control, visual range measurement if necessary);

## 8.2 On-site verification of the SMS

a) As a minimum, the items to be in place when granting the initial certification are:


- 1) Safety policy: a safety policy has been endorsed by the accountable executive to reflect the organization's commitments regarding safety;
- 2) Operator's organizational structure: the aerodrome operator has appointed an accountable executive and as safety manager;



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- b) The safety manager should be independent from any operational task regarding aerodrome safety. The criteria for assessing the operator's SMS structure might be tailored to the size of the operator, notably concerning the independence of the safety manager;
- c) The capability and competence of the aerodrome operator should be assessed so as to ensure sufficient management commitment to and responsibility for safety at the aerodrome. This is usually achieved through the competence of the accountable executive;
  - 1) Responsibilities and assignments: the aerodrome operator has formally defined the responsibilities of each staff member regarding safety as well as the lines of responsibility;
  - 2) Training: the aerodrome operator formally monitors the staff's and subcontractors' training, ensuring that it is adequate, and takes action when necessary;
- 3) Accident and incident reporting: the aerodrome operator has a procedure ensuring that:
  - i) Incidents are reported by staff and subcontractors, including a description of the actions in place in order to be able to report them;
  - ii) Incidents are promptly analyzed and the actions to be subsequently taken are monitored;
  - iii) The reports and analyses of the incidents are filed;
  - iv) Incidents are reported to the State;
  - v) Coordination is in place with other stakeholders;
- 4) Existing hazards at the aerodrome: a procedure in order to identify, analyze and assess hazards to the safe operation of aeroplanes and to put in place suitable mitigating measures;
- 5) Risk assessment and mitigation of changes: a procedure ensuring that for any change at the aerodrome, its impact on safety is analyzed, listing the subsequent hazards that could be generated. This procedure describes who conducts the analysis, when and how the hazards are monitored, what actions are subsequently taken, and the criteria leading to the analysis. These assessments are filed;
- 6) Safety indicators: the aerodrome operator sets and monitors its own safety indicators that illustrate its safety criteria, in order to be able to analyze the potential deficiencies;
 

*Note.— Ensure coordination with previous safety indicators as set by the State.*
- 7) Safety audits: the aerodrome operator has a safety audit programme in place which includes a training programme for those involved;
- 8) Safety promotion: the aerodrome operator should have a process to promote safety-related information.

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## 2.6 Issuing or Refusing of an Aerodrome Certificate ( phase-4)

### 2.6.1 General

ECAA rules and standards require the ECAA to notify its decision to issue or refuse the issue of a certificate. Further, the rules and standards allow ECAA to endorse conditions, in the interest of safety, on an aerodrome certificate being issued.

Based on the results of the assessment of the formal application for a certificate, the ECAA should notify the applicant whether the application was successful or unsuccessful. If the application was unsuccessful, the applicant should be advised of the additional steps that need to be taken by the applicant prior to certification. For example, the aerodrome manual may need to be amended to incorporate any changes to the aerodrome facilities and equipment that may be required in order to comply with the standards and practices specified in the rules and standards.

If the application was successful, the aerodrome certificate, incorporating conditions pursuant to ECAA rules and standards 12.4.3, as applicable, shall be granted to the applicant after an identifying number has been allocated.


If after being advised of the additional steps that must be taken to rectify the identified shortcomings the aerodrome operator is still not able to satisfy the requirements of the rules and standards, the ECAA may refuse to grant a certificate. The refusal may be based on one or more of the following determinations, for which details should be given:

- a) the inspection of aerodrome facilities and equipment revealed that they do not make satisfactory provision for the safety of aircraft operations;
- b) the assessment of the aerodrome operating procedures revealed that they do not make satisfactory provision for the safety of aircraft operations;
- c) the assessment of the aerodrome manual revealed that it does not contain the particulars set out in Part 12.6 of ECAA rules and standards and implementing standards IS:12.4.2(a); and
- d) the assessment of the above facts and other factors revealed that the applicant will not be able to properly operate and maintain the aerodrome as required by the rules and standards.

### 2.6.2 Key Elements in granting or denial of an Aerodrome Certificate

#### Purpose:

- To advise the applicant of the results of the assessment.
- To complete the administrative action required when an application is approved.

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### 2.6.3 Guidelines for Granting or denial of an Aerodrome Certificate

#### Issue of the Certificate Number

The newly certificated aerodrome is allocated the next available number on the Aerodrome Certificate Register.

#### Types of Notification

The applicant must be advised of the result of the assessment of the application for an aerodrome certificate. The advice may comprise:

- Notification that the certificate application is successful.
- Advice that additional steps need to be taken by the applicant prior to further assessment of the application. (This advice is a variation of the notification that an application has been unsuccessful. The certificate may be granted if subsequent assessment shows that the applicant has corrected all deficiencies.)
- Notification that the application has been unsuccessful.

*Note:- For a successful application, conditions may be placed on an aerodrome certificate in accordance with the rules and standards of ECAA. If conditions are being considered, the Assigned Aerodrome Inspector should consult with the Chief aerodromes Inspector.*

#### Refusal to Issue an Aerodrome Certificate


The decision to refuse an application may be a reviewable decision. Unsuccessful applicants must be advised in writing of the reasons for the refusal to grant the certificate. All notifications advising refusal to issue an aerodrome certificate should be reviewed by Aerodrome safety and standards directorate before being sent to the applicant.

The notification of refusal to grant a certificate must be sent to the applicant within 14 days of making the decision. Applicants who must take steps to correct any deficiencies before an aerodrome certificate can be issued to them are responsible for advising the Authority when the work has been completed.

### 2.6.4 Procedures for Issuing or Refusing an Aerodrome Certificate

#### Chief aerodromes Inspector

When the Assigned Aerodrome Inspector advises the Chief that the application has been approved, the chief:

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- Will update the Aerodrome Certificate Register.
- Allocate the certificate number. This is the next sequential number on the Aerodrome Certificate Register.

### Assigned Aerodrome Inspector

1. Advise the Chief of the outcome of the assessment.
2. Collect all associated paperwork on the Aerodrome File on the completion of all previous steps.
3. Notify the applicant of the outcome of the assessment: The advice may be that:
  - The applicant needs to take steps to rectify specified deficiencies prior to approval.
  - The application for a certificate is approved.
  - The application is refused.
4. If the aerodrome operator needs to rectify specific deficiencies before the application can be considered further:
  - Advise the applicant of the steps he or she needs to take — for example, amend the Aerodrome Manual or make changes to facilities in order to comply with standards.
5. If the application is approved:
  - Prepare, sign and dispatch the certificate, the covering letter and the operator's copy of the Aerodrome Manual.


## 2.7 Sample Aerodrome Certificate

### Refer Appendix C

If grounds exist for refusing the application:

- a. Prepare a refusal to grant certificate letter stating reasons, and advising the applicant that he or she may appeal the decision.
- b. Forward the refusal to grant certificate letter to legal counsel for review of the statement of reasons.
- c. On receipt of the draft letter from legal counsel, make a final decision and advise the applicant accordingly and forward the final letter to the applicant.

**Note:** *The notification of refusal to grant must be sent to the applicant within 14days of making the decision.*

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## 2.8 Promulgation in the AIP of the status of certified aerodromes (Phase-5)

### 2.8.1 Key Elements of the Process of Notifying of a Newly Certificated Aerodrome

#### Purpose:

To ensure that all other relevant branches of the Authority and the aviation industry are notified of the aerodrome's certificated status and details.

#### Certificated Aerodrome

Information relating to a newly certificated aerodrome may be included in an AIP and be advised by NOTAM. The aerodrome should be incorporated into a surveillance program.


### 2.8.3 Procedures for Advising the Authority and the Industry of a Newly Certificated Aerodrome

#### *Assigned Aerodrome Inspector*

1. Notify the Aeronautical Information Service (AIS), providing information about the aerodrome for inclusion in AIP and NOTAM.
2. Notify NOTAM Office of nominated reporting officers.
3. Place a copy of the Aerodrome Certificate on the Aerodrome File.
4. Provide a copy of the Aerodrome Certificate to the Chief for the update of the Aerodrome Certificate Register.
5. Complete an aerodrome Profile Sheet and place a copy on the Aerodrome File.
6. Provide a copy of the aerodrome Profile Sheet to the Chief of Aerodromes Inspector for the update of the Aerodrome Profile Sheet Register.
7. Incorporate the aerodrome into the aviation safety surveillance plan in accordance with local procedures.

#### Chief of Aerodromes Inspector

Place a copy of the Aerodrome Certificate on the individual Aerodrome file and arrange for surveillance planning.

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|  | Company Name<br><b>ETHIOPIAN CIVIL AVIATION AUTHORITY</b><br><b>በኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን</b> | Document No.<br><b>ECAA-AC-AGA 001</b> |   |
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## CHAPTER 3

### AERODROME CERTIFICATE RENEWAL PROCESS

#### 3.1 General

A certificate shall be valid for a period of two year, unless the certificate is suspended, cancelled or revoked in accordance with Ethiopian Civil Aviation Rules and Standards part 12 section 12.4.7. Aerodromes that are certified in accordance with the Ethiopian civil aviation rules and standards must file a renewal request before the expiry date of the certificate.

#### 3.2 Overview of the renewal process

- (1) An application for the renewal of a certificate shall be made to the Authority in the prescribed form and shall be accompanied by –
  - (a) the aerodrome manual;
  - (b) particulars of deviations, if any, from the appropriate design, operation or equipment standards;
  - (c) Particulars of the appropriate airspace classification requirements; and
- (2) An application for renewal of a certificate shall be submitted sixty days before the expiry of the certificate.
- (3) The renewal of a certificate shall be subject to compliance with Ethiopian Civil Aviation Rules and Standards, MOIS (Manual of Implementing Standards) prescribed by the Authority and any other conditions specified or notified by the Authority as determined by safety inspections and audit procedures.

#### 3.3 Aerodrome certificate renewal process flow chart

The following flowchart represents the process involved in renewing an aerodrome certificate.



