



# **Aerodrome Advisory Circular**

**AC(AD) No-02**

**Guidelines for issue of Aerodrome Certificate**

**Civil Aviation Authority Bangladesh.  
20 January 2010**

## **1. PURPOSE:**

As per the standards of the Annex 14 to the Convention, Aerodromes used for International Civil Aviation are required to be certified by the State. In addition as per the Rule-260A (2) of Civil Aviation Rules 1984 (CAR 84) **“The operator of an international aerodrome or airport intended for air transport operations shall be in possession of an Aerodrome Certificate”**

## **2. SCOPE**

This Advisory Circular provides general guidance on requirements, application process and responsibilities of the applicant concerning Aerodrome Certificate issued under Rule 260-A (2) of Civil Aviation Rules, 1984.

## **3 APPLICATIONS**

The provisions under this ADVISORY CIRCULAR shall apply to aerodromes where International Air Transport operations open to public use is conducted.

## **4 DEFINITIONS**

The definitions in this section shall have the following meaning whenever they appear in these provisions. The definitions in CAR, 1984 shall be applicable as and where required under this ADVISORY CIRCULAR.

- 4.1 **“Aerodrome Certificate”** means a certificate issued by the Chairman under Rule 260-A of CAR, 1994, in accordance with terms & conditions prescribed in this ADVISORY CIRCULAR.
- 4.2 **“Aerodrome facilities and equipment”** means facilities and equipment inside or outside the boundaries of an aerodrome that are constructed or installed and maintained for the arrival, departure and surface movement of the aircraft.
- 4.3 **“Aerodrome Manual”** means a manual that forms part of the application for Aerodrome Certificate pursuant to this ADVISORY CIRCULAR and includes any amendments accepted/approved by the CAA.
- 4.4 **“Aerodrome Operator”** means in relation to Certificated Aerodrome, the Aerodrome Certificate holder.
- 4.5 **“Aerodrome Safety Manager”** means an ATS officer deployed as officer-in-charge of Aerodrome Safety Management System.
- 4.6 **“ Air Navigation Order (ADVISORY CIRCULAR)”** means order issued by the Chairman under CAR 84.

- 4.7 “**Authority**” means Civil Aviation Authority, Bangladesh.
- 4.8 “**Certified Aerodrome**” means an aerodrome which has been granted an aerodrome certificate.
- 4.9 “**Chairman**” means Chairman of the Authority.
- 4.10 “**Marker**” means an object displayed above the ground level in order to indicate an obstacle or delineate a boundary.
- 4.11 “**Marking**” means a symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information.
- 4.12 “**Obstacle**” means all fixed (whether temporary or permanent) and mobile objects, or parts thereof, that are located on an area intended for the surface movement of aircraft or extend above a defined surface intended to protect aircraft in flight.
- 4.13 “**Obstacle Free Zone (OFZ)**” means the airspace above the inner approach surface, inner transitional surfaces, and balked landing surface and that portion of the strip bounded by these surfaces, which is not penetrated by any fixed obstacle other than a low-mass and frangible mounted one, required for air navigation purposes.
- 4.14 “**Obstacle Limitation Surface (OLS)**” means a series of surfaces, that define the volume of airspace at and around an aerodrome to be kept free of obstacles in order to permit the intended aero plane operations to be conducted safely and to prevent the aerodrome from becoming unusable by the growth of obstacles around the aerodrome.
- 4.15 “**Runway strip**” means a defined area including the runway and stop way, if provided or intended to:
- a) reduce the risk of damage to aircraft running off a runway; and
  - b) protect aircraft flying over it during take-off or landing operations
- 4.16 “**Safety Management System (SMS)**” means a system for the management of safety at aerodromes including the organizational structure, responsibilities, procedures, processes and provisions for the implementation of aerodrome safety policies by an aerodrome operator, which provides for the control of safety at, and the safe use of, the aerodrome.

- 4.17 **“Taxiway strip”** means an area including a taxiway intended to protect an aircraft operating on a taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway.
- 4.18 **“Unserviceable area”** means a part of the movement area that is unfit and unavailable for use by aircraft.
- 4.19 **“Work areas”** means a part of an aerodrome in which maintenance or construction works are in progress.

