



MANUAL OF AERODROME CERTIFICATION PROCEDURES CAAB

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Manual of Aerodrome Certification Procedures CAAB

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FOREWORD

Bangladesh as a Contracting State to the Convention on International Civil Aviation has an obligation to the international community to ensure that civil aviation activities under its jurisdiction are carried out in strict compliance with the Standards and Recommended Practices contained in the eighteen Annexes to the Convention on International Civil Aviation in order to maintain the required aviation standards.

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 Rule 260A (2) of Civil Aviation Rules 84 (CAR 84):

“The operator of an international aerodrome or airport intended for air transport operations shall be in possession of an aerodrome certificate”.

Issue of an Aerodrome Certificate by the Chairman of Civil Aviation Authority, Bangladesh to an aerodrome operator seeking such certificate is a requirement as per Rule 260A of CAR 84, if the aerodrome operator complies with relevant rules of CAR 84. Hence, certification of an aerodrome is a vital role in the regulatory system.

In order to issue an Aerodrome Certificate the CAAB has to conduct an in-depth investigation to assess whether the aerodrome is maintained in accordance with the required standards and the competency of the aerodrome operator to maintain the aerodrome, staff, equipment and procedures as per CAR 84.

The relevant regulatory rules to be satisfied by the Aerodrome Operators for the certification of an aerodrome are specified in the CAR 84. This manual mainly describes the rules and procedures used by the CAAB to process applications for the issue, surrender, transfer, amendment and suspension or cancellation of Aerodrome Certificates. The manual further describes the procedure which should be followed by an aerodrome operator for the application of an Aerodrome Certificate. It is designed to ensure that the required standards are applied when an Aerodrome Certificate is issued, surrendered, transferred and suspended or cancelled.

It is expected that the applicant of an Aerodrome Certificate will be benefited by this manual as it explains the administrative procedure involved so that process would be independent and transparent. This Authority may, without any prior notice, change the content of this manual as appropriate, to suit the administrative rules followed by dissemination of such changes to the holders of the manual.

Air Cdre. Sakeb Iqbal Khan Majlis, ndu, psc
Chairman of Civil Aviation Authority, Bangladesh
Kurmitola, Dhaka, Bangladesh

31 March 2009

CHAPTER – 1 INTRODUCTION

1.1 About this Manual

1.1.1 Introduction

This manual describes the rules and procedures used by the CAAB to process applications for the issue or surrender of aerodrome certificates in Bangladesh. It is designed to ensure that the required standards are applied when an Aerodrome Certificate is issued, surrendered, transferred, amended and or cancelled and surrendered.

This manual:

- Defines the rules that govern Aerodrome Certification.
- Clearly sets out:
 - The responsibilities of CAAB staff.
 - Standards and procedures CAAB staff must follow when processing applications for the issue, surrender, transfer, amendment and suspension or cancellation of Aerodrome Certificates
 - Rules for compliance and enforcement.

Adherence to the standards and procedures will ensure that:

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

1.1.2 Definitions and Abbreviations

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

Aerodrome Certificate - certificate issued by the Chairman of Civil Aviation Authority, Bangladesh under Rule 260A (4) of CAR 84 for an operation of an international aerodrome or airport.

Aerodrome facilities and equipment - facilities and equipment inside or outside the boundaries of an aerodrome, constructed or installed and maintained for the arrival, departure and surface movement of aircraft.

Aerodrome Manual - a manual included in an application for aerodrome certificate pursuant to Rule 260B and includes any amendments to the manual accepted by the CAAB.

Aerodrome operator - in relation to certificated aerodromes, the Aerodrome Certificate holder.

Apron - defined area on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading of passengers, mail or cargo, fuelling, parking or maintenance.

Certified aerodrome - an international aerodrome or airport whose operator has been granted an aerodrome certificate.

Maneuvering area - that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

Movement area - that part of the aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the maneuvering area and the apron(s).

NOTAM – A notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.

ABBREVIATIONS

ACC	-	Aerodrome Certification Committee
AIP	-	Aeronautical Information Publication
AIS	-	Aeronautical Information Services
CAAB	-	Civil Aviation Authority, Bangladesh
CAR	-	Civil Aviation Regulations
DFSR	-	Director, Flight Safety and Regulations
FOI	-	Flight Operations Inspector
ICAO	-	International Civil Aviation Organization
MASB	-	Manual of Aerodrome Standards Bangladesh
MS ACC	-	Member Secretary, ACC
N/A	-	Not Applicable

1.2 Legislative Controls

Rules with regard to the certification of aerodromes are specified in the CAR 84.