Company Name

**ETHIOPIAN CIVIL AVIATION AUTHORITY**  
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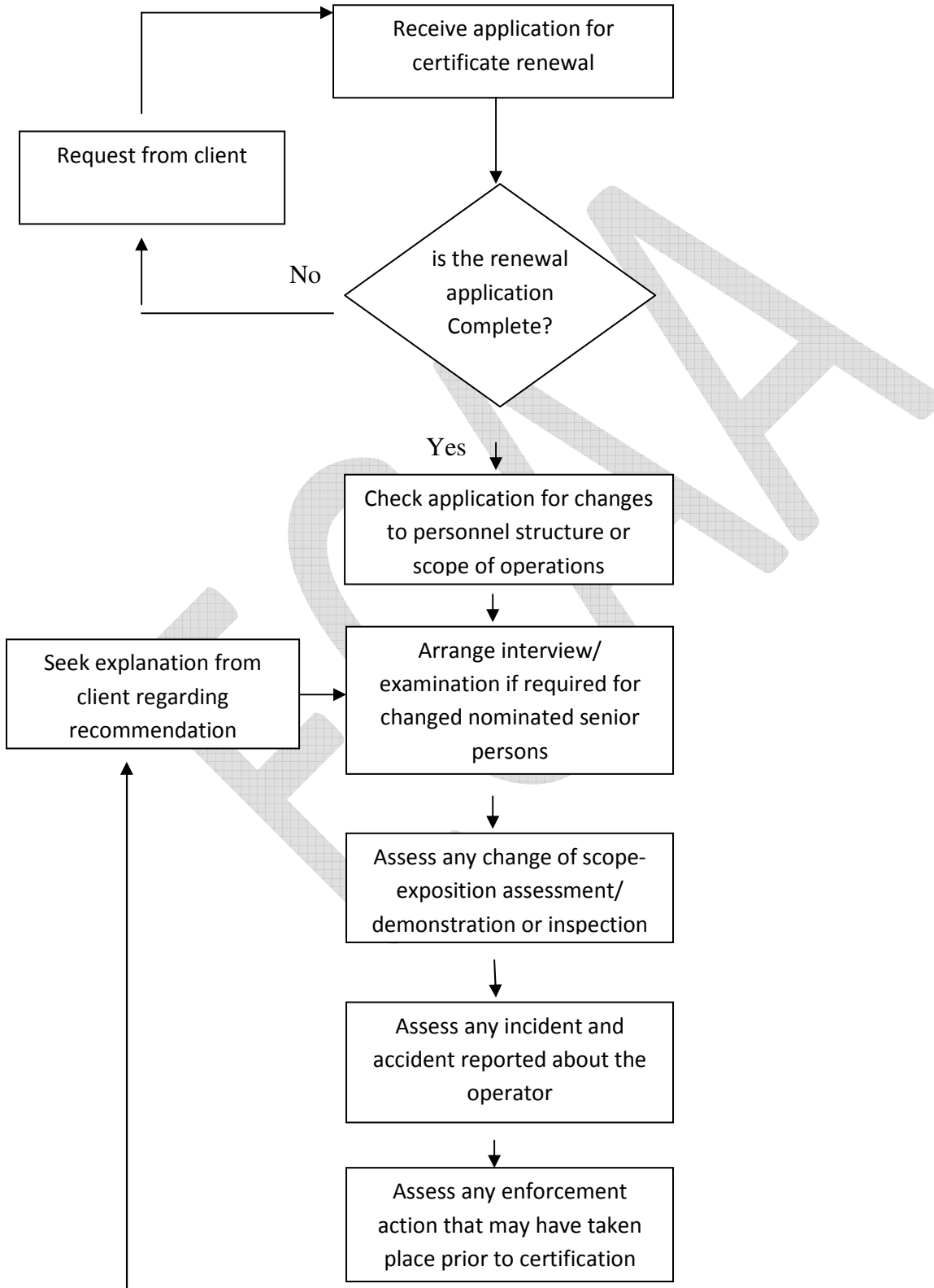
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Company Name

**ETHIOPIAN CIVIL AVIATION AUTHORITY**  
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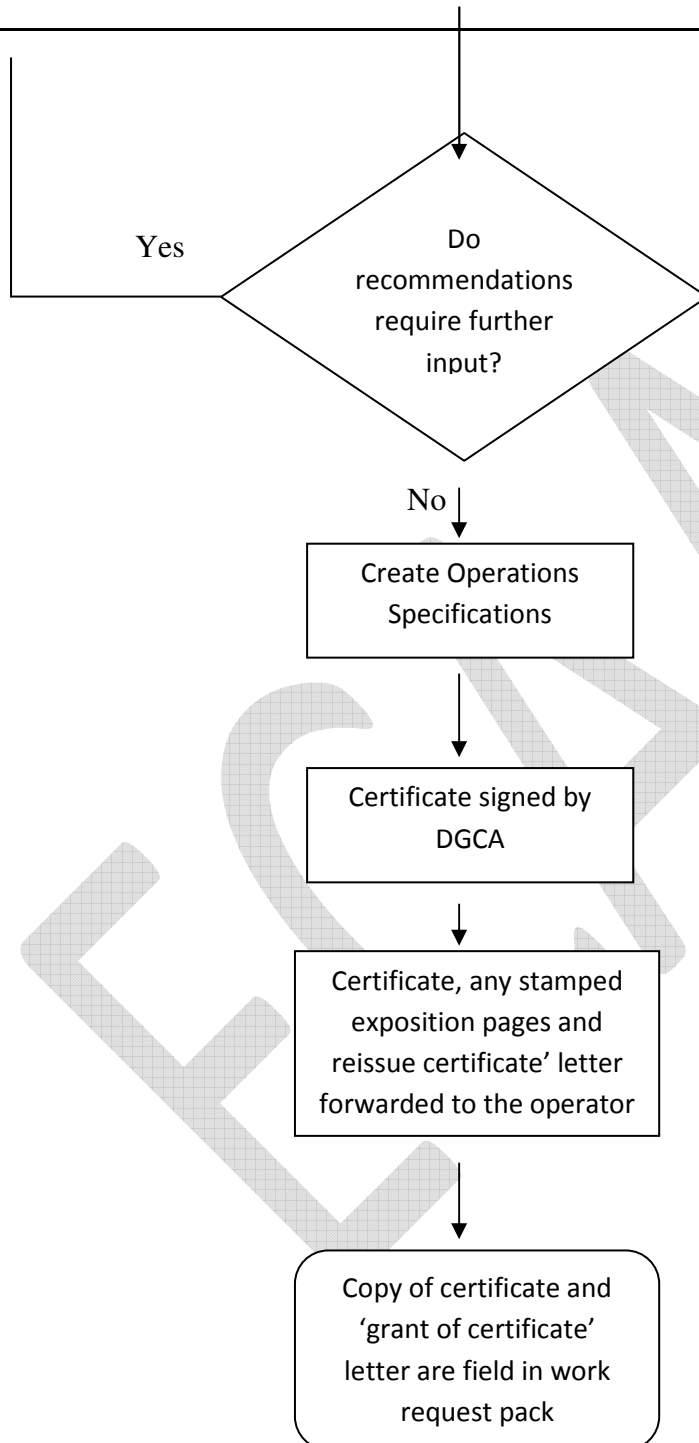
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## CHAPTER 4


### AERODROME CERTIFICATE AMENDMENT and SCOPE OF OPERATIONAL CHANGE PROCESS

#### 4.1 General

ECAA rules and standards part 12.4.8 discusses about amendment of an aerodrome certificate. The aerodrome operator must provide ECAA with written notification of the request to amend the aerodrome certificate.

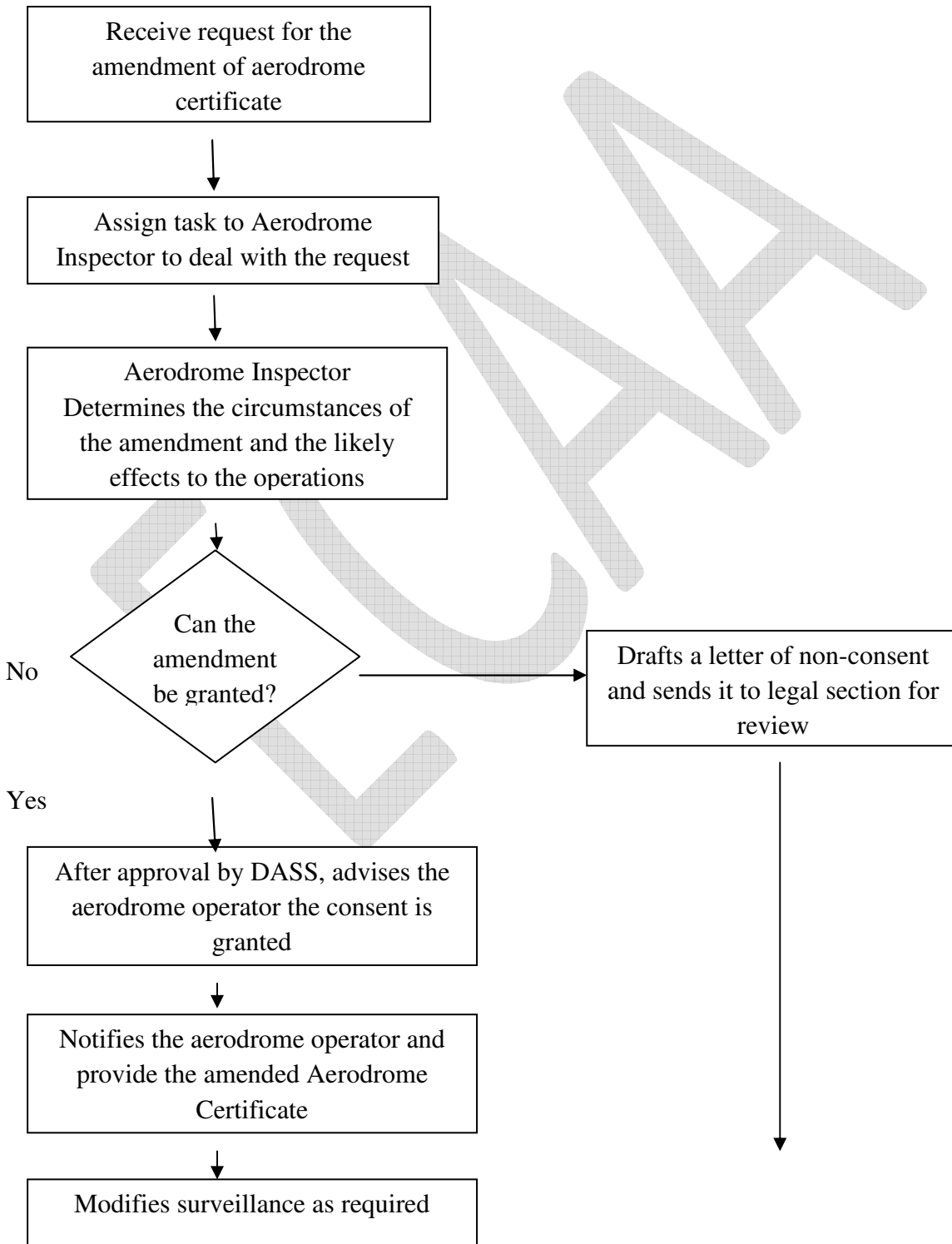
#### 4.2 Overview of the amendment process


- (1) An application for amendment of a certificate shall be submitted in a form prescribed by the Authority.
- (2) The Authority may request that the application be accompanied by any or all of the following
  - (a) Two copies of the aerodrome manual;
  - (b) A plan for the aerodrome;
  - (c) An environmental impact assessment report;
  - (d) Approval from the relevant authority;
  - (e) Particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards;
  - (f) Particulars of the airspace classification requirements; and
- (3) The Authority may, where necessary, provided the requirements of ECAA rules and standards 12.4.5, are met, amend an aerodrome certificate –
  - (a) In respect of a change in the use or operation of the aerodrome;
  - (b) In respect of a change in the boundaries of the aerodrome;
  - (c) Where the holder of the aerodrome certificate requests for an amendment; or
  - (d) Where the Authority deems it necessary.

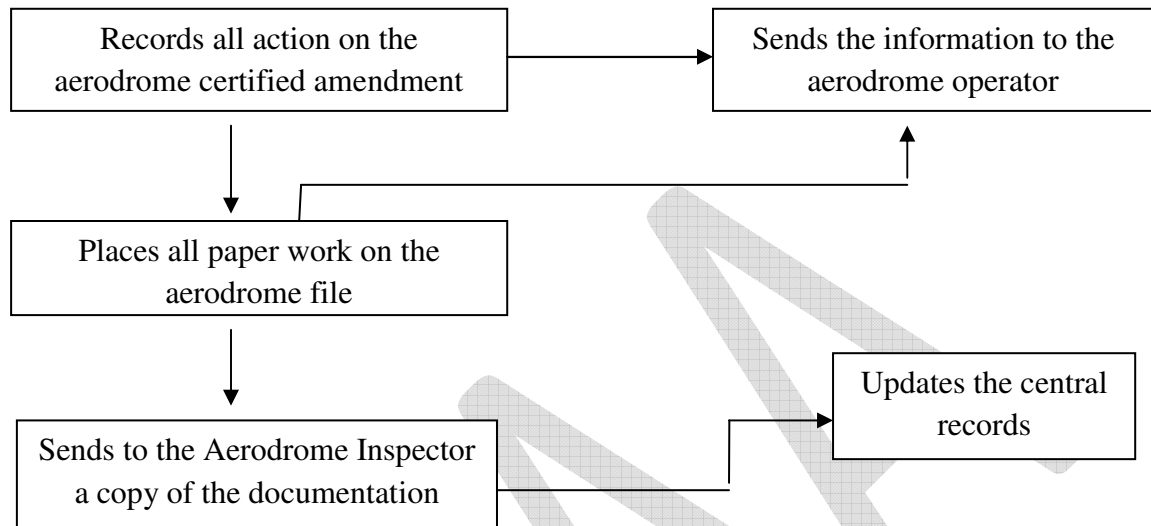
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### 4.3 Aerodrome certificate Amendment process flow chart

The following flowchart represents the process involved in amendment of an aerodrome certificate.



