

2022



Procedure for the Approval and Registration of Airstrips and Heliports

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PREAMBLE

WHEREAS, it is desirable to consolidate and modernize the aviation Procedure to bring them to international standards,

WHEREAS, it is important to set the procedure 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 Procedure for the administration of license, certification, investigation and enforcement of aviation laws.

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

1. SHORT TITLE

This Procedure may be cited as “**Procedure for the Approval and Registration of Airstrips and Heliports**”

2. REPEAL AND INAPPLICABLE LAWS

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

3. EFFECTIVE DATE

This Procedure shall come into force as of September 26, 2022.

Name _____

Signature _____


Getachew Mengistie
Alemayehu
Director General

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ACRONYMS

ATS	Air traffic service
CNS	Communication, navigation surveillance
ECAA	Ethiopian Civil Aviation Authority
FATO	Final approach and take-off areas
ICAO	International Civil Aviation Organization
IFR	Instrument flight rule
TLOF	Touche down and lift-of areas
VFR	Visual flight rule

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DEFINITIONS

Aerodrome: A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

Airstrip: An aircraft landing field, usually with one runway and only basic facilities.

Airport Authority: An independent entity charged with the operation, management and control of an airport or group of air ports

Charge: A levy that is designed and applied specifically to recover the costs of providing facilities and services for civil aviation.

Civil Aviation Authority: An authority that performs regulatory functions and responsible for providing air navigation services.

Danger area: An airspace of defined dimensions within which activities dangerous to the flight of aircraft may exist at specified times.

Economic oversight: The function by which a state supervises commercial and operational practices of an airport or air navigation services provider.

Heliport: An aerodrome or a defined area on a structure intended to be used wholly or in part for the arrival, departure and surface movement of helicopters.

Prohibited area: An airspace of defined dimensions, above the land areas or territorial waters of a state, within which the flight of aircraft is prohibited.

Restricted area: airspace of defined dimensions, above the land areas or territorial waters of a State, within which the flight of aircraft is restricted in accordance with certain specified conditions.

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1. INTRODUCTION

Ethiopia is one of the biggest states in the East African region having a total population of more than 110 million with an area of 1,104,000km² whose economy is growing from time to time. The growth of the economy is highly dependent on the transportation network. Among different modes of transportation, air transport is one of the safest and the most expeditious.

To have safe, secure and expeditious air transport, it needs high skill and huge investment. The demand for air transport in Ethiopia has dramatically increased. To address the demand of the society, in addition to conventional road transportation, air transport should be considered as an option. To reach every corner of the society, construction of airports may not be feasible. To facilitate reach of different economic activities such as big project sites, tourist destinations, research sites, mining areas and others that have economic and social benefits, air transportation that operates on airstrips/heliports is the best alternative. Moreover, during emergency evacuation like flooding, locust control etc., airstrips/heliports is a convenient ground infrastructure.

Gravel runways are yet to come considering the demand for air transport services. Even in the remotest rural or agrarian communities who are so far, in one way or another did not have access to a modern air transport systems.

Construction, management, and control of airstrips/heliports that are yet to come through the sole involvement of the public airport authority will not address the demand of the society. It is time that full or partial involvement of private company or individuals along with the regional government and city administration is considered.

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2. OBJECTIVE

This Procedure is intended to serve as guidance to operators of airstrip and heliport, pertaining to mandatory requirements for the approval and registration of airstrips/heliports. It outlines the approval procedures engaged, the subsequent compliance and airstrip/heliport operator obligations.

The implementation of this procedure will ensure physical features, facilities, equipment at approved airstrip or heliport are in compliance with standards specified in the relevant Airstrip and Heliport Standards published by the Authority.

3. RULES

The Authority must be satisfied that the airstrip/ heliport conforms with the relevant Airstrip and Heliport Standards and that the airstrip or heliport will offer a safe environment for the operation of the aircrafts that it is intended for and that the airstrip or heliport operator has the necessary competence to operate and maintain the airstrip or heliport, before approval is issued.

An airstrip or heliport shall achieve compliance with the standards published by the Authority, and conforms to airspace and flight operation requirements deemed essential for safe air navigation at the airstrip or heliport.

Approved airstrips or heliports are considered able to support safe air navigation. These airstrips or heliports are recommended to be published in the AIP.

An airstrip or heliport that does not obtain approval from the Authority is considered as not able to meet minimum safety and security requirements for air navigation. These airstrips or heliports are not published, or shall be removed, from the AIP.

The approval issued by the Authority, will take into consideration other legislations or regulations covering land-use and environmental protection that may require authorization from other relevant State entities.

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4. APPLICABILITY

This procedure is applicable for any request regarding approval and registration of airstrips and heliports in Ethiopia.

This procedure is also applicable for the approval of temporary landing areas for the purpose of emergency use.