1.2.1 Certificate Issue

Controls

Rule-260A (2) The operator of an international aerodrome or airport intended for air transport operations shall be in possession of an Aerodrome Certificate.

Rule-260A (3) An applicant may apply to the Chairman for an aerodrome certificate for authorizing the applicant to operate an international aerodrome or airport at the place specified in the application. Such application must be in an approved form and include the aerodrome manual.

Rule-260A (4) Chairman may approve an application submitted under Rule-260A (3) and grant an aerodrome certificate to the applicant. Before granting an aerodrome certificate, Chairman must be satisfied that.

- (a) the aerodrome facilities, services and equipment are in accordance with the standards as specified in Rule 267.

- (b) the aerodrome's operating procedures make satisfactory provision for the safety of aircraft.
- (c) an aerodrome manual, as specified in Rule 260B, has been prepared that contains all relevant information for the applicants international aerodrome or airport and submitted as per Rule-260A (3) and an acceptable safety management system is in place at the aerodrome; and
- (d) the applicant will be able to operate and maintain the aerodrome properly.

Rule-260A (5) The Chairman may refuse to grant an aerodrome certificate, giving the applicant a written notice of the refusal, and the reasons for it,

Rule-260A (6) The Chairman:

- (a) may grant an aerodrome certificate subject to any conditions necessary in the interests of safety;
- (b) shall give written notice to the applicant of the reasons for any conditions applied to the certificate;
- (c) shall set out a condition in an endorsement on the certificate or otherwise notified in writing to the certificate holder.

Rule-260A (7) An aerodrome certificate shall remain in force for two years or until it is suspended or cancelled, which ever is earlier.

Rule-260B (4) The operator of a certificated aerodrome must include the particulars in an aerodrome manual as specified by Chairman.

Rule-260B (10) The Chairman shall approve the aerodrome manual and any amendments thereto, provided these meet the requirements of the provisions of other rules.

Rule-260C (1) The aerodrome operator shall comply with the standards specified in rule 267 and with any conditions endorsed in the certificate pursuant to Rule-260A (6) and rule 260D.

Rule-260D The Chairman may exempt, in writing, an aerodrome operator from compliance with specified provisions of Part-XIV, CAR-84.

Rule-267 Aerodrome Standards - Chairman shall specify the Standards that Prescribe the physical characteristics and obstacle limitation surfaces to be provided for all aerodromes, and certain facilities and technical services normally provided at an aerodrome as per the provision of the Convention.

1.2.2 Certificate Surrender

Controls

Rule-260A (8) An aerodrome certificate holder must give the Chairman not less than 60 days written notice of the date on which the certificate is to be surrendered so that suitable promulgation action can be taken.

1.2.3 Certificate Transfer

Controls

Rule-260A (12) The Chairman may give its consent to, and issue an instrument of transfer of an aerodrome certificate to a transferee.

1.2.4 Certificate Amendment

Controls

Rule-260A (13) The Chairman may, after satisfied that the requirement of sub-rule 4(b) of 260A and sub-rules (5) and 6(a) of Rule-260B are fulfilled amend an aerodrome certificate where –

- (a) there is a change in the operator of the aerodrome;
- (b) there is a change in the use or operation of the aerodrome;
- (c) there is a change in the boundaries of the aerodrome; and
- (d) the holder of the aerodrome certificate requests the amendment.

Rule-260B (5)

If the Chairman exempts the aerodrome operator from complying with any requirement set out in rule 260D, the aerodrome manual must show the identifying number given to that exemption by the Chairman and the date the exemption came into effect and any conditions or procedures subject to which the exemption was granted.

Rule-260B 6 (a)

If a particular information is not included in the aerodrome manual because it is not applicable to the aerodrome, the aerodrome operator must state in the manual -

- (a) that the particular is not applicable.

1.2.5 Compliance and Enforcement

Controls

Rule-260A (9) The Chairman may suspend or cancel an aerodrome certificate if there are reasonable grounds for believing that, -

- (a) condition to which the certificate was subject has been breached;
- (b) the aerodrome facilities, operations or maintenance are not of the standard required in the interests of the safety of air navigation.