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|  | Company Name<br><b>ETHIOPIAN CIVIL AVIATION AUTHORITY</b><br><b>በኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን</b> | Document No.<br><b>ECAA-AC-AGA 001</b> |                           |
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#### 4.4 Scope of Operation Change

The following flow chart represents the process involved in changing a certificate holder's scope of operation:



Company Name

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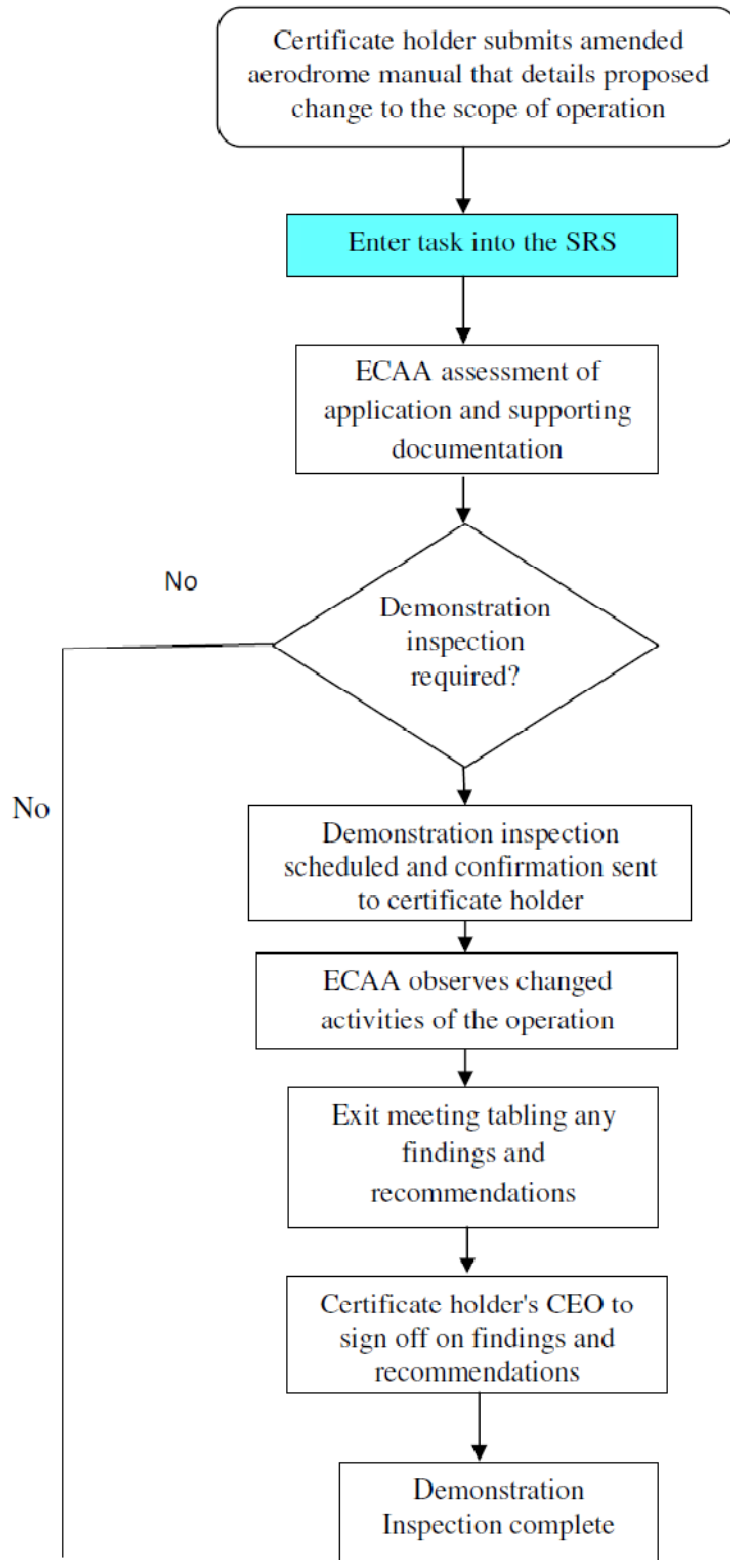
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Form to be completed and submitted with Aerodrome Manual amendment.

Supporting documentation such as reasons for change, aeronautical studies supporting the change.

Letter to certificate holder with at least 2 weeks notice of demonstration inspection

Confirmation and time tabling of the corrective actions required to address findings and recommendations



Company Name

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Document No.

**ECAA-AC-AGA 001**

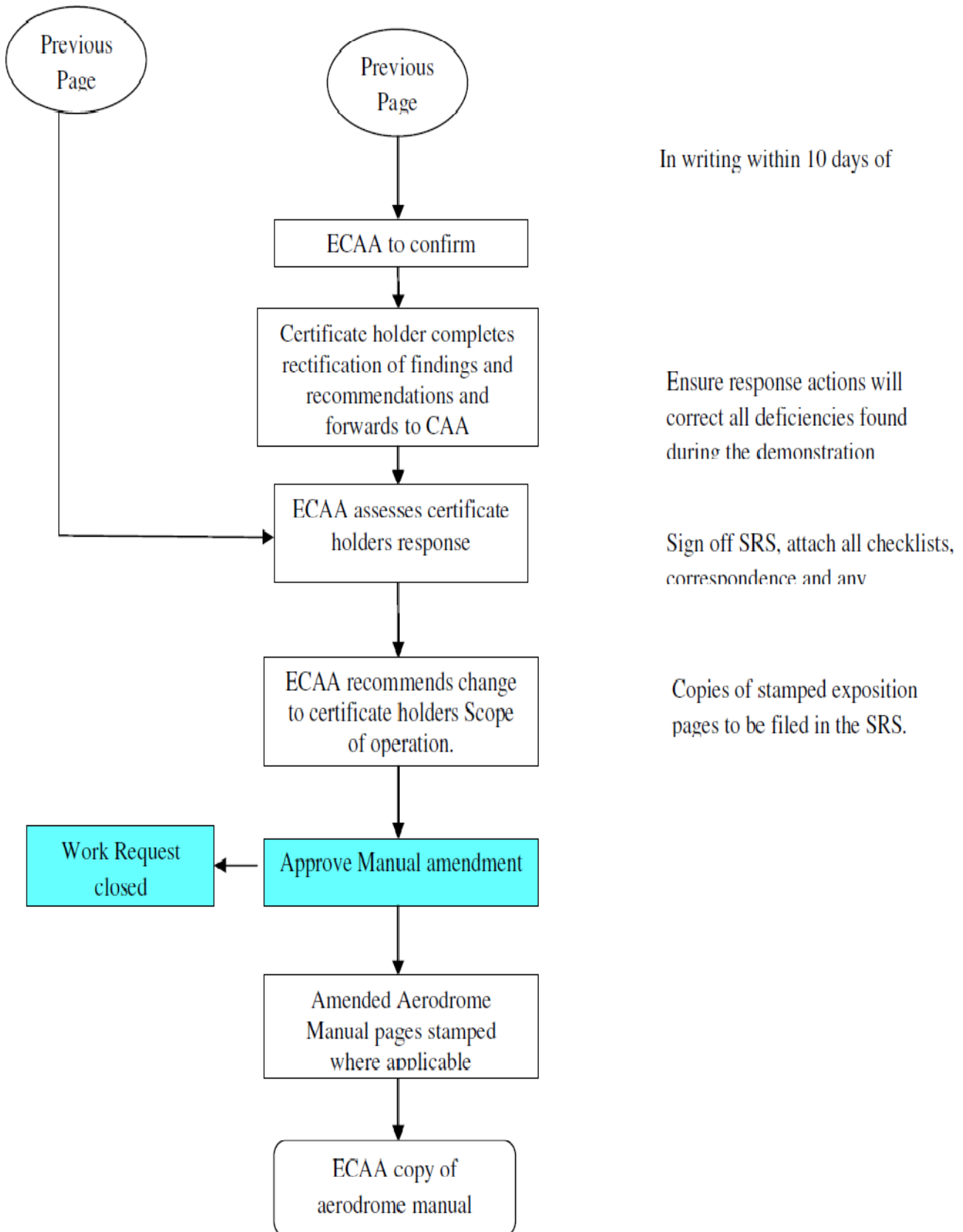
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## CHAPTER 5

### AERODROME CERTIFICATE SURRENDERS PROCESS

#### 5.1 General

ECAA rules and standards part 12.4.10 provides for the surrender of an aerodrome certificate if an aerodrome operator voluntarily gives notice in writing to the ECAA.

Upon receipt of the notice, the ECAA should:

- a) verify the credentials of the operator requesting suspension/cancellation as the certificate holder;
- b) verify that the notification received from the aerodrome operator meets the requirements of ECAA rules and standards 12.4.10
- c) check that the information provided by the aerodrome operator includes the following:
  - 1) if the aerodrome is to remain open, an appropriate NOTAM has been promulgated to advise the change of status; and
  - 2) if the aerodrome is to be closed to all traffic, sufficient safety measures have been taken by the aerodrome operator, such as the removal of wind socks and markings, the provision appropriate closed markings, unserviceability markers and such other visual aids as necessary.

If the application for cancellation of the certificate is found to be in order, a competent official of the ECAA should issue a letter cancelling the certificate effective from the date specified in the notice given by the certificate holder. If the aerodrome is to remain open for use as an uncertified aerodrome, the ECAA should ensure that the safety requirements at such aerodromes are met.

The aeronautical information service should be advised to take appropriate action regarding the uncertified status of the aerodrome or the closure of the aerodrome.


#### 5.2 Overview of the Surrender Process

##### 5.2.1 Key Elements of the Surrender Process

###### Purpose

1. To ensure that aerodrome certificates are surrendered correctly and consistently using a common legal format nationally by describing the:



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- a. Process for surrendering aerodrome certificates
- b. Legislation governing their surrender
- c. Staff responsibilities
- d. Forms used

3. To ensure that, when a certificate is surrendered, all action required for maintaining the on-going safety of aviation operations are taken into account.

### 5.3 Receiving Notification from the Aerodrome Operator

#### 5.3.1 Key elements of the Process of Receiving Notification from the Aerodrome Operator

##### Purpose:

- Provide the procedures for processing the receipt of a request for surrender of an aerodrome certificate.

#### 5.3.2 Guidelines for Receiving Notification from the Aerodrome Operator

- An aerodrome operator may voluntarily choose to surrender an aerodrome certificate.
- An aerodrome operator must give the Authority at least 60 days written notice of the cancellation date.
- The Authority must cancel the certificate, provided the request is made by the aerodrome operator.


If the aerodrome operator contacts the Authority for advice on the cancellation process prior to sending the formal notification, information should be provided as to the operational consequences that may result if surrender is made and the aerodrome certificate subsequently cancelled as a result.