5. CURRENT STATUS OF AIRSTRIPS/HELIPORT IN ETHIOPIA

ECAA Aeronautical Information Publication (AIP) and other records show that there are 55 airstrips in Ethiopia documented as a non-inspected and their state of serviceability is unknown. Out of which seven airstrips (Baco, Dembidollo, Dessie/Combolcha, Kebridehar, Nekemt, Semera and Shire) are upgraded to domestic airports.

Airstrips built in Ethiopia so far were used for different purposes such as access to big project sites, (**e.g.:-** Great Ethiopian Renaissance Dam (GERD), Gebe III and Tana Beles), and various Mining places (**e.g.:-** Dallol and Shakiso), for humanitarian missions (**e.g.:-** Dolo Odo and Dolo WFP) and for hunting (**e.g.:-** Murilaye).

The existing airstrips in Ethiopia are constructed and managed by the government and private investors. Most of these airstrips are not planned to be develop to an airport level in the future due to lack of preplanning. Some of them have no space for expansion and some are constructed for a temporary use and are difficult for aircraft operation. Since there is no private investment on helicopter transportation, no helipad constructed in the country except for military.

6. ECONOMIC AND SOCIAL BENEFITS OF AIRSTRIPS/ HELIPORTS

Like airports, airstrips and heliports are a place intended for a landing and take-off of aircraft. Their benefits to the community and the nation are many folds. Airstrips serve general aviation and small aircraft. They link communities to the national airport system and support general aviation activities. They are also used for remote population access, self-piloted business flights,

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flight instruction, personal flying, agricultural support, tourism and access to special event, aerial fire fighting and flights that transport patients in need of specialized medical care.

Airstrips are vital in the delivery of essential goods and services in remote and very remote communities, particularly where road access is unavailable, unreliable or disrupted for extended periods due to seasonal weather conditions. An effective airstrip accessible all year round is of great importance for a country like Ethiopia where the economy is growing and an increasing demand for air transport at various community levels.

7. AIRSTRIP CLASSIFICATION

7.1 General

Classification of Airports into homogeneous groups will be an important input for establishing suitable aviation development policies, sustainable resource planning, as well as, system implementation of regulatory norms and practices. Based on this concept the Ethiopian Civil Aviation Authority developed Airport Classification Schema for categorizing airports in Ethiopia. The classification schema was developed by considering aerodrome reference code, passenger number and aircraft movement as classifying parameter. Based on the assessment, Ethiopia has six different classes of airport.

Class A: Major International Airport, **Class B:** Intermediate international airport, **Class C:** Major Domestic airport, **Class D:** Intermediate Domestic Airport, **Class E:** Airstrips and **Class F:** Heliport/Helipad.

In this procedure airstrips are also further categorized by their intended use.

7.2 Airstrip Classification:

Even though airstrip and heliport classification are included in the classification of airport, based on their use Airstrips are further classified into three groups as follows.

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7.2.1 Airstrip built for temporary use:

This airstrip is constructed for a temporary use for light aircraft mainly for the following operation: Agricultural spray, forest fire fighting, locust control, game animal hunting, surveying, fishing etc.

In such case the applicant assesses the landing and taking off areas for the obstacle avoidance and reviews the effect on third parties. The Authority may refuse an application to operate if it is considered unsafe.

The approval criteria may not wholly apply to a temporary airstrip. Applicants wishing to apply for permission to operate a temporary airstrip are advised to use ECAA document as a guide to deciding the layout of the airstrip.

7.2.2 Airstrip built for permanent use

An airstrip that is very important for the local people use and have no potential to be upgraded to an airport (surrounded by terrain, near to boarder, etc.), but can serve as a permanent airstrip for light to medium aircraft operation.

7.2.3 Airstrip which has potential to be upgraded into domestic airport

This type of airstrip is an airstrip that has potential to be upgraded to an airport status (location suitable for upgrading of the airstrip). When the initial construction of airstrip is planned, it has to fulfill the classification of the ICAO airport classification schema.

8. ROLES AND RESPONSIBILITIES OF CONCERNED BODIES

8.1 Ethiopian Airports:

- 8.1.1 Provides technical assistance in the areas of planning, designing and construction of airstrips/heliport
- 8.1.2 Supports in training of technical personnel on cost recovery basis.

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8.2 Operator of Airstrips/Heliports:

8.2.1 Notify and obtain approval from Ethiopian Civil Aviation Authority before undertaking activities such as planning, designing and constructing of any new airstrips/heliports.

8.2.2 Manage and control the overall activities of the airstrips those are under their responsibility as per the given standard and recommended practices issued by the Ethiopian Civil Aviation Authority.