## 5. **AERODROME CERTIFICATION REQUIREMENTS**

- 5.1 An operator of an aerodrome intending to use the aerodrome for International Air Transport operation shall be in possession of an Aerodrome Certificate issued by the Chairman.
- 5.2 An operator of an aerodrome referred in 5.1 shall apply to the Chairman for issuance of an Aerodrome Certificate in accordance with procedure contained in this ADVISORY CIRCULAR.
- 5.3 The Chairman may refuse or grant an Aerodrome Certificate giving reasons for the refusal.
- 5.4 The Chairman may endorse such conditions, if needed, in public/national interest or flight safety at the time of issuance of Aerodrome Certificate or thereafter in addition to standards contained in Manual of Aerodrome Standards, Bangladesh, and this ADVISORY CIRCULAR.
- 5.5 An Aerodrome Certificate issued under Para 5.3 of this ADVISORY CIRCULAR shall be valid for a period of 02 years from the date of issue or renewal, unless suspended or cancelled earlier by the Chairman.
- 5.6 An Aerodrome Certificate issued under this ADVISORY CIRCULAR shall require renewal after every 02 years from the date of issue.
- 5.7 An Aerodrome Operator shall apply for renewal of Aerodrome Certificate within 06 months prior to expiry of the certificate.
- 5.8 The Chairman may amend / vary conditions of the Aerodrome Certificate as and when deemed appropriate, which shall be communicated to the Aerodrome Operator.
- 5.9 An Aerodrome Manual shall include all information as required under this ADVISORY CIRCULAR, Manual of Aerodrome Standards, Bangladesh and conditions endorsed / varied from time to time by CAAB.

- 5.10 An aerodrome operator shall fully comply with the provisions of this ADVISORY CIRCULAR, failing which Aerodrome Certificate may be suspended or cancelled by the Chairman under the provision of CAR 84 and this ADVISORY CIRCULAR.
- 5.11 An Aerodrome operator while applying for Aerodrome Certificate shall submit Aerodrome Manual developed in accordance with this ADVISORY CIRCULAR, Manual of Aerodrome Standards, Bangladesh and any instructions issued by the Authority or Chairman from time to time.
- 5.12 An Aerodrome operator shall obtain necessary clearance from:
- Ministry of Environment & Forests.
  - Ministry of Defense.
  - Municipal corporation/committee or
  - Urban land development board/authority(e.g.RAJUK).
- 5.13 On the request of an Aerodrome Operator, the Chairman may cancel the Aerodrome Certificate. Such request for cancellation must be made at least 30 days prior to the cancellation date, giving necessary justifications/reasons.

## 6. **AERODROME MANUAL**

- 6.1 An applicant of an Aerodrome Certificate shall provide to the Chairman a copy of the Aerodrome Manual for that aerodrome. The Aerodrome Manual shall: -
- a) Be type written 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 page and amendments thereto including a page for logging revisions; and
  - d) Be organized in a manner that will facilitate the preparation, review and acceptance process.
  - e) An Aerodrome Manual shall include following parts, as applicable:-

- PART-1: GENERAL INFORMATION
- PART-2: AERODROME SITE DETAILS
- PART-3: AERODROME DIMENSIONS AND RELATED INFORMATION
- PART-4: AERODROME OPERATING PROCEDURES.
- 4.1 AERODROME REPORTING.
  - 4.2 ACCESS TO THE MOVEMENT AREA
  - 4.3 AERODROME EMERGENCY PLAN.
  - 4.4 RESCUE AND FIRE FIGHTING
  - 4.5 AERODROME INSPECTION MOVEMENT REA AND OBSTACLE LIMITATIONS SURFACE BY THE AERODROME OPERATOR.
  - 4.6 VISUAL AIDS, ELECTRICAL SYSTEM AND AERODROME LIGHTING
  - 4.7 MAINTENANCE OF THE MOVEMENT AREA
  - 4.8 AERODROME WORKS-SAFETY.
  - 4.9 AIRCRAFT PARKING CONTROL
  - 4.10 APRON SAFETY MANAGEMENT
  - 4.11 AIRSIDE VEHICLE CONTROL
  - 4.12 WILDLIFE HAZARD MANAGEMENT
  - 4.13 OBSTACLE CONTROL
  - 4.14 DISABLED AIRCRAFT REMOVAL.
  - 4.15 HANDLING OF HAZARDOUS MATERIALS.
  - 4.16 LOW VISIBILITY OPERATIONS
  - 4.17 PROTECTION OF RADAR AND NAVIGATIONAL AID
  - 4.18 SPECIAL PROCEDURE
- PART-5: AERODROME ADMINISTRATION

## **7. INFORMATIONS TO BE INCLUDED IN THE AERODROME MANUAL**

**7.1** Aerodrome Manual shall include all information as required under CAR 84, this ADVISORY CIRCULAR, Manual of Aerodrome Standards, Bangladesh and conditions imposed from time to time by CAAB.