The surrender or cancellation of an aerodrome certificate may affect:

- Certain regular scheduled operations into the aerodrome
- Continuing general aviation safety
- The aerodrome surveillance activity by the Authority.

#### 5.3.3 Procedures for Receiving Notification from the Aerodrome Operator

##### Chief Aerodromes Inspector

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Assigns an Aerodrome Inspector with appropriate delegation to deal with the request to surrender the aerodrome certificate.

### Assigned Aerodrome Inspector

1. Establishes the credentials of the person requesting the cancellation as the certificate holder.
2. On the notification of the intention to surrender the aerodrome certificate, checks that the aerodrome operator has:
  - a. Clearly stated that he or she is making a request for the cancellation of certificate
  - b. Specified when cancellation should become effective.
  - c. If no date is specified, the certificate cancellation date is the date 60 days from the date of posting the notification.
3. If the aerodrome operator has not supplied the required information for a proper notification of intention to surrender the certificate, contacts the operator and advises them to supply the necessary details in writing.
4. Determines whether the aerodrome is to continue to operate as an uncertified aerodrome.

## 5.4 Assessing a Surrender Request

### 5.4.1 Key Elements of the Process of Assessing the Request to Surrender a Certificate

#### Purpose:


- To ensure that a request for surrender of the aerodrome certificate by the aerodrome operator is properly made.
- To ensure that aerodrome certificates are consistently surrendered using a common legal format nationally.
- To ensure that the safety of aviation is not compromised at an aerodrome where the certificate has been surrendered.

### 5.4.2 Guidelines for Assessing the Request to Surrender a Certificate

The Authority must cancel an aerodrome certificate when it is properly requested.

### 5.4.3 Procedures for Assessing the Request to Surrender a Certificate

#### Assigned Aerodrome Inspector

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|  | Company Name<br><b>ETHIOPIAN CIVIL AVIATION AUTHORITY</b><br><b>በኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን</b> | Document No.<br><b>ECAA-AC-AGA 001</b> |                           |
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1. Using the Check sheet for Cancellation by Surrender:

- a. Check that the aerodrome operator has given at least 60 days notice.
- b. Check that the operator has provided sufficient information:
  - Are there regular public transport operations at the aerodrome requiring specific and immediate notification to the Flight Operation Inspector?
  - Are there any changes to reporting officer details?
  - If the aerodrome is to be closed to all aircraft, have sufficient safety measures been taken? For example, will the windsock and boundary markers be removed?
  - Will un-serviceability markers are displayed for a period?

2. If the request is properly made, prepare a letter to the aerodrome operator:

- a. Notifying the cancellation of the certificate
- b. Directing him to return the original certificate document to the Authority to enable cancellation of the certificate.
- c. Advising him or her to carry out any actions necessary in the interests of aviation safety.

3. Sign the letter as the approving delegate and place a copy in the appropriate aerodrome file.

4. Send the letter of notification to the aerodrome operator before the nominated surrender date (if specified) — see the sample letter of cancellation by surrender of an aerodrome certificate.

5. upon receipt of original certificate document:

a. Mark it as cancelled by completing the following actions using ink:


- Draw a line through the document.
- Write Cancelled and the date of the cancellation on the document.
- Sign the document as approving delegate.

b. Place the original certificate document on the appropriate aerodrome file.

6. Advise the Chief Aerodromes Inspector of the surrender of the certificate.

**Chief Aerodromes Inspector**

Update the Aerodrome Certificate Register.

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## 5.5 Advising about Surrendered Aerodrome Certificates

### 5.5.1 Key Elements of the Process of Notifying the Authority

#### Purpose:

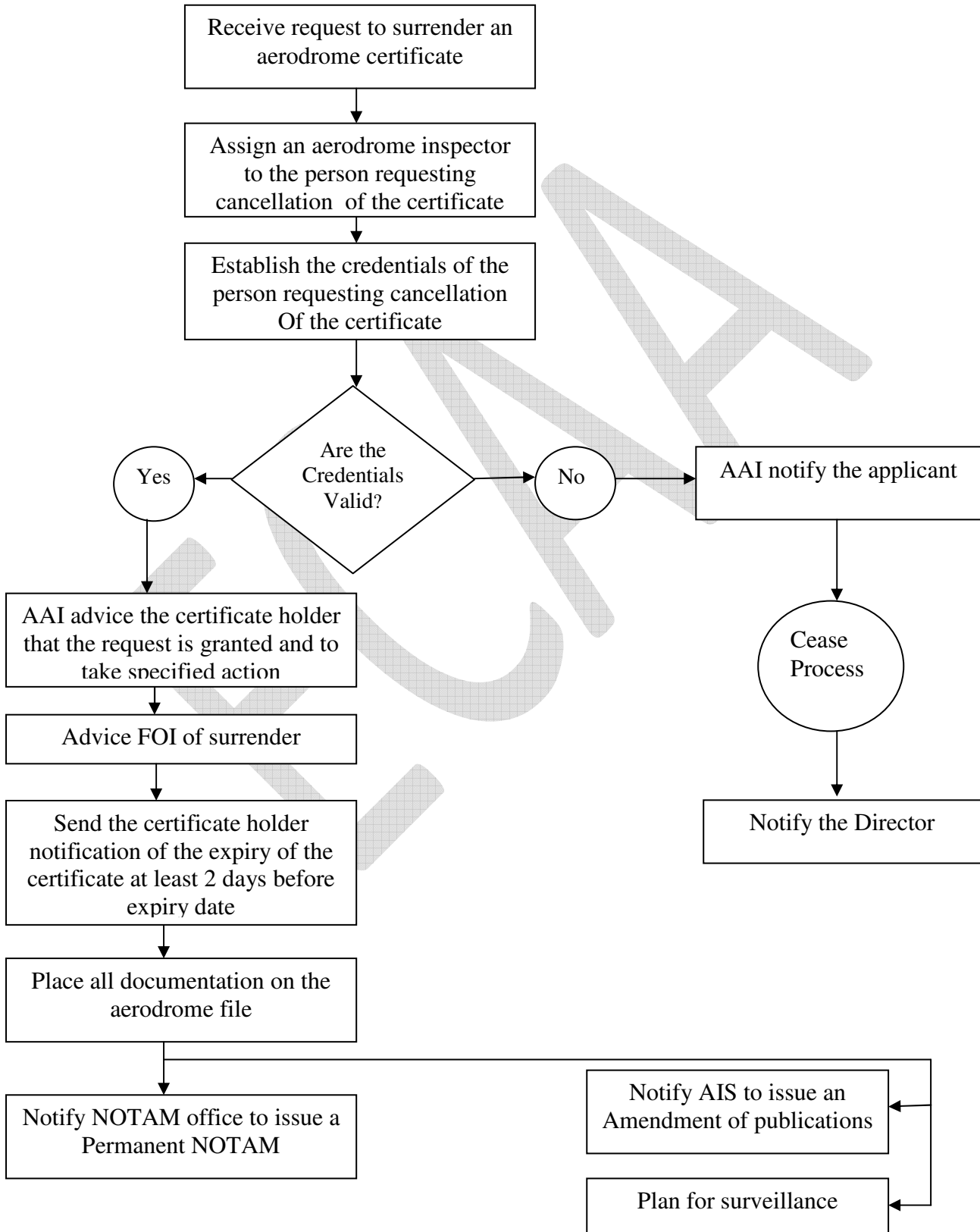
- To ensure that the safety of aviation is not compromised at the aerodromes that have had their certificates cancelled.
- To advise members of the aviation industry to take appropriate action if they wish to use the aerodrome.


### 5.5.2 Procedures for Notifying the Authority/AIS System

#### Assigned Aerodrome Inspector

1. Notify NOTAM Office to issue a permanent NOTAM revoking the aerodrome.
2. Notify the Aeronautical Information Service (AIS) to issue an amendment of publications.
3. Notify the Director/Chief to amend the Aerodrome Certificate Register.
4. Notify the Flight Operation Inspector (copy on file).
5. Amend aerodrome file and surveillance records.

### Surrender process flow chart



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|  | Company Name<br><b>ETHIOPIAN CIVIL AVIATION AUTHORITY</b><br><b>በኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን</b> | Document No.<br><b>ECAA-AC-AGA 001</b> |                           |
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## CHAPTER 6

### COMPLIANCE AND ENFORCEMENT

#### 6.1 General

It is the responsibility of aerodrome operators to comply with the requirements of the aerodrome certification rules and standards. Aviation safety at aerodromes depends primarily on voluntary adherence to these requirements by the aerodrome operators. Promoting compliance with the rules and standards through education, training and counseling is therefore of primary importance, and only when these efforts have failed should formal enforcement action be taken. Sanctions can be administrative or legal depending on the severity of the violation of the rules and standards and its impact on aviation safety.

#### 6.2 Administrative Action


Administrative action in the form of a warning letter or correction letter may be considered appropriate when legal action is deemed unnecessary. Administrative enforcement action is intended to bring the violation to the attention of the aerodrome operator, to document corrective action and to require future compliance. Such actions are warranted when the violation does not result in a significant unsafe condition, is not caused by incompetence or lack of required qualifications on the part of the aerodrome operator, is not deliberately caused, the attitude of the operator is constructive and positive towards compliance with the rules and standards and there is no history of such a violation by the operator.

#### 6.3 Formal legal enforcement action

Formal legal enforcement action may be warranted to prevent future violations of the rules and standards. Such action may include the issuance of cease-and-desist orders, injunctions and the imposition of sanctions after the act to deter violations. Such sanctions may include revocation, suspension or amendment of the certificate. Legal enforcement actions will be taken pursuant to the provisions of Part 1 of the Ethiopian Civil Aviation rules and standards, Enforcement policy and procedure manual of the Authority.

#### 6.4 Determination of operating restrictions or sanctions

In determining the appropriate type and measure of sanction to be applied pursuant to the Ethiopian Civil Aviation rules and standards, the factors to be considered may include the nature of the violation, whether aviation safety created by the violation; the aerodrome operator's level of responsibility; records of previous violations; the operator's attitude toward the violation, including whether the operator voluntarily disclosed the violation and whether action was taken to correct it; the impact of the proposed sanction on the violator and its value as a deterrent to other operators in similar situations.

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## 6.5 Certificate-related legal sanctions

Certificate-related legal sanctions can have a significant impact on air services and may also have other repercussions. Since the public interest and aviation safety are the principal objectives of aerodrome certification rules and standards, recourse to the imposition of sanctions may be warranted only after all other means of resolving safety violations have failed to ensure compliance.

## 6.6 Suspension of an aerodrome certificate

Part 12.4.9 Ethiopian Civil Aviation rules and standards empower the Authority to suspend an aerodrome certificate if the Authority is satisfied that certain grounds that allow for cancellation exist. Suspension of an aerodrome certificate may be considered if:

- a) the aerodrome operator's safety management system is found to be inadequate;
- b) it is in the interest of operational safety;
- c) all other means for timely correction of the unsafe condition or ensuring safe aircraft operations have not yielded the required results;
- d) the technical proficiency or qualifications of the aerodrome operator to perform the duties to meet the critical safety requirements in accordance with the rules and standards are found inadequate;
- e) the operator resists or is unwilling to take action to correct or mitigate the condition affecting aviation safety; or
- f) the operator wilfully fails to perform an already agreed upon corrective action and suspension of the certificate is the last resort to avoid unsafe operations in the aerodrome movement area.