8.3 Ethiopian Civil Aviation Authority:

8.3.1 Develops rules and standards for airstrip/ heliport

8.3.2 Processes approval and registration request for airstrip/heliport

8.3.3 Issues operating permit following the necessary evaluation.

8.3.4 Registers airstrip/heliport.

8.3.5 Conducts safety and security oversight.

8.3.6 Conducts economic regulation including price and fee regulation for the airstrip/heliports services.

8.3.7 Levy charges as prescribed in the Aeronautical Information Publication (AIP) or the Aeronautical Information Circular (AIC).

8.4 Regional States and City Administration

8.4.1 Approval of land for the airstrip/heliport

8.4.2 Assistance on the safety and security of the airstrip/heliport

8.4.3 Protection of the airstrip/heliport obstacle limitation surface and land use plan

8.5 National Intelligence and Security Service

The National Intelligence Security Service will determine the level of security service required based on the risk assessment and risk levels in accordance with the Ethiopian Aviation Security Proclamation.

8.6 Ethiopian Revenues and Customs Authority

Upon completion of the Airstrip/Heliport operation approval ECAA will notify the Ethiopia Revenues and Customs Authority in order the Authority determine the level of

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Revenues and Customs service required in accordance with the Ethiopian Revenues and Customs proclamation.

9. PLANNING AND CONSTRUCTION OF AIRSTRIP/HELIPORT

9.1 General:

9.1.1 The rapid growth of air transport demand due to increasing passenger and cargo traffic and the difficult areas which are not accessible by rail or road calls for future demands for construction of airstrip. To construct an airstrip or heliport, the following standard procedures has to be followed.

9.2 Site selection for the construction of airstrip

9.1.1 Before construction of any airstrip which is intended to handle VFR traffic to provide safe, secure, efficient and cost-effective services, highest consideration shall be given to site selection.

9.2.1 Aerodrome Manual of Implementing Standards (MOIS)- airstrip standards obstacle limitation surfaces shall be respected as far as practicable.

9.2.2 At least 2 years wind data from meteorology agency shall be presented by the applicant to choose the optimum runway orientation.

9.2.3 Obstacles shall not be a problem to design approach and departure procedure which will be in accordance to ICAO standard.

9.2.4 The presence of nearby airstrips, air ports and heliports should be considered

9.2.5 The location of the airstrip or the heliport shall be clear of danger, restricted and prohibited area.

9.2.6 The airstrip or heliport shall be well clear of nearby sovereign state.

9.2.7 The airstrip or heliport should not affect the settlements (social and economic affairs) of the society.

9.2.8 Any activity which attracts birds and other wild animals shall be considered carefully.

9.2.9 Airstrips intended for future development

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9.2.9.1 If the airstrip is intended to be upgraded to a domestic airport adequate land for future development must be considered during the planning phase.

9.2.9.2 Any development near the airstrip should consider the future development of the airstrip.

9.2.10 Availability of road access to/from town should be considered.

9.2.11 Its economic value should be a prime advantage for the public. Such as availability for investment opportunity, touristic area, mining, research etc.

9.2.12 The selected site should not disturb the socio economy of the society.

9.3 Site selection for the construction of heliport

9.3.1 The optimum location for a heliport is near the desired origination and/or destination of the potential users.

9.3.2 Site selection criteria includes, but not limited to: topography, existing construction, weather elements, natural and man-made obstruction, adjacent land use, availability of usable airspace, accessibility of roads utilities, and future expansion capacity.

9.3.3 ICAO annex 14 volume II obstacle limitation Surfaces requirement shall be respected.

9.3.4 Obstacles shall not be a problem to design approach and departure procedure according to ICAO standard.

9.3.5 Turbulence: Air flowing around and over buildings, stands of trees, terrain irregularities, etc. can create turbulence on ground-level and roof-top heliports that may affect helicopter operations. Where the FATO is located near the edge and top of a building or structure, or within the influence of turbulent wakes from other buildings or structures, assess the turbulence and airflow characteristics in the vicinity of, and across the surface of the FATO to determine if an air-gap between the roof, roof parapet or supporting structure, and/or some other turbulence mitigating design measure is necessary.

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9.3.6 Electromagnetic effects: while nearby electromagnetic devices, such as a high voltage power lines, large ventilator motor, elevator motor or other devices that consume large amounts of electricity may cause temporary aberrations in the helicopter magnetic compass and interfere with other onboard navigational equipment. Consider the electromagnetic effects while selecting the Heliport site.

9.3.7 Wind: Well-designed approach/departure paths permit pilots to avoid downwind conditions and minimize crosswind operations. Align the preferred flight approach/departure path, to the extent feasible, with the predominant wind direction.

9.3.8 For helipad which is going to be constructed on a building, the structural design of the building should be submitted for review and approval and the strength of the helipads should be capable of holding the total weight of the helicopter.

9.4 Design and construction of airstrip/heliport

9.4.1 The physical characteristics of an airstrip and heliport will depend on its location and how much space is available. Hence the type of aircraft operating from the airstrip and the nature of the operations at the airstrip may vary widely.