CHAPTER – 2 ISSUING CERTIFICATE

2.1 Certificate issuing process

2.1.1 Key Elements of the Certificate Issuing Process

Purpose To ensure that Aerodrome Certificates are correctly and consistently issued using a common legal format by describing the:

- Process for issuing Aerodrome Certificates
- Legislation governing their issue
- Staff responsibilities
- Forms and letters used.

Controls

Rule-260A (2) The operator of an international aerodrome or airport intended for air transport operations shall be in possession of an aerodrome certificate.

Rule-260A (3) An applicant may apply to the Chairman for an aerodrome certificate for authorizing the applicant to operate an international aerodrome or airport at the place specified in the application. Such application must be in an approved form and include the aerodrome manual.

Rule-260A (4) Chairman may approve an application submitted under Rule-260A (3) and grant an aerodrome certificate to the applicant. Before granting an aerodrome certificate, Chairman must be satisfied that.

- (a) the aerodrome facilities, services and equipment are in accordance with the Standards as specified in Rule 267;
- (b) the aerodrome's operating procedures make satisfactory provision for the safety of aircraft ;
- (c) an aerodrome manual, as specified in Rule 260B, has been prepared that contains all relevant information for the applicants international aerodrome or airport and submitted as per Rule 260A (3) and an acceptable safety management system is in place at the aerodrome; and
- (d) the applicant will be able to operate and maintain the aerodrome properly.

Rule-260A (5) The Chairman may refuse to grant an aerodrome certificate giving the applicant a written notice of the refusal, and the reasons for it.

Rule-260A (6) The Chairman:

- (a) may grant an aerodrome certificate subject to any conditions necessary in the interests of safety;
- (b) shall give written notice to the applicant of the reasons for any conditions applied to the certificate;
- (c) shall set out a condition in an endorsement on the certificate or otherwise notified in writing to the certificate holder.

- Rule-260A (7)** An aerodrome certificate shall remain in force for two years or until it is suspended or cancelled, which ever is earlier.
- Rule-260B (4)** The operator of a certificated aerodrome must include the particulars in an aerodrome manual as specified by Chairman.
- Rule-260B (10)** The Chairman shall approve the aerodrome manual and any amendments thereto, provided these meet the requirements of the provisions of other rules.
- Rule-260C (1)** The aerodrome operator shall comply with the standards specified in rule 267 and with any conditions endorsed in the certificate pursuant to Rule-260A (6) and Rule 260D.
- Rule-260D** The Chairman may exempt, in writing, an aerodrome operator from compliance with specified provisions of Part-XIV, CAR-84.
- Rule-267** Aerodrome Standards - Chairman shall specify the Standards that prescribe the physical characteristics and obstacle limitation surfaces to be provided for all aerodromes, and certain facilities and technical services normally provided at an aerodrome as per the provision of the Convention.