## 6.7 Cancellation of an aerodrome certificate

Part 12.4.9 of Ethiopian Civil Aviation rules and standards empower the Authority to cancel an aerodrome certificate if the Authority is satisfied that certain grounds that allow for cancellation exist. Cancellation of an aerodrome certificate may be warranted if the aerodrome operator:

- a) is incapable or unwilling to carry out corrective action or has committed/repeated serious violations;
- b) has demonstrated a lack of responsibility, such as deliberate and flagrant acts of non-compliance or falsification of records jeopardizing aviation safety; or
- c) has made it convincingly clear that the continued operation of the aerodrome will be detrimental to the public interest.

Further guidance on procedures for enforcement can be found in the Authority Orders on Enforcement Policy and Procedures manuals.



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## CHAPTER 7

### SAMPLE LETTERS

#### 7.1 Grant of an Aerodrome Certificate

*{File reference}*

*{Date}*

*{Applicant's name}*

*{Aerodrome name}*

*{Aerodrome address}*

Dear *{name of applicant}*

**RE: ISSUE OF CERTIFICATE TO OPERATE *{NAME OF}* AERODROME.**

I refer to your letter dated *{dd/mm/yy}* and your application for a certificate to operate *{name of}* aerodrome. Your application has been approved and Aerodrome Certificate, number *{XXnnn}* is enclosed.

Your aerodrome will *{now/continue to}* (delete whichever does not apply) be subject to regular routine surveillance by Inspectors of this Authority under the requirements expressed in the aerodrome surveillance programme.

This function and any day-to-day matters in relation to your aerodrome, will normally be performed on behalf of the Authority by me (or insert name of the Inspector as appropriate) as the Aerodrome Inspector assigned to your aerodrome.

If you have any queries regarding this certificate or any other aerodrome-related matters please contact me.


Yours sincerely,

*{Signature}*

*{Name}*

Director of Aerodrome Safety and Standards Directorate

Delegate of the Authority

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|  | Company Name<br><b>ETHIOPIAN CIVIL AVIATION AUTHORITY</b><br><b>በኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን</b> | Document No.<br><b>ECAA-AC-AGA 001</b> |                           |
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## 7.2 Refusal to Grant a Certificate

*{File reference}*

*{Date}*

*{Applicant's name}*

*{Aerodrome name}*

*{Aerodrome address}*


Dear *{Name}*

### **RE: APPLICATION FOR AERODROME CERTIFICATE REFUSED**

I refer to your letter dated *{dd/mm/yy}* and your application for a certificate to operate *{name of}* aerodrome. Your application has been assessed in accordance with the Ethiopian Civil Aviation rules and standards and has been refused for the following reason(s):

*{Delete whichever of the following four paragraphs do not apply}*

- a. Following an inspection of the aerodrome's facilities and equipment, I have determined that they do not meet the standards specified for a certificated aerodrome.
- b. Following an assessment of the aerodrome's operating procedures I have determined that they do not make satisfactory provision for the safety of aircraft.
- c. Following an assessment of the Aerodrome Manual I have determined that it does not contain the particulars set out in the Ethiopian Civil Aviation rules and standards (quote rules and standards)
- d. Following assessment of the above facts and other factors listed below, I am not satisfied that you will be able to properly operate and maintain the aerodrome as required by the Ethiopian Civil Aviation rules and standards (quote rules and standards)

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|---|---|--|---|
|  | Company Name<br><b>ETHIOPIAN CIVIL AVIATION AUTHORITY</b><br><b>በኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን</b> | Document No.<br><b>ECAA-AC-AGA 001</b> |   |
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*{Give details of each determination}*

You were advised of the above deficiencies on *{dd/mm/yy}* and your responses have led me to the conclusion that you are unable to comply with all of the requirements for issue of an aerodrome certificate at this time. Therefore, your application has been refused.

A decision by the Authority to refuse to grant an aerodrome certificate is reviewable by the *{insert body applicable}*

If you have any queries relating to this matter please contact the undersigned on telephone *{nnnn nnnn}* or fax *{nnnn nnnn}*.

Yours sincerely,


*{Signature}*

*{Name}*

Director of Aerodrome Safety and Standards Directorate

Delegate of the Authority

**Note:** *This letter must be prepared and sent. Not more than 14 days may elapse from the time the decision to refuse is made and dated, and the time when the applicant is advised of the decision.*

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### 7.3 Sample Letter of Cancellation by Surrender

*{file reference}*

*{Date}*

*{Certificate holder's name}*

*{Address}*

Dear *{name of certificate holder}*

#### **RE: SURRENDER OF THE CERTIFICATE TO OPERATE *{NAME OF}* AERODROME**

I refer to your letter dated *{dd/mm/yy}* requesting cancellation of your aerodrome certificate for *{name of}* aerodrome. Your Aerodrome Certificate number *{XXnnn}**{has been/will be}* cancelled on *{dd/mm/yy}*, and I have arranged for a permanent NOTAM number *{nnnn/nn}* to be issued advising of the certificate cancellation from that date.

*{Insert whichever of the following two paragraphs is relevant.}*

As there *{are/are not}* to be international or regular public transport operations at your aerodrome after the date of cancellation, it *{will/will not}* be subject to continued regular surveillance from this Authority. *{This function and any day-to-day matters in relation to your aerodrome will normally be performed on behalf of the Authority by me (or insert name of the Inspector) as the Aerodrome Inspector assigned to your aerodrome.}*

As the aerodrome *{is to be/has been}* closed to all aircraft operations, you are advised that there are certain steps that you should take:

- Remove the windsock and boundary markers.
- Advise any known local operators
- Display appropriate un-serviceability/closure markers.

If you have any queries regarding this certificate cancellation or the legislative requirements for the continuing use of your aerodrome, please contact me.


Yours sincerely,

*{Signature}*

*{Name}*

Director of Aerodrome Safety and Standards Directorate

*{dd month yyyy}*

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## CHAPTER 8

### CHECK-SHEETS

#### 8.1 Aerodrome Certificate Issue Check-sheet


The Aerodrome Inspector must complete this check-sheet to ensure that each step of the aerodrome certificating procedure is completed during issue of the aerodrome certificate.

Tick each blank space to indicate the satisfactory completion of the task. Note the date against each blank space. Sign and date this form and file it on the aerodrome file when the process is complete.

1. Aerodrome file raised..... (File number/Name: -----)
2. Application checked for completeness -----
3. Copy of Aerodrome Manual provided by the applicant -----
4. Operational safety considerations discussed with Flight Operation Inspector-----
5. Applicant advised of any operational restrictions-----
6. Quote prepared and sent to applicant -----
7. Manual assessed -----
8. Applicant assessed as able to operate the aerodrome-----
9. Facilities assessed as acceptable by Aerodrome Inspector-----
10. Relevant facilities assessed as operationally acceptable by Flight Operation Inspector--
11. Applicant advised of any deficiencies-----
12. Certificate granted/refused-----
13. Applicant advised of grant/refusal to grant and conditions-----
14. Certificate issued-----
15. Manual endorsed and returned-----
16. Internal ECAA notification completed-----
17. AIS notification completed-----
18. Notify reporting officers to NOTAM OFFICE-----

Signed: -----Date: ----/----- /-----

Name: ----- (Aerodrome Inspector)

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## 8.2 Aerodrome Certificate Surrender Check-sheet

1. The aerodrome operator must provide the Authority with written notification of the request to surrender the aerodrome certificate. The responsible officer of the Authority who assesses the request may be required to investigate the application further to establish the relevant information.
  - a. Cancellation date specified by the aerodrome operator.
  - b. Authority verified — that is, the notification is from the certificate holder and signed.
  - c. Are air transport operations being conducted at the aerodrome?
  - d. Is the aerodrome to be closed?
  - e. Is it necessary for the Authority to recommend any action to be taken by the aerodrome operator to ensure safety of future aircraft operations?
2. The written notification is accepted by the Authority and the certificate is cancelled
  - a. Confirm that the details specified in section 1 of this check-sheet have been addressed.
  - b. Endorse the original certificate document or a copy as **Cancelled**.
  - c. Sign the endorsed original certificate document or a copy as the delegate.
  - d. Place endorsed original certificate document or copy on the appropriate aerodrome file.
3. Advise the following of the details of the cancellation
  - a. Aerodrome Operator by letter including confirmation of date of cancellation.
  - b. NOTAM OFFICE for issuing permanent NOTAM or of any changes to the reporting officer details.
  - c. AIS for amendment to publications.
  - d. Director of Aerodrome Safety and standards to amend certificate Register
  - e. Flight Operation Inspector
4. Surveillance Update
  - a. Profile Sheet update
  - b. Surveillance Plan amendment

..... /...../ .....

Aerodrome Inspector Date



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### 8.3– Aerodrome Certificate Amendment Checklist

1. The aerodrome operator must provide ECAA with written notification of the request to amend the aerodrome certificate. The inspector who assesses the request may be required to investigate the application further to establish the relevant information.
  - Amendment date specified by the aerodrome operator.
  - Authority verified — that is, the notification is from the certificate holder and signed.
  - Are air transport operations being conducted at the aerodrome?
  - Is the aerodrome to be closed?
  - Is it necessary for ECAA to recommend any action to be taken by the aerodrome operator to ensure safety of future aircraft operations?
  
2. The written notification is accepted by ECAA and the ECAA’s consent to amend the certificate is not granted
  - Confirm that the details specified in section 1 of this checklist have been addressed.
  - Reasons for not granting consent to amend the aerodrome certificate are enclosed.
  - ECAA confirmation not to amend the aerodrome certificate issued.
  
3. The written notification is accepted by ECAA and the ECAA’s consent to amend the certificate is granted
  - Confirm that the details specified in section 1 of this checklist have been addressed.
  - ECAA confirmation to amend the aerodrome certificate issued.
  - Endorse the original certificate document or a copy attached in the aerodrome file as —Amended.
  - Sign the amended certificate document.
  - Place the copy of the amended certificate document in the appropriate aerodrome file.
  
4. Advise the following details of the amendment of aerodrome certificate
  - Aerodrome Operator in writing the date of amendment of aerodrome certificate.
  - AIS for issuing NOTAM and any changes to the details of the reporting officer.
  - AIS for amendment to publications.
  - Aerodrome inspectors, an amendment of the aerodrome certificate register.
  
5. Surveillance Update

Aerodrome Profile Sheet update  
 Surveillance Plan amendment

.....  
*Aerodrome Inspector*

..... /..... /.....  
*Date:*

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## **Appendix A - Application for an Aerodrome Certificate (Aerodrome Certification)**

### **1. Particulars of the Applicant:**

|              |       |
|--------------|-------|
| Full Name:   | _____ |
| Address:     | _____ |
| Postal Code: | _____ |
| Position:    | _____ |
| Phone:       | _____ |
| Facsimile:   | _____ |

### **2. Particulars of Aerodrome Site:**

|                    |       |
|--------------------|-------|
| Aerodrome Name:    | _____ |
| Real Property      |       |
| Description:       | _____ |
| or                 |       |
| Geographical       |       |
| Coordinates of the |       |



Company Name

**ETHIOPIAN CIVIL AVIATION AUTHORITY**  
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Airport; \_\_\_\_\_

or

Bearing and Distance

from Nearest Town or

Population Area: .

**3. Is the applicant the owner of the aerodrome site?**

Yes

No

If No, 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 to show that permission has been obtained for the site to be used by the applicant as an aerodrome.