9.4.2 An aerodrome reference code — code number and letter — which is selected for airstrip planning purposes and determined in accordance with the characteristics of the aeroplane for which an airstrip facility is intended.

9.4.3 The intent of the reference code is to provide a simple method for inter relating the numerous specifications concerning the characteristics of airstrips so as to provide a series of facilities that are suitable for the aeroplane that are intended to operate at the airstrip. The code is not intended to be used for determining runway length or pavement strength requirements. The code is composed of two elements which are related to the aeroplane performance characteristics and dimensions. Element 1 is a number based on the aeroplane reference field length and element 2 is a letter based on the aeroplane

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wingspan. The code letter or number within an element selected for design purposes is related to the critical aeroplane characteristics for which the facility is provided.

9.4.4 The physical characteristics required for an airstrip and heliport are detailed in ECAA standard document, which is available at ECAA website www.ecaa.gov.et, they can be used as a minimum requirement on which the layout of an airstrip/heliport may be based.

9.4.5 The Design and Construction of airstrip or heliport must be performed by an experienced contractor who has a design and construction permit given from the appropriate authority.

Table 1 -ICAO aerodrome reference code standard

Element 1		Element 2	
Code Number	Aerodrome Reference Field Length	Code Letter	Wing Span
1	Less than 800 m	A	Up to but not including 15 m
2	800 m up to but not including 1 200 m	B	15 m up to but not including 24 m
3	1 200 m up to but not including 1 800 m	C	24m up to but not including 36 m
4	1 800 m and over	D	36 m up to but not including 52m
		E	52 m up to but not including 65 m
		F	65 m up to but not including 80 m

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10. APPROVAL PROCESS FOR NEW AIRSTRIP/HELIPORT

10.1 Authority

The Authority for the approval of airstrip or heliport is the Director General of Ethiopian Civil Aviation Authority.

10.2 Approval Process

The approval process shall comprise:

- a) Application
- b) Approval to build
- c) Compliance confirmation
- d) Approval to operate
- e) Registration and publication
- f) Periodic verification plan

10.3 Application

10.3.1 An intending applicant should in his own interest consult the Authority before committing himself to expenditure in developing or equipping an airstrip or heliport.

10.3.2 Application for approval of airstrip or heliport shall be made to the Authority at the following address:

Ethiopian Civil Aviation Authority
Addis Ababa
Phone: +251116650200
Fax : +251116650281
P.O.Box: 978

10.3.3 The applicant shall submit completed Application Form and other documentation as detailed in the Application Form [**Appendix I**].

10.3.4 The Authority may require other documentation to facilitate the assessment of application.

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10.3.5 The interval between application and assessment by the Authority may depend upon matters within the control of the applicant and no undertaking can be given that the Authority will be able to reach a decision within a particular time period.

10.3.6 Transport and daily allowance for any on site activities performed by the Authority expert(s) will be covered by the applicant.

10.4 Approval to build

10.4.1 Assessment of application shall be based on information provided by applicant in the form, and the various documentations, plans and other information submitted together with the application.

10.4.2 The assessment shall examine -

- i. proposed physical features, infrastructure and facilities against the relevant airstrip or heliport standards and site suitability in relation to development, terrain and obstacles in vicinity of airstrip or heliport site;
- ii. proximity of airstrip or heliport to other aerodromes or landing sites including military aerodromes, controlled airspace and any other airspace restrictions; and
- iii. Suitability of aircraft type and flight operations procedure proposed for the airstrip or heliport.

10.4.3 Application that meets compliance with the relevant published standards, airspace and flight operation conditions required by the Authority shall be issued approval to build.

10.4.4 Where the Authority concludes that the result of this assessment is negative, the applicant shall be notified accordingly. The Authority shall state the reason[s], either

- i. Proposed physical features, infrastructure and facilities is inadequate and do not satisfactorily comply to the relevant Airstrip or Heliport Standards; or
- ii. the airstrip or heliport site, in relation to the airspace and other aviation activities in vicinity, is not suitable; or

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- iii. the aviation activities and flight operations procedures suggested are not appropriate;
or
- iv. Other reason[s] indicating the proposed airstrip or heliport do not make satisfactory provisions for safety and security of aircraft operations.

10.4.5 The applicant may appeal to the Authority and submit revised proposal and/or additional documentation.

10.4.6 Approval to build issued by the Authority, will take into consideration land-use, environmental protection issues and other relevant approval[s] that the applicant may require to obtain from other Authorities prior to the construction and operation of the airstrip or heliport.

10.5 Compliance confirmation

10.5.1 The applicant shall notify the Authority on the completion of works for a physical inspection to be conducted by the Authority.

10.5.2 The inspection is undertaken for the purpose of verifying the information provided in the form; and to physically check and assess the airstrip or heliport infrastructure, facilities and equipment to ensure that they comply with the relevant airstrip or heliport standards.