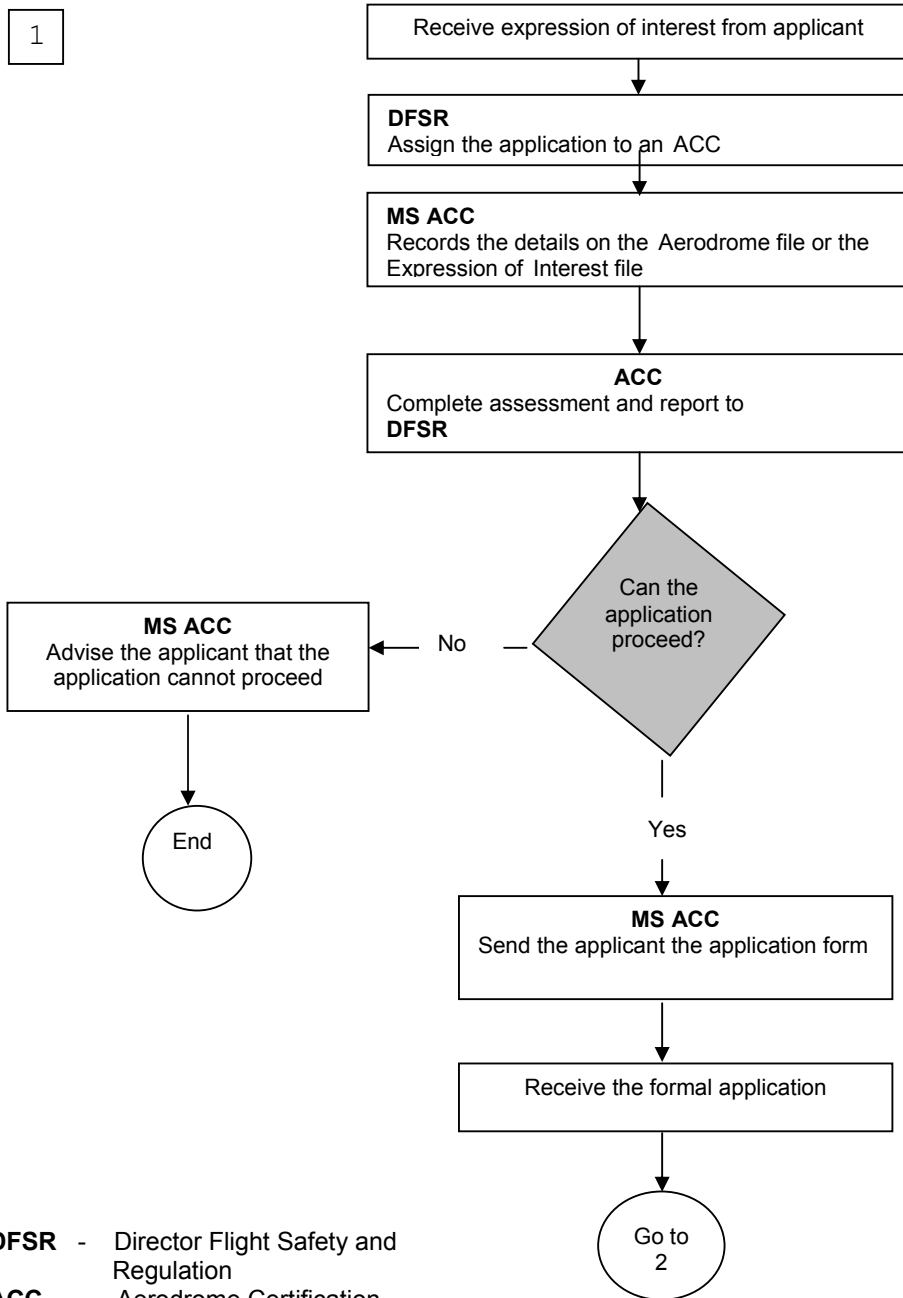
Staff and Responsibilities

Staff	Delegation	Responsibilities
DFSR (Chairman Aerodrome Certification Committee)	1. 1.4.1.2 of MAS CAAB; 2. Letter regarding the formation of the ACC	Formation of the Aerodrome Certification Committee (ACC)
ACC		Recommends to issue the Aerodrome Certificate
Flight Operations Inspector		Undertakes the necessary operational assessment