**4. Indicate the largest type of aircraft expected to use the Aerodrome.**

|  |
|--|
|  |
|  |
|  |

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


Yes  No

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**6. Details to be shown on the Aerodrome License:**

|  |
|--|
| Aerodrome Name: _____<br><br>Aerodrome Operator: _____ |
|--|

|   |
|---|
| <p>On behalf of the Aerodrome operator shown above, I hereby apply for a license to operate the aerodrome.</p> <p style="text-align: center;">Signed _____</p> <p>My Authority to act on behalf of the<br/>         applicant is: _____</p> <p>Name of person making the declaration: _____</p> <p style="text-align: center;">Date _____</p> |
|---|

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**Appendix B - PARTICULARS TO BE INCLUDED IN AN AERODROME MANUAL FOR AERODROMES IN CATAGORIES A AND B**


**PART 1**

**GENERAL**

General information, including the following:

- a) purpose and scope of the Aerodrome Manual;
- b) the legal requirement for an Aerodrome Certificate and an Aerodrome Manual as prescribed in the national 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 aircraft, be so available to all persons on equal terms and conditions;
- d) the available aeronautical information services and procedures for timely and accurate effecting promulgation of AIP Amendment, AIP Supplement or NOTAM;
- e) the system for recording aircraft movements;
- f) obligations of the aerodrome operator; and
- g) a table presented in the format shown below to indicate the aerodrome and aerodrome operator’s compliance status with EACH clause of this Manual of Implementing Standards Aerodromes.

| <b>Table of Compliance with the clauses in the Manual of Aerodrome Standards</b> |  |  |   |
|--|--|--|---|
| Clause No. in the Manual of Aerodrome Standards                                  | To indicate whether Standard or Recommended Practice | To indicate whether fully compliant, partially compliant, or non-compliant | To provide remarks or brief explanation when partially compliant or non-compliant |
|  |  |  |   |
|  |  |  |   |
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## **PART 2 - PARTICULARS OF THE AERODROME SITE**

General information, including the following:

- a) a plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator;
- b) a plan of the aerodrome showing the aerodrome boundaries;
- c) a plan showing the distance of the aerodrome from the city or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome; and
- d) particulars of the title of the aerodrome site. If the boundaries of the aerodrome are not defined in the title documents particulars of the 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 (AIS)**


### **3.1 GENERAL INFORMATION**

- 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 and geoid undulation;
- e) the elevation of each threshold and geoid undulation, the elevation of the runway end and any significant high and low points along the runway, and the highest elevation of the touchdown zone of a precision approach runway;
- f) the aerodrome reference temperature;
- g) details of the aerodrome beacon; and
- h) the name of the aerodrome operator and the address and telephone number at which the aerodrome operator may be contacted at all times.

### **3.2 AERODROME DIMENSIONS AND RELATED INFORMATION**

General information, including the following:-


- a) runway – true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone;
- b) length, width and surface type of strip, runway end safety areas, stopways;

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- c) length, width and surface type of taxiways;
- d) apron surface type and aircraft stands;
- e) clearway length and ground profile;
- f) visual aids for approach procedures, viz, approach lighting type and visual approach slope indicator system (PAPI); marking and lighting of runways, taxiways, and aprons; other visual guidance and control aids on taxiways (including runway holding positions, intermediate holding positions and stop bars) and aprons, location and type of visual docking guidance system; availability of standby power for lighting.
- g) the location and radio frequency of VOR aerodrome checkpoints;
- h) the location and designation of standard taxi routes;
- i) the geographical coordinates of each threshold;
- j) the geographical coordinates of appropriate taxiway centre line points;
- k) the geographical coordinates of each aircraft stand;
- l) the geographical coordinates and the top elevation of significant obstacles in the approach and take-off areas, in the circling area and in the vicinity of the aerodrome. (This information may best be shown in the form of charts such as those required for the preparation of aeronautical information publications, as specified in Annexes 4 and 15 to the Convention);
- m) pavement surface type and bearing strength using the Aircraft Classification Number – Pavement Classification Number (ACN-PCN) method;
- n) one or more pre-flight altimeter check locations established on and apron and their elevation;
- o) declared distances: take-off run available (TORA), take-off distance available (TODA), accelerate-stop distance available (ASDA), landing distance available (LDA);
- p) disabled aircraft removal plan: the telephone/telex/facsimile numbers and email address of the aerodrome coordinator for the removal of a disabled aircraft on or adjacent to the movement area, 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
- q) rescue and fire-fighting: the level of protection provided, expressed in terms of the category of the rescue and fire-fighting services, which should be in accordance with the longest aeroplane normally using the aerodrome and the type and amounts of extinguishing agents normally available at the aerodrome.

*Note – The accuracy of the information in Part 3 is critical to aircraft safety. Information requiring engineering survey and assessment should be gathered or verified by qualified technical persons.*



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## **PART 4 - PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES**

### **4.1 AERODROME REPORTING**

Particulars of the procedures for reporting any changes to the aerodrome information set out in the AIP and procedures for requesting the issue of NOTAMS, including the following:

- a) arrangement for reporting any changes to the ECAA and recording the reporting of changes during and outside the normal hours of aerodrome operations;
- b) the names and roles of persons responsible for notifying the changes, and their telephone numbers during and outside the normal hours of aerodrome operations; and
- c) the address and telephone numbers, as provided by the ECAA, of the place where changes are to be reported to the ECAA.

### **4.2 ACCESS TO THE AERODROME MOVEMENT AREA**


Particulars of the procedures that have been developed and are to be followed in coordination with the agency responsible for preventing unlawful interferences in civil aviation at the aerodrome and for preventing unauthorized entry of persons, vehicles, equipment, animals or other things into the movement area, including the following:

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

### **4.3 AERODROME EMERGENCY PLAN**

Particulars of the aerodrome emergency plan, including the following:

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

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- f) the appointment of an on-scene commander for the overall emergency operation.

#### 4.4 RESCUE AND FIRE-FIGHTING

Particulars of the facilities, equipment, personnel and procedures for meeting the rescue and fire-fighting requirements, including the names and roles of the persons responsible for dealing with the rescue and fire-fighting services at the aerodrome.

*Note – This subject should also be covered in appropriate detail in the aerodrome emergency plan.*

#### 4.5 INSPECTION OF THE AERODROME MOVEMENT AREA AND OBSTACLE LIMITATION SURFACE BY THE AERODROME OPERATOR


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

- a) arrangement for carrying out inspections, including runway friction and water-depth measurements on runways and taxiways, during and outside the normal hours of aerodrome operations;
- b) arrangement and means of communicating with the aerodrome air traffic control unit during an inspection;
- c) arrangements for keeping an inspection logbook, and the location of the logbook;
- d) details of inspection intervals and times;
- e) inspection checklist;
- f) arrangement for reporting the results of inspections and for taking prompt follow-up actions to ensure correction of unsafe conditions; and
- g) the names and roles of persons responsible for carrying out inspections, and their telephone number during and after working hours.

#### 4.6 VISUAL AIDS AND AERODROME ELECTRICAL SYSTEMS

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

- a) arrangement for carrying out inspections during and outside the normal hours of aerodrome operation, and the checklist for such inspection;
- b) arrangements for recording the results of inspections and for taking follow-up action to correct deficiencies;
- c) arrangements for carrying out routine maintenance and emergency maintenance;
- d) arrangements for secondary power supplies, if any, and, if applicable, the particulars of any other method of dealing with partial or total system failure; and

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- e) the names and roles of the persons responsible for the inspection and maintenance of the lighting, and the telephone numbers for contacting those persons during and after working hours.

#### **4.7 MAINTENANCE OF THE MOVEMENT AREA**

Particulars of the facilities and procedures for the maintenance of the movement area, including:

- a) arrangements for maintaining the paved areas;
- b) arrangements for maintaining the unpaved runways and taxiways;
- c) arrangements for maintaining the runway and taxiway strips; and
- d) arrangements for the maintenance of aerodrome drainage.

#### **4.8 AERODROME WORK SAFETY**

Particulars of the procedures 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 the following:

- a) arrangements for communicating with the aerodrome air traffic control unit during the progress of such work;
- b) the names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the work, and arrangements for contacting those persons and organizations at all times;
- c) the names and telephone numbers, during and after working hours, of the aerodrome fixed-based operators, ground handling agents and aircraft operators who are to be notified of the work.
- d) a distribution list for work plans, if required.

#### **4.9 APRON MANAGEMENT**


Particulars of the apron management procedures, including the following:

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

#### **4.10 APRON SAFETY MANAGEMENT**

Procedures to ensure apron safety, including:

- a) protection from jet blasts;
- b) enforcement of safety precautions during aircraft refuelling operations;
- c) apron sweeping;

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- d) apron cleaning;
- e) arrangements for reporting incidents and accidents on an apron; and
- f) arrangements for auditing the safety compliance of all personnel working on the apron.

#### 4.11 AIRSIDE VEHICLE CONTROL

Particulars of the procedure for the control of surface vehicles on or in the vicinity of the movement area, including the following:

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

#### 4.12 WILDLIFE HAZARD MANAGEMENT

Particulars of the procedures to deal with the danger posed to aircraft operations by the presence of bird or mammals in the aerodrome flight pattern or movement area, including the following:

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


#### 4.13 OBSTACLE CONTROL

Particulars setting out the procedures for:

- a) monitoring the obstacle limitation surfaces and Type A Chart for obstacle in the take-off surface;
- b) controlling obstacles within the authority of the 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 ECAA of the nature and location of obstacles and any subsequent addition or removal of obstacles for action as necessary, including amendment of the AIS publications.

#### 4.14 REMOVAL OF DISABLED AIRCRAFT

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

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

#### **4.15 HANDLING OF HAZARDOUS MATERIALS**

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

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

*Note – Hazardous materials include inflammable liquids and solid, corrosive liquids, compressed gases and magnetized or radioactive materials.*

Arrangements for dealing with the accidental spillage of hazardous materials should be included in the aerodrome emergency plan.


#### **4.16 LOW-VISIBILITY OPERATIONS**

Particulars of procedures to be introduced for low-visibility operations, including the measurement and reporting of runway visual range as and when required, and the names and telephone numbers, during and after working hours, of the persons responsible for measuring the runway visual range.

#### **4.17 PROTECTION OF SITES FOR RADAR AND NAVIGATIONAL AIDS**

Particulars of the procedures 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 the following:

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

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*Note 1 – In writing the procedures for each category, clear and precise information should be included on:*

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

*Note 2 –If any of the procedures specified above are not relevant or applicable, the reason should be given.*

## **PART 5 - DETAILS OF THE AERODROME ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM**

### **5.1 Aerodrome administration**

Particulars of the aerodrome administration, including the following:


- a) an aerodrome organizational chart showing the names and positions of key personnel, including their responsibilities;
- b) the name, position and telephone number of the person who has overall responsibility for aerodrome safety;
- c) airport committees; and
- d) particulars of staff training and competency, including the specifications of staff qualifications and experience, training and programme for upgrading of skills provided to staff on safety-related duties, and where necessary, the certification system for testing their competency.

### **5.2 SAFETY MANAGEMENT SYSTEM (SMS)**

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

- a) the safety policy, insofar as applicable, on the safety management process and its relation to the operational and maintenance process;
- b) the structure or organization of the SMS, including staffing and the assignment of individual and group responsibilities for safety issues;
- c) SMS strategy and planning, such as setting safety performance target, allocating priorities for implementing safety initiatives and providing a framework for controlling




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the risks to as low a level as is reasonably practicable keeping always in view the requirements of the Standards and

- a) Recommended Practices in Volume I of Annex 14 to the Convention on International Civil Aviation, and the national regulations, standards, rules or orders.
- d) SMS implementation, including facilities, methods and procedures for the effective communication of safety messages and 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 programmes);
- f) measures for safety promotion and accident prevention and a system for risk control involving analysis and handling of accidents, incidents, complaints, defects, faults, discrepancies and failures, and continuing safety monitoring;
- g) the internal safety audit and review system detailing the systems and programmes for quality control of safety;
- h) the system for documenting all safety-related airport facilities as well as airport operational and maintenance records, including information on the design and construction of aircraft pavements and aerodrome lighting. The system should enable easy retrieval of record including charts,
- i) the incorporation and enforcement of safety-related clauses in the contracts for construction work at the aerodrome.