10.5.3 Where the assessment is satisfactory, the Authority shall issue a Compliance Confirmation which indicates that the airstrip or heliport has met compliance to the standards published in the relevant airstrip or heliport standards.

10.5.4 The Compliance Confirmation may state the Authority requirements on -

- i. additional physical features, infrastructure and facilities required to be provided at the airstrip or heliport;
- ii. aviation activities allowed including type of aircraft and flight operations requirements; and

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iii. Airspace allocated for aeronautical activities including air traffic management and coordination procedures.

10.5.5 Where the assessment is not satisfactory, the Authority shall notify the applicant on additional steps that must be taken to rectify and/or clarify the Authority's observations and/or provide additional documentation required by the Authority.

10.5.6 The applicant is required to notify the Authority the completion of rectification works required by the Authority and submit any clarification and/or documentation required by the Authority. The Authority may conduct a follow-up inspection on the airstrip or heliport.

10.5.7 Where the Authority is satisfied with the required rectification works, clarification and/or documentation, a Compliance Confirmation shall be issued.

10.5.8 Notwithstanding the above, a Compliance Confirmation shall not be considered as an approval to operate the airstrip or heliport.

10.6 Approval to operate

10.6.1 An approval to operate is issued where the Authority is satisfied that the airstrip or heliport has met minimum requirements to support safe air navigation.

- i. The physical features, infrastructure and facilities provided is adequate and in compliance with the relevant airstrip or heliport standards;
- ii. The airstrip or heliport site, in relation to the airspace and other aviation activities in vicinity, is suitable to ensure safe operations at and in its vicinity;
- iii. The aviation activities at the airstrip or heliport and flight operations procedures are appropriate; and
- iv. Compliance of applicant's competency and operational documentation.

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10.6.2 While assessment on physical characteristics, airspace and flight operations issues may have been conducted in the earlier stages, the applicant’s competency shall be assessed prior to the issue of approval to operate.

10.7 Registration

10.7.1 An airstrip or a heliport which has successfully obtained approval to operate shall be registered.

10.7.2 Registered airstrips or heliports will be recommended to be published in the Aeronautical Information Publication [AIP].

10.7.3 Registration of airstrip or heliport is to ensure continued compliance to the relevant airstrip or heliport standards and, other conditions and requirements detailed by the Authority. Failure to meet this obligation shall result in cancellation of registration and removal from the AIP.

10.8 Periodic verification plan

10.8.1 Operator of a registered airstrip or heliport shall submit mandatory annual reports to the Authority on the operational status of the airstrip or heliport and notify the Authority regarding any changes to the physical features, infrastructure and facilities. The report format is as in **Appendix II**.

10.8.2 Changes to operational status, physical features, infrastructure and facilities shall be notified to the Authority for amendment of the AIP.

10.8.3 The Authority **may** conduct inspection on registered airstrip or heliport when there is cause to believe that there exists adverse safety or security issues or concerns (risks) associated with the continued operation of the airstrip or heliport to ensure this airstrip or heliport continue to comply with standards prescribed in Airstrip or Heliport Standards and, other conditions and requirements attached to the approval issued by the Authority.

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10.9 The Obligation of the Operator

10.9.1 The grant of approval by the Authority obliges the operator of airstrip or heliport to ensure the safety, security, regularity and efficiency of operations at the airstrip or heliport.

10.9.2 The operator of airstrip or heliport shall ensure continued compliance with the relevant Airstrip or Heliport Standard and with any conditions as required by the Authority.

10.9.3 The operator of airstrip or heliport shall ensure adequate number of qualified and skilled personnel to perform all critical activities for airstrip or heliport operations and maintenance

10.9.4 Subject to any Airstrip or Heliport Standards that the Authority may issue, the airstrip or heliport operator shall operate and maintain the airstrip or heliport. The operator of airstrip or heliport should ensure proper and efficient maintenance of the airstrip or heliport facilities.

10.9.5 The operator of airstrip or heliport shall allow access to personnel authorized by the Authority to perform regulatory functions to any part of the airstrip or heliport or any airstrip or heliport facility, including equipment, records, documents and operator personnel.

10.10 Approval of airstrip or heliport for emergency use

The whole approval criteria may not apply to an airstrip/heliport required for emergency use. Applicants wishing to apply for permission to operate an airstrip/heliport for emergency use are advised to use ECAA document as a guide to deciding the layout of the airstrip/heliport.

In such cases the applicant will assess the landing and taking off areas for the obstacle avoidance and review the effect on third parties.

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The applicant has to put in place means of compliance for a safe and secure aircraft operation at the proposed site. The Authority may refuse an application to operate if it is considered unsafe.

11. REGISTRATION PROCESS

11.1 Request for registration

11.1.1 The operator of an airstrip or heliport shall submit to the Ethiopian Civil Aviation Authority (Headquarter) a written request for registration.