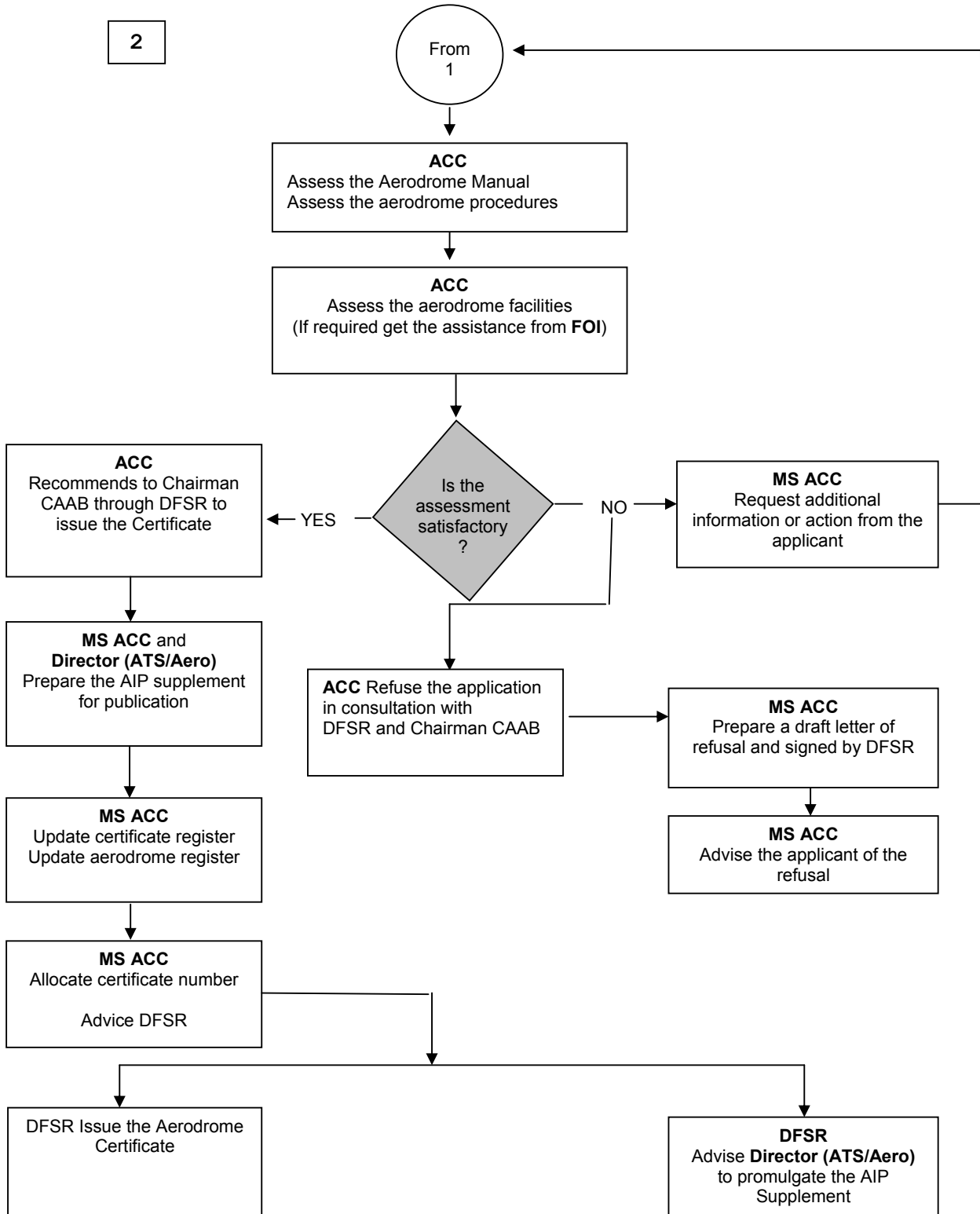
Forms and sample letters required

Forms	Aerodrome Certificate Register (Maintained by MS ACC) Application for Aerodrome Certificate Certificate Issue Checklist PAPI Flight Check Record Airport Lighting Flight Check Record Aerodrome Manual Aerodrome Certification and Surveillance Checklist
Sample Letters	Grant of certificate Refusal to grant certificate

2.1.2 Certificate Issuing Process Flowchart



- DFSR** - Director Flight Safety and Regulation
- ACC** - Aerodrome Certification Committee
- MS ACC** - Member Secretary, ACC
- FOI** - Flying Operations Inspector



2.2 Dealing with Expressions of Interest

2.2.1 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 form an Aerodrome Certification Committee to assess the application.

To give applicants basic information about the airport certification process.

Controls

Rule-260A (2) The operator of an international aerodrome or airport intended for air transport operations shall be in possession of an aerodrome certificate.

Rule-260A (5) The Chairman may refuse to grant an aerodrome certificate giving the applicant a written notice of the refusal, and the reasons for it.

Rule-260A (6) The Chairman:

(a) may grant an aerodrome certificate subject to any conditions necessary in the interests of safety;

(b) shall give written notice to the applicant of the reasons for any conditions applied to the certificate ;

(c) shall set out a condition in an endorsement on the certificate or otherwise notified in writing to the certificate holder.

Rule-260A (7) An aerodrome certificate shall remain in force for two years or until it is suspended or cancelled, which ever is earlier.

Rule-260B (10) The Chairman shall approve the aerodrome manual and any amendments thereto, provided these meet the requirements of the provisions of other rules.