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## **APPENDIX C - AERODROME CERTIFICATE**

Aerodrome Certificate No.: ..... Date: .....

Name of Aerodrome:

.....

Location of Aerodrome:

.....

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

.....


The Director General or his delegated authority, acting under the Civil Aviation Proclamation 616/2008, having

- i. been satisfied that the Aerodrome Operator is competent to operate and maintain its Aerodrome properly, such that it is safe for use by aircraft;
- ii. accepted that the Aerodrome Manual submitted is accurate and complies with the requirements under the Ethiopian Civil Aviation Rules and Standards 2013;
- iii. checked that the Aerodrome Operator's aerodrome facilities, services and equipment comply with the standards specified in the Manual of Implementing Standards Aerodromes;
- iv. checked that the Aerodrome Operator's aerodrome operating procedures make satisfactory provision for the safety of aircraft; and
- v. been satisfied that an acceptable safety management system is in place at the Aerodrome Operator's aerodrome, in exercise of the power contained in Ethiopian Civil Aviation Rules and Standards 2013, 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 Director General or his delegated authority, subject to the conditions listed in the Regulations overleaf.

This Aerodrome Certificate is not transferable and shall remain in force until

.....

Director General of Ethiopian Civil Aviation Authority

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**Directorate General of Ethiopian Civil Aviation Authority**


**AERODROME CERTIFICATE**

**Aerodrome Certificate No.:** ..... **Date:** .....

**Schedule**

General Conditions

1. The Aerodrome Operator shall ensure that all his aerodrome facilities, equipment, services and procedures are operated and/or maintained properly and efficiently in accordance with the Aerodrome Manual submitted to the Minister for Transport or his delegated authority, the applicable standards and recommended practices set out in the Manual of Implementing Standards Aerodromes and any condition specified in this Aerodrome Certificate. Rescue and fire fighting services and equipment must be kept ready for immediate turnout at all times when the aerodrome is available for the take-off and landing of aircraft.
  
- 1 The Aerodrome Operator shall ensure that the copy of his Aerodrome Manual submitted to and kept by the Authority or his delegated authorities are always kept complete and current. The Aerodrome Operator shall also ensure that each member of the aerodrome operating staff is aware of the contents of the every part of the Aerodrome Manual relevant to his duties and undertakes his duties in conformity with the relevant provisions of the Aerodrome Manual.
  
- 2 The Aerodrome Operator shall ensure that an adequate number of qualified and skilled personnel are employed to perform all critical activities for the operation and maintenance of its aerodrome, and that a programme to upgrade the competency of the personnel is in place.
  
- 3 The Aerodrome Operator shall ensure that appropriate air traffic services are available to ensure the safety of aircraft in the airspace associated with his aerodrome, and that proper coordination with the agencies responsible for aeronautical information services, meteorological services, security and other areas related to safety are established.
  
- 4 The Aerodrome Operator shall establish and implement an operating safety management system at his aerodrome that compiles with the standards set out in the Manual of Implementing Standards Aerodromes.
  
- 5 The Authority or its delegated authority shall be granted free access to the aerodrome and any associated facility, equipment, document, record and operator personnel relating to the


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operation, safety or security of the aerodrome for the purpose of inspection, testing and/or verification of performance.

- 6 The Aerodrome Operator shall notify the agency responsible for aeronautical information services of any change to any aerodrome facility or equipment or level of service at the aerodrome which has been planned in advance and which is likely to affect the accuracy of the information contained in any publication by the agency before effecting the change.

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**Directorate General of Ethiopian Civil Aviation Authority**  
**AERODROME CERTIFICATE**

**Aerodrome Certificate No.:** .....**Date:** .....

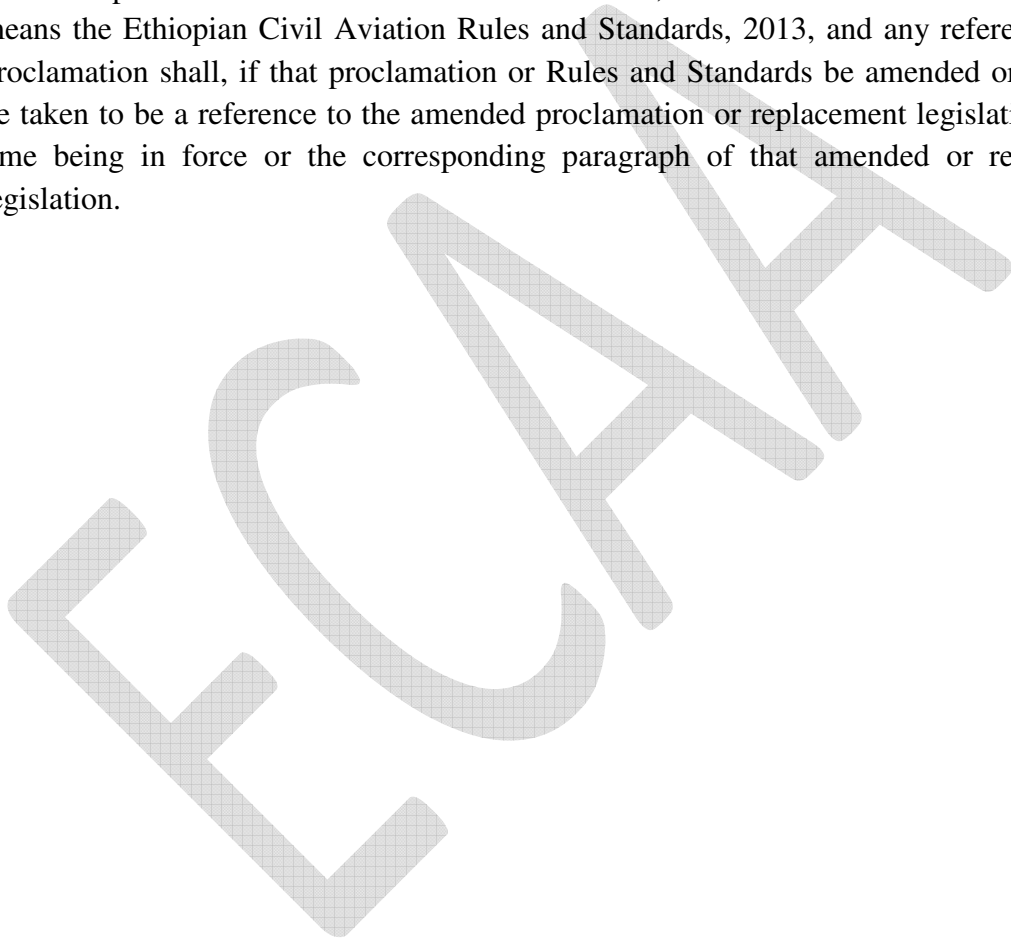
**Schedule**

General Conditions (continued)

- 7 The Aerodrome Operator shall notify the agency responsible for aeronautical information services and the air traffic control unit immediately of any obstacles, obstructions or hazards; change in level of service at the aerodrome as set out in any publication by the aeronautical information services or variation from the Manual of Implementing Standards Aerodromes; closure of the movement area of the aerodrome; significant change in aerodrome facility or the physical layout of the aerodrome; and any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted; of which the Aerodrome Operator has knowledge of immediately.
- 8 When low flying aircraft, at or near the aerodrome, or taxiing aircraft is likely to be hazardous to any person or vehicular traffic, the Aerodrome Operator shall post hazard warning notices on any public way that is adjacent to the aircraft manoeuvring area; or if such public way is not controlled by the Aerodrome Operator, inform the authority responsible for posting the notices on the public way that there is a hazard.
- 9 The Aerodrome Operator shall implement such additional safety or aviation security related measures as may be required by the Minister for Transport or his delegated authority. The Authority or its delegated authority may suspend or cancel this Aerodrome Certificate at any time should the Aerodrome Operator fails to comply with any provisions set forth in this Aerodrome Certificate or in the Ethiopian Civil Aviation Rules and Standards.
- 10 The Aerodrome Operator shall take up such insurance including public liability to cover all operations at the aerodrome to the satisfaction of the Minister for Transport or his delegated authority.
- 11 The Aerodrome Operator shall notify the Authority or his delegated authority in writing at least 14 days in advance of any intended change or abolition of any of the key posts overseeing the aerodrome's operations (e.g. rescue and fire fighting, aerodrome engineering and maintenance, apron control, etc.) or of any intended change in the person holding the post, or in his/her duties.

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- 12 This Aerodrome Certificate is not transferable and any purported transfer of this certificate shall be void.
- 13 Expression used in this Aerodrome Certificate shall have the same meanings as those in the Civil Aviation proclamation No.616/2008.
- 14 The Ethiopian Civil Aviation Rules and Standards, 2013 in this Aerodrome Certificate means the Ethiopian Civil Aviation Rules and Standards, 2013, and any reference to the proclamation shall, if that proclamation or Rules and Standards be amended or replaced, be taken to be a reference to the amended proclamation or replacement legislation for the time being in force or the corresponding paragraph of that amended or replacement legislation.









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**4. Airplanes for which the aerodrome facilities are intended**

|                         |
|-------------------------|
| .....<br>.....<br>..... |
|-------------------------|

**5. Aerodrome Limitations**

|   |
|---|
| Brief summary of any limitation on the use of the aerodrome that arises from the aerodrome design, or the facilities or services intended at the aerodrome. |
|---|

**6. Senior Persons**

For initial issue or for a change of senior persons, a separate form must accompany this application for each of the senior persons nominated below.

|   |
|---|
| List of Senior Persons and their areas of responsibility<br>.....<br>.....<br>.....<br>.....<br>..... |
|---|

**7. Declaration**

This application is made for and on behalf of the applicants or organization identified above. I certify that I am empowered by the applicant or organization to ensure that all activities undertaken by the applicant or organization can be financed and carried out in accordance with the standard required by the Authority.


Full name of (proposed) Chief Executive:

.....

Signature of (Proposed) Chief Executive:

.....

Date of Application:.....

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## APPENDIX E - AERONAUTICAL STUDIES

### PURPOSE

An aeronautical study is conducted to assess the impact of deviations from the aerodrome standards specified in Volume I to Annex 14 to the Convention on International Civil Aviation, and the Ethiopian Civil Aviation Rules and Standards, to present alternative means of ensuring the safety of aircraft operations, to estimate the effectiveness of each alternative and to recommend procedures to compensate for the deviation.

### APPLICABILITY

An aeronautical study may be carried out when aerodrome standards cannot be met as a result of development. Such a study is most frequently undertaken during the planning of a new airport or during the certification of an existing aerodrome.

*Note. — Aeronautical studies may not be conducted in cases of deviations from the standards, if not specifically recommended in Annex 14, Volume I.*

### DEFINITION


An aeronautical study is a study of an aeronautical problem to identify possible solutions and select a solution that is acceptable without degrading safety.

### TECHNICAL ANALYSIS

Technical analysis will provide justification for a deviation on the grounds that an equivalent level of safety can be attained by other means. It is generally applicable in situations where the cost of correcting a problem that violates a standard is excessive but where the unsafe effects of the problem can be overcome by some procedural means which offers both practical and reasonable solutions.

In conducting a technical analysis, inspectors will draw upon their practical experience and specialized knowledge. They may also consult other specialists in relevant areas. When considering alternative procedures in the deviation approval process, it is essential to bear in mind the safety objective of the aerodrome certification rules and standards and the applicable standards so that the intent of the rules and standards is not circumvented.