11.1.2 The written request shall be accompanied by:

- a) land certificate(s) for the airstrip or heliport site or details of the control over the property (**e.g.:-** lease agreements) on which the airstrip or heliport is located
- b) plan of the airstrip or heliport showing airstrip or heliport boundaries
- c) plan showing distance of the airstrip or heliport from the nearest city, town or populous area and position of the airstrip or heliport
- d) Plan showing the obstacle limitation Surface
- e) plan showing markers design
- f) site survey
- g) environmental impact assessment
- h) Financial capability

11.1.3 The assigned Ethiopian Civil Aviation Safety Inspector shall make contact with the operator to discuss any issues, necessary actions, or further guidance and advice regarding the registration process and subsequent publication of the aerodrome's aeronautical information.

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11.2 Refusal for registration

11.2.1 The Ethiopian Civil Aviation Authority may refuse to register an airstrip or heliport where the operator does not meet the requirements in this procedure manual or where the airstrip/heliport is likely to be hazardous to aviation safety and Security.

11.3 Required aerodrome information

11.3.1 ECAA shall require basic administrative and physical information for initial registration and subsequent publication purposes. The listing is not intended to be all encompassing, as further information may be necessary from the operator prior to the completion of the registration process.

11.3.2 The applicant shall submit completed Application Form and other documentation as detailed in the Application Form [**Appendix I**].

11.4 Applicability of registration.

11.4.1 Registration requirements are applying to all airstrip or heliport in Ethiopia except military airstrip or heliport.

11.4.2 ECAA shall not publish information for an airstrip or heliport site that is considered to be hazardous to aviation safety and security.

11.5 Action required by ECAA

11.5.1 Upon receipt of a written request (includes e-mail) for airstrip or heliport registration ECAA inspector shall be appointed to conduct an assessment of the site based on the information submitted by the operator or as additional information may be required.

11.5.2 Upon completion of the assessment a preliminary report shall be provided to the operator explaining any identified deficiencies and/or concerns.

11.5.3 Subject to the satisfactory review of all the relevant information, the appointed inspector would normally conduct a site visit to verify that the submitted

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information is accurate and that the airstrip or heliport is not hazardous and once satisfied, submit all applicable site aeronautical information to ECAA for publication in the AIP.

11.6 On-going regulatory site inspections

11.6.1 Any subsequent regulatory safety inspections shall be conducted if the airstrip is used for commercial purpose and when there is cause to believe that there exists adverse safety or security issues or concerns (risks) associated with the continued operation of the airstrip or heliport.

11.6.2 The operator has an obligation of immediately advising ECAA of any change made to the aerodrome's published information, ECAA shall request that the operator verify all published airstrip or heliport information, through an annual written request.

11.6.3 If no response is received within 40 days, follow-up contact by telephone shall be taken to determine if amendment action shall be instituted to delete the airstrip or heliport from AIP publications in coordination with DASS.

12. SECURITY CONSIDERATIONS

Each airstrip/heliport operators shall be required to take steps to prevent unauthorized access to its facilities and the use of aircraft to commit acts unlawful interference. The basic level of security requirements shall be determined based on the threat and risk assessments conducted by the National Intelligent and Security Service.

13. TERMINATION OF AIRSTIP AND HELIPORT OPERATION

Airstrip/heliport operator intends to terminate its operation shall notify its decision to the Authority two months ahead of the starting date of termination in the following manner.

- The operator shall submit a written notification with supporting documentation to ECAA stating the reason(s) for termination.
- ECAA shall notify all concerned bodies regarding the status of the said airstrip/heliport and deregister from the AIP if it deems necessary.

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APPENDIX I – APPLICATION FORM

ETHIOPIAN CIVIL AVIATION AUTHORITY

APPLICATION FOR APPROVAL/REGISTRATION OF AIRSTRIP OR HELIPORT

1. Particulars of Applicant

1.1 Name:- _____

1.2 Address:- _____

1.3 Postal Code _____

1.4 Designation:- _____

1.5 Telephone:- _____

1.6 Is the Airstrip or Heliport: Existing New

1.7 Is the Applicant the operator of the Airstrip or Heliport sites? Yes No

If No, Provide:

- a) Details of Rights Held in Relation to the sites;
- b) The period and/or dates Applicant holds these rights; and
- c) Name and address of the operator of the site and written evidence to show permission has been obtained for the site to be used by the applicant as an airstrip or heliport.

Note:-

Name of person(S), company or club designated as airstrip or heliport operator and that will be responsible for giving effect to the conditions of the approval/registration of the airstrip or heliport.