### **7.2 Revision of information.**

**7.2.1** The operator of a Certified Aerodrome must alter or amend the Aerodrome Manual, as and when any change/instruction is issued in order to maintain the accuracy of the manual.

**7.2.2** CAAB may issue written directive to Aerodrome Operator requiring the operator to alter or amend the Manual in accordance with the directive.

### **7.3 Notification of changes.**

An Aerodrome Operator must notify the Chairman in writing of any changes made in the Aerodrome Manual.

## **8. OBLIGATIONS OF THE AERODROME OPERATORS.**

**8.1** The Aerodrome Operator shall comply with the standards specified in Manual of Aerodrome Standards, Civil Aviation Rules 1984, this ADVISORY CIRCULAR, directives issued from time to time by the Chairman and with such terms & conditions as endorsed in the Aerodrome Certificate.

**8.2** An Aerodrome Operator shall remove from the surface of the aerodrome any vehicle or other obstruction that is likely to be hazardous for the operation of the aircraft.

**8.3** When low flying aircraft, at or near an aerodrome, or taxing aircraft are likely to be hazardous to people or vehicular traffic, the Aerodrome Operator shall:

- a) Display hazard warning notices on any public way that is adjacent to the maneuvering area; or
- b) If the Aerodrome Operator does not control such a public way, inform the authority responsible for displaying / posting the notices on the public way that there is a hazard.

**9 SAFETY MANAGEMENT SYSTEM AT CERTIFIED AERODROMES.**

- 9.1. A certified Aerodromes shall have “Aerodrome Safety Management System (ASMS)” in operation.
- 9.2 Aerodrome operator of a certified aerodrome shall prepare manual on Aerodrome Safety Management System (ASMS) for the Aerodrome and submit the same to the Chairman.
- 9.3 The Chairman will provide necessary guidance for the establishment of Aerodrome Safety Management System and preparation of ASMS manual.
- 9.4 Aerodrome operator shall establish a fully functioning Aerodrome Safety Management System comprising Aerodrome Safety Manager and Aerodrome Safety Inspectors.
- 9.5 Aerodrome Safety Manager and Aerodrome Safety Inspectors shall ensure that the Aerodrome Safety management System is operating in accordance with ASMS manual.
- 9.6 Aerodrome Safety Manager and Aerodrome Safety Inspectors shall be responsible for the safety inspections and surveillance of the aerodrome as described in ASMS manual.

**10. ACCESS TO AERODROME MOVEMENT AREAS**

- 10.1 Personnel authorized by the Authority or Chairman may, at any time, inspect and carry out tests of the aerodrome facilities, services and equipment, inspect aerodrome operator’s documents and records, and verify 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.
- 10.2 An Aerodrome Operator shall on demand of personnel referred in regulation 10.1 above, allow access to any part of the aerodrome or any aerodrome facility including equipment, documents, records and operators personnel, for the purpose set out in regulation 10.1
- 10.3 The Aerodrome Operator shall co-operate in conducting the activities referred to in 9.1 and 9.2 above.



## **11 SPECIAL INSPECTIONS**

- 11.1 The Chairman may inspect an aerodrome at any time, as required, to ensure aviation safety in the following events: -
- 11.1.1 as soon as practicable, after an aircraft accident or incident within the meaning of the terms defined in ICAO Annex-13, CARs 94 and the States Notification Procedures for notifying incidents and accidents.
  - 11.1.2 During any period of construction or repair of the aerodrome facilities or equipment that is critical to the safety of aircraft operations; and
  - 11.1.3 at any other time when there are conditions at the aerodrome that could affect aviation safety.
- 11.2 Aerodrome operator shall carry out special inspections periodically, as may be required by the certificate or as directed by the Authority or Chairman and shall submit reports accordingly.

## **12 EXEMPTIONS**

- 12.1 The Chairman may exempt, in writing an Aerodrome Operator from complying with all or any provisions of this ADVISORY CIRCULAR for the reasons recorded separately.
- 12.2 An exemption will be subject to the Aerodrome Operator's complying with the conditions and procedures specified by the Authority or Chairman and as deemed necessary in the interest of safety.
- 12.3 Where an aerodrome does not meet the standards specified in Manual of Aerodrome Standards, Chairman may determine after carrying out aeronautical studies, the conditions and procedures that are necessary to ensure a level of safety equivalent to the established standards.
- 12.4 Any exemption granted by the Chairman shall be included in the relevant part of Aerodrome Manual.

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