Staff and Responsibilities

Staff	Delegation	Responsibilities
DFSR (Chairman Aerodrome Certification Committee)	1. 1.4.1.2 of MAS CAAB; 2. Letter regarding the formation of the ACC	Formation of the Aerodrome Certification Committee (ACC)
ACC		Respond to the expression of interest

Forms and Letters Involved

Forms	Application for an Aerodrome Certificate
Sample Letters	N/A
Timeframe	N/A

2.2.2 Guidelines for Dealing with Expressions of Interest

When Is a Certificate Required?

The operator of an international aerodrome or airport intended for air transport operations shall be in possession of an aerodrome certificate.

Who May Make the Application?

An applicant may apply to the Chairman for an aerodrome certificate for authorizing the applicant to operate an international aerodrome or airport at the place specified in the application. Such application must be in an approved form and include the aerodrome manual.

Who May Act as the Member of the Aerodrome Certification Committee (Member ACC)?

For the purpose of the certification of aerodromes, Chairman CAAB may constitute a committee comprising the following officials:

(a)	Director (flight safety& Regulations)	-	Chairman
(b)	Representative of ATS/AERO division	-	Member
(c)	Representative of Civil Engineering	-	Member
(d)	Representative of E/M Engineering	-	Member
(e)	Representative of AT & Regulations section	-	Member Secretary

Who May Act as the Member Secretary of the Aerodrome Certification Committee (MS ACC)?

Senior Official from AT & Regulations Department with the required experience and qualifications.

Advice to Applicants

The **MS ACC** must advise the applicant that the aerodrome operator must submit a formal application using the standard application form for an Aerodrome Certificate, with three copies of the Aerodrome Manual.

Note: The relevant reference for the standards is MAS, CAAB.

Regulations and Standards

The applicant should also be advised to obtain and refer the following to ensure that certification standards are understood and can be met:

- CAR 84
- ANO (AD) A.1 - MAS, CAAB;
- ANO (AD) A.3 – Manual on Preparation of Aerodrome Manual; and
- ANO (AD) A.4 – Manual on Exemption Procedure for Non-compliances at Aerodromes

2.2.3 Procedures for Dealing with Expressions of Interest

Chairman CAAB	MS ACC
Assign tasks to ACC to deal with the expression of interest.	<ol style="list-style-type: none"> 1. Record the expression of interest details in the relevant file. 2. If the application cannot proceed, advise the applicant. 3. If the application can proceed, advise the person inquiring, as necessary to obtain copies of CAR 84, ANO (AD) A.1 - MAS, CAAB, ANO (AD) A.3 – Manual on Preparation of Aerodrome Manual and ANO (AD) A.4 – Manual on Exemption Procedure for Non-compliances at Aerodromes. 4. Send the applicant an Application form along with the details of fee for an Aerodrome Certificate.

2.3 Assessing a Formal Application

2.3.1 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 Rule 260A (3) of CAR 84.

Controls

Rule-260A (3) An applicant may apply to the Chairman for an aerodrome certificate for authorizing the applicant to operate an international aerodrome or airport at the place specified in the application. Such application must be in an approved form and include the aerodrome manual.

Rule-260A (4) Chairman may approve an application submitted under Rule-260A (3) and grant an aerodrome certificate to the applicant. Before granting an aerodrome certificate, Chairman must be satisfied that.

- (a) the aerodrome facilities, services and equipment are in accordance with the Standards as specified in Rule 267 ;
- (b) the aerodrome's operating procedures make satisfactory provision for the safety of aircraft ;
- (c) an aerodrome manual, as specified in Rule 260B, has been prepared that contains all relevant information for the applicants international aerodrome or airport and submitted as per Rule-260A (3) and an acceptable safety management system is in place at the aerodrome ; and
- (d) the applicant will be able to operate and maintain the aerodrome properly.

Rule-260B (4) The operator of a certificated aerodrome must include the particulars in an aerodrome manual as specified by Chairman.

Rule-260B (10) The Chairman shall approve the aerodrome manual and any amendments thereto, provided these meet the requirements of the provisions of other rules.

Rule-260C (1) The aerodrome operator shall comply with the standards specified in rule 267 and with any conditions endorsed in the certificate pursuant to Rule-260A (6) and Rule 260D.

Rule-260D The Chairman may exempt, in writing, an aerodrome operator from compliance with specified provisions of Part-XIV, CAR-84.