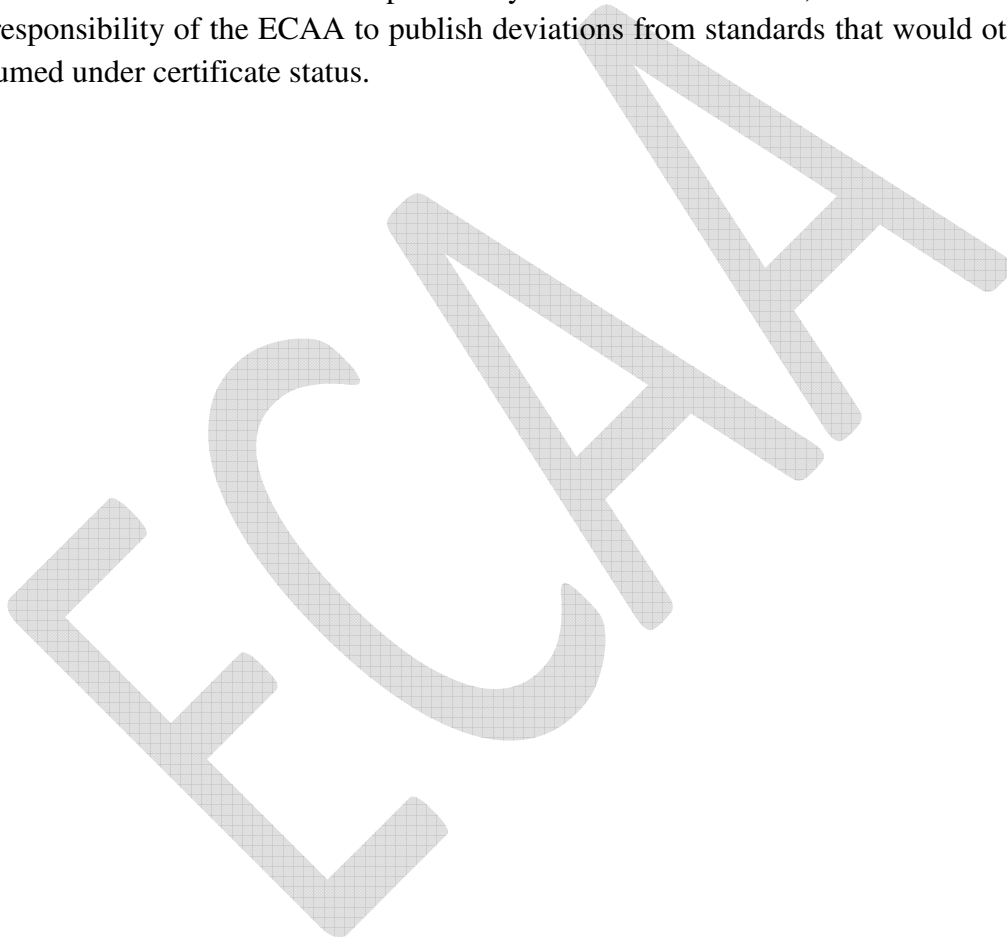
### APPROVAL OF DEVIATIONS


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In some instances, the only reasonable means of providing an equivalent level of safety is to adopt suitable procedures and to require, as a condition of certification, that cautionary advice be published in the appropriate AIS publications.

The determination to require caution will be primarily dependent on two considerations:

- a) a pilot's need to be made aware of potentially hazardous conditions; and
- b) the responsibility of the ECAA to publish deviations from standards that would otherwise be assumed under certificate status.




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## APPENDIX F-

### 1. SAFETY MANAGEMENT SYSTEM

- A. Presently, the provisions of ECAA rules and standard 12 on safety management system are only applicable on International aerodrome .
- B. In applying the provisions under ECAA rules and standard 12 The AI will determine if the operator has established an implementation plan. If a plan exists, review the plan to determine if timely implementation is being achieved in accordance with target schedules. Depending on the progress made by the operator in implementation, the AI should draw from the relevant areas in the list below. The AI shall determine if:
- (1) A safety policy is in existence and appropriate to the size and complexity of the organization.
  - (2) The organization has based its SMS on the safety policy.
  - (3) The safety policy is approved by the accountable executive.
  - (4) The safety policy is promoted by the accountable executive.
  - (5) The safety policy is reviewed periodically.
  - (6) The safety policy is communicated to all employees with the intent that they are made aware of their individual safety obligations.
  - (7) There is a policy in place that provides immunity from disciplinary action for employees that report safety deficiencies, hazards or occurrences.
  - (8) An accountable executive has been appointed with responsibility for ensuring that the SMS is properly implemented and performing to requirements in all areas of the organization.
  - (9) The accountable executive has control of the financial and human resources required for the proper execution of his/her SMS responsibilities.
  - (10) A qualified person has been appointed to manage the operation the SMS.
  - (11) There are communication processes in place within the organization that permit the SMS to function effectively.
  - (12) Communication processes (written, meetings, electronic, etc.) are commensurate with the size and scope of the organization.

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- (13) There is a process for the dissemination of safety information throughout the organization and a means of monitoring the effectiveness of this process.
- (14) Safety objectives have been established.
- (15) There is a formal process to develop a coherent set of safety goals necessary to achieve overall safety objectives.
- (16) Safety objectives and goals are publicized and distributed.
- (17) There is a formal process to develop and maintain a set of performance parameters to be measured.
- (18) There is a process to evaluate the effectiveness of corrective actions.
- (19) There is consolidated documentation that describes the SMS and the interrelationship between all of its elements.
- (20) The organization has a records system that ensures the generation and retention of all records necessary to document and support operational requirements, and is in accordance with applicable regulatory requirements.
- (21) The organization has a process or system that provides for the capture of internal information including incidents, accidents and other data relevant to SMS.
- (22) There is a feedback process to notify contributors that their reports have been received and to share the results of the analysis.
- (23) Corrective and preventive actions to respond to event analysis.
- (24) There are procedures in place for the conduct of investigations.
- (25) There is a structured process for the assessment of risk associated with identified hazards, expressed in terms of severity, level of exposure and probability of occurrence.
- (26) There is a documented process to identify training requirements so that personnel are competent to perform their duties.

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## 2. SOP Evaluation Form

| No.         | Section   | Operator Procedure | Remarks |
|-------------|---|--------------------|---------|
|             | Title Page<br><i>(The title page contains the title of the Procedure, Enterprise and specific Airport full name and logo, month and year of document creation; 10-15 words are most common for the title; The title must be sufficiently specific.)</i> |                    |         |
| <b>I.</b>   | Abbreviation and Acronyms<br><i>(Define less common abbreviations and acronyms the first time they are used in the Procedure.)</i>  |                    |         |
| <b>II.</b>  | Amendment table<br><i>(Provide Amendment table so that any amendment made on the procedure can be recorded)</i>   |                    |         |
| <b>III.</b> | Document Distribution List<br><i>(List all divisions and personnel received the document)</i>   |                    |         |
|             | Table of Content  |                    |         |
| <b>1.</b>   | Purpose/objective<br><i>(Clearly state the objective of the procedure)</i>  |                    |         |
| <b>2.</b>   | Scope/Applicable of Procedure<br><i>(Describe the extent of the area or subject matter that the procedure deals with or to which it is relevant.)</i>   |                    |         |
| <b>3.</b>   | Referred regulation and Standard<br><i>(State appropriate ECAA Rules and Standards from ECARAS Part 12 and/or Aerodrome Manual of Implementing Standards (MOIS) section for the specific procedure.)</i>  |                    |         |
| <b>4.</b>   | Definition of words<br><i>(Define each technical term as it is used in relation to your Procedure.)</i>   |                    |         |
| <b>5.</b>   | Introduction<br><i>(The purpose of the introduction is to provide a comprehensive background to your procedure.)</i>  |                    |         |



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| 6.                              | <p>Role and Responsibility<br/> <i>(Describe the role and responsibility of the divisions and personnel's who have parts on the implementation of the procedure.)</i></p>   |   |                |           |                               |  |                     |  |                        |  |                          |  |                                 |  |  |  |
|---------------------------------|---|---|----------------|-----------|-------------------------------|--|---------------------|--|------------------------|--|--------------------------|--|---------------------------------|--|--|--|
| 7.                              | <p>Process description including flow chart<br/> <i>(Describe in detail the process from start to end of the process including flow chart.)</i></p>   | <table border="1"> <thead> <tr> <th data-bbox="424 535 592 607">Item to review</th> <th data-bbox="592 535 804 607">Reference</th> </tr> </thead> <tbody> <tr> <td data-bbox="424 607 592 714">Requirement on ECARAS Part 12</td> <td data-bbox="592 607 804 714"></td> </tr> <tr> <td data-bbox="424 714 592 786">Requirement on MOIS</td> <td data-bbox="592 714 804 786"></td> </tr> <tr> <td data-bbox="424 786 592 893">Requirement on ECAA AC</td> <td data-bbox="592 786 804 893"></td> </tr> <tr> <td data-bbox="424 893 592 1001">Requirement on ICAO Doc.</td> <td data-bbox="592 893 804 1001"></td> </tr> <tr> <td data-bbox="424 1001 592 1106">Requirement on Auditor Guidance</td> <td data-bbox="592 1001 804 1106"></td> </tr> </tbody> </table> | Item to review | Reference | Requirement on ECARAS Part 12 |  | Requirement on MOIS |  | Requirement on ECAA AC |  | Requirement on ICAO Doc. |  | Requirement on Auditor Guidance |  |  |  |
| Item to review                  | Reference   |   |                |           |                               |  |                     |  |                        |  |                          |  |                                 |  |  |  |
| Requirement on ECARAS Part 12   |   |   |                |           |                               |  |                     |  |                        |  |                          |  |                                 |  |  |  |
| Requirement on MOIS             |   |   |                |           |                               |  |                     |  |                        |  |                          |  |                                 |  |  |  |
| Requirement on ECAA AC          |   |   |                |           |                               |  |                     |  |                        |  |                          |  |                                 |  |  |  |
| Requirement on ICAO Doc.        |   |   |                |           |                               |  |                     |  |                        |  |                          |  |                                 |  |  |  |
| Requirement on Auditor Guidance |   |   |                |           |                               |  |                     |  |                        |  |                          |  |                                 |  |  |  |
| 8.                              | <p>Equipment used (Where applicable)<br/> <i>(List the equipment used for the specific job)</i></p>   |   |                |           |                               |  |                     |  |                        |  |                          |  |                                 |  |  |  |
| 9.                              | <p>Form/checklist used/Guidance notes (Where applicable)<br/> <i>(Give guidance information for the user on the type of form/checklist used on implementing the procedure.)</i></p>   |   |                |           |                               |  |                     |  |                        |  |                          |  |                                 |  |  |  |
| 10.                             | <p>Inspection and/or reporting frequency and NOTAM/AIP Publication required (Where applicable)<br/> <i>(Describe the appropriate inspection and/or reporting frequency that should be used for that specific task and if any NOTAM/AIP Publication required discuss in detail.)</i></p> |   |                |           |                               |  |                     |  |                        |  |                          |  |                                 |  |  |  |
| 11.                             | <p>References<br/> <i>(The "References" section provides the reader with all the information needed to seek out and obtain all original sources used in the procedure. (ICAO DOCs, Manufacturer manuals, etc))</i></p>  |   |                |           |                               |  |                     |  |                        |  |                          |  |                                 |  |  |  |
| 12.                             | <p>Appendix<br/> <i>(Attach copies of any Forms, Checklist, relevant graphic data, etc.)</i></p>  |   |                |           |                               |  |                     |  |                        |  |                          |  |                                 |  |  |  |