2. Environmental Impact Assessment for the development of Airstrip/Heliport approved by the appropriate entity.

3. Particulars of proposed Airstrip or Heliport site

3.1 Name of Airstrip or Heliport:- _____

3.2 Region:- _____ City:- _____

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3.3 Geographical Coordinates of the airstrip or heliport Reference Point (WGS-84)

Latitude:- _____

Longitude: _____

3.4 Elevation of Airstrip or Heliport (meters):- _____

3.5 Position of Airstrip or Heliport with reference to nearest town or populous area:-

i. Name of town:- _____

ii. Distance from town:- _____

iii. Bearing from town:- _____

3.6 Position of Airstrip or Heliport with reference to nearest aerodrome:

i. Name of town:- _____

ii. Distance from town:- _____

iii. Bearing from town:- _____

3.7 Is there any public or private right of way exists on or near the proposed Airstrip or Heliport? Yes No

i.If YES would the use of the site as an Airstrip or Heliport interfere with such rights?

Yes No

ii.If there is a risk of interference with private rights, please give details of any agreement made with the holder of the rights for the site as an Airstrip or Heliport.

4. Proposed Airstrip or Heliport Operations

4.1 Is the Airstrip or Heliport to be used by public transport aircraft? Yes No

4.2 Is the Airstrip or Heliport to be used at night? Yes No

4.3 Type of Aircraft/Helicopter to be operated at the Airstrip or Heliport (Aircraft specification to be submitted together with this application)

a) Aeroplanes:

b) Helicopters:

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

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4.4 Heaviest aircraft in reference to item 3.3:

- i. Aircraft type:- _____
- ii. Maximum Total Weight Authorized (Kilograms): _____

4.5 Expected number of movements per calendar month of heaviest aircraft type.

(one movement is one take-off or one landing) _____ per month

4.6 Is there an appointed Duty officer?

Yes No

If Yes, state whether the duty officer

- i. Is competent to determine safe use of the Airstrip or Heliport? Yes No
- ii. Is responsible for supervising aircraft movement? Yes No
- iii. Is responsible for pilot briefing? Yes No
- iv. Is responsible with Air Traffic Service authorities? Yes No
- v. Is responsible for controlling spectators? Yes No
- vi. State duty officer's aviation qualification, if any:- _____

If No, state arrangement made to provide qualified personnel to manage aviation events at the Airstrip or Heliport?

4.7 Is aircraft fuelling expected to take place at the Airstrip or Heliport?

Yes No

If Yes, state

- i. Type of aviation fuel:- _____
- ii. Quantity Stored (litters):- _____
- iii. Location of storage:- _____
- iv. Method of storage:- _____
- v. Are there suitable fire extinguishers positioned at fuel storage area? Yes No

5. Proposed Physical Infrastructure

5.1 Runway Characteristics:

- i. Runway length (meters):- _____
- ii. Runway width (meters):- _____
- iii. Runway strip (meters):- _____
- iv. Runway Surface type:- _____

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For heliports:

- i. Heliport Type: **Surface-Level/Elevated**
- ii. FATO dimension (meters):- _____
- iii. TLOF dimension (meters):- _____
- iv. Safety Area dimension (meters):- _____

5.2 Landing Area Marking/Markers:

- i. Designation Yes No
- ii. Runway Threshold Yes No
- iii. Runway Centre line Yes No
- iv. Runway Side Strip Yes No
- v. Runway boundary markings or markers Yes No
- v. Boundary markers type:- _____
- vi. Others (specify):- _____

For heliports:

- i. Heliport Identification Marking Yes No
- ii. FATO Marking Yes No
- iii. TLOF Marking Yes No
- vii. Others (specify):- _____

5.3 Ground signals and visual aids:

- i. Windsock Yes No
- ii. Landing T Yes No
- iii. Signal Lamps Yes No
- iv. Others [specify]:- _____

5.4 Lightings:- (For Airstrip or Heliport used at night only)

- i. Aerodrome beacon Yes No
- ii. Runway Edge Yes No
- iii. Runway Threshold Yes No
- iv. Runway End Yes No
- viii. Others [specify]:- _____

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For heliports:

- i. Aerodrome beacon Yes No
- ii. FATO Yes No
- iii. TLOF Yes No
- iv. Others [specify]:- _____

5.5 Obstacle marking and control

[a] Slope

- [i] Approach Slope:- _____ %
- [ii] Take-off Slope:- _____ %
- [iii] Transitional Slope:- _____ %

[b] Obstacles within airstrip or heliport boundary:

- [i] Have the obstacles been identified? **Yes/No**

[c] Obstacle outside airstrip or heliport boundary:

- [i] Have the obstacles been identified? Yes No
- [ii] Have arrangements made with appropriate authority or persons to remove or mark identified obstacles? Yes No

[d] Is a safeguarding map being deposited with the local authorities to show the height above which new construction in the vicinity of the Airstrip or Heliport may interfere with its use? Yes No