Staff	Delegation	Responsibilities
ACC	<ol style="list-style-type: none"> 1. 1.4.1.2 of MAS CAAB; 2. Letter regarding the formation of the ACC 	Makes the initial assessment of the application
Forms	Certificate Issue Checklist Aerodrome Certification and Surveillance Checklist of AI Handbook	
Sample Letters	N/A	
Timeframe	The initial assessment should be completed within 45 days of the receipt of the formal application.	

2.3.2 Guidelines for Assessing a Formal Application

Aerodrome Certificate Issue Checklist

As you process the application, tick activities successfully completed off the Aerodrome Certificate Issue Checklist.

Aerodrome Manual

Applicants must supply one copy 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 ACC.

The Aerodrome Manual must comply with mandatory Rules of CAR 84 regarding its contents and completeness.

The ACC must be satisfied that the airport operator can properly maintain the aerodrome, and the contents of the manual may be used as evidence of this.

2.3.3 Procedures for Assessing a Formal Application

Aerodrome Certification Committee (ACC)

Note: As you process the application, complete the relevant parts of the Aerodrome Certificate Issue Checklist to record activity satisfactorily completed to date.

When you receive the completed Application form for an Aerodrome Certificate:

1. Make an initial assessment of the application:

- a) Check that you have received a copy of the applicant's Aerodrome Manual.
 - b) Check the receipt of the payment made to CAAB.
2. Using the Aerodrome Certification and Surveillance checklist, determine whether the applicant's Aerodrome Manual complies with the requirements of the CAR 84 and MAS, CAAB.
 3. Determine whether the Aerodrome Manual satisfactorily indicates that the applicant can properly operate and maintain the aerodrome in accordance with the Regulations and Standards.

2.4 Assessing the Aerodrome Facilities

2.4.1 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 of MAS, CAAB.

Controls

Rule-267 Aerodrome Standards - Chairman shall specify the Standards that Prescribe the physical characteristics and obstacle limitation surfaces to be provided for all aerodromes, and certain facilities and technical services normally provided at an aerodrome as per the provision of the Convention.

Rule-260C (1) The aerodrome operator shall comply with the standards specified in rule 267 and with any conditions endorsed in the certificate pursuant to Rule-260A (6) and rule 260D.

Staff	Delegation	Responsibilities
ACC	<ol style="list-style-type: none"> 1. 1.4.1.2 of MAS CAAB; 2. Letter regarding the formation of the ACC 	Assesses the aerodrome facilities during a visit to the aerodrome
Forms	Aerodrome Certificate Issue Checklist PAPI Check Record Airport Lighting System Check Record Aerodrome Certification and Surveillance Checklist	
Sample Letters	N/A	
Timeframe	Site visit to the aerodrome should be made within 45 days of the receipt of the formal application.	

2.4.2 Guidelines for Assessing the Aerodrome Facilities

To complete the assessment, the ACC must visit the aerodrome.

The ACC should assess aerodrome facilities including lighting, visual aids and observation from the air during day and night.

The facilities must comply with the published standards.

2.4.3 Procedures for Assessing the Aerodrome Facilities

Aerodrome Certification Committee (ACC)

1. Obtain copies of the Aerodrome Certification and Surveillance Checklists.
2. Visit the aerodrome; inspect the facilities to ensure that they comply with the published standards (MAS, CAAB)
 - a. Assess each item listed on the checklists.
 - b. As you make the inspection, record the results of the inspection on the appropriate checklists. Note comments, if required.
4. Complete the assessment of the Aerodrome Manual. (See Section 2.3.3 assessing the applicant's Aerodrome Manual.)
5. At the end of the inspection, complete the relevant parts of the Certificate Issue Checklist to record activity satisfactorily completed to date.

2.5 Issuing or refusing an Aerodrome Certificate

2.5.1 Key Elements in Issuing or Refusing 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.

Controls:

Rule-260A (5) The Chairman may refuse to grant an aerodrome certificate giving the applicant a written notice of the refusal, and the reasons for it.

Rule-260A(6)(c) The Chairman shall set out a condition in an endorsement on the certificate or otherwise notified in writing to the certificate holder.

Staff	Delegation	Responsibilities
ACC	1. 1.4.1.2 of MAS CAAB; 2. Letter regarding the formation of the ACC	Maintains the Aerodrome