5.6 Is there a designated aircraft parking area? Yes No

If YES,

- [i] Are there barriers and notices warning against unauthorized entry? Yes No
- [ii] Are there separation distance between aircraft parking area and public areas or cark parks? Yes No
- [iii] Are there suitable fire extinguishers positioned where aircraft engines are started? Yes No

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6. Proposed Fire And Rescue Services

6.1 Fire and Rescue Services:

[a] Fire and Rescue Vehicle

- [i] Type:- _____
- [ii] Numbers of Vehicle:- _____
- [iii] Number of trained Personnel:- _____

[b] Foam Extinguisher

- [i] Performance level: **A / B**
- [ii] Quantity [litters]:- _____
- [iii] Discharge rate [litters per minute] _____
- [iv] Type of Complementary Agent: **Dry Powder / CO2**
- [v] Quantity of Complementary Agent [kilograms]:- _____

6.2 Medical Services:

[a] Medical First Aid

- [i] List items available in the first aid pack

- [ii] Number of trained Personnel:- _____

[b] Ambulance Services

- [i] Is there arrangement made with Local Authority for such services? **Yes** **No**
- [ii] If YES, what is the respond time to an emergency call [minutes]:- _____
- [iii] If NO, has arrangement made to have on-site services? **Yes** **No**

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7. Proposed Air Traffic Management

7.1 Airspace required around the airstrip:

[i] Vertical Limits [feet]:- _____

[ii] Lateral Limit:- _____

[In reference to ARP]

7.2 *Is there communication facilities provided for coordination with Air Traffic Services authorities?* Yes No

Describe arrangement made with Air Traffic Services authorities pertaining to coordination of aviation activities at Airstrip or Heliport with other aviation activities in neighboring airspace.

7.3 *Is there arrangement to notify Air Traffic Services authorities and aircraft operators intending to use the airstrip or heliport, pertaining to condition and/or activities at the airstrip or heliport?* Yes No

8. Local Authorities Approval

8.1 *Before submitting this application, the Local Authorities, should be consulted and, their approval obtained.*

i. Have approval obtained from Local Authorities? Yes No

ii. If YES, provide certified photocopy of the approval/s obtained?

iii. Are there conditions or restrictions attached to the approval? Yes No

If YES, [describe] _____

9. Additional Information

9.1 *Applicant shall submit three [3] copies of the following:*

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- i. Location Plan and Site Plan.
- ii. Layout Plan and land use plan.
- iii. Profile Plan for Approach, Take-off and Transition area.
- iv. Runway or Heliport marking/markers scheme.
- v. Schematic Plan for Electrical Installation.
- vi. Plan which shows the Physical Characteristics

10. Certification

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

[Signature of Applicant]

[Company stamp]

Name :- _____

Date :- _____

INFORMATION

[i] Before approval is granted, Ethiopian Civil Aviation Authority will require to be satisfied that the physical conditions of the airstrip or heliport its environs are acceptable, that the scale of equipment and services are adequate, and that the airstrip or heliport is organized, staffed and other arrangements sufficient to ensure the safe operations of the airstrip or heliport.

[ii] Completed application form shall be submitted to Ethiopian Civil Aviation Authority at the following address:

Ethiopian Civil Aviation Authority
Aerodrome Safety and Standards Directorate
Addis Ababa
Phone: +251116650255
Fax : +251116650281
P.O.Box: 978

PLEASE MAKE SURE THAT THIS IS THE CORRECT ISSUE BEFORE USE

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APPENDIX II –OPERATOR ANNUAL REPORT FORMAT
AIRSTRIP OR HELIPORT SAFETY ANNUAL REPORT
[Annual report to be submitted by operator]

1. CERTIFICATION

I hereby certify that -

[i] I have carried out a safety inspection of..... for the yearon
[name of airstrip/heliport]
.....
[date of inspection]

[ii] The airstrip or heliport physical features, infrastructure and facilities at meet
[name of airstrip/heliport]
the applicable safety requirements set by Ethiopian Civil Aviation Authority in the relevant
Airstrip or Heliport Standards;

[iii] All the conditions pertaining to operations of the airstrip or heliport as detailed by Ethiopian
Civil Aviation Authority in the approval issued for are complied
with;
[name of airstrip/heliport]

[iv] The published Airstrip or Heliport data and information pertaining toin
the Aeronautical Information Publication are correct; and
[name of airstrip/heliport]

[v] The information provided in this report is correct in every respect and no relevant
information has been withheld.

.....
[Signature of Operator of Airstrip or Heliport]

Name:

Date:

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2. THE YEAR IN BRIEF

[Briefly outline the significant events at the Airstrip or Heliport during the year]

Development works

Major Maintenance

Accidents or Incidents

Aviation activity at the airstrip or heliport

Others

3. CHANGES DURING THE YEAR

[Briefly state the changes of any infrastructure, equipment, facilities or operating procedures at the airstrip or heliport during the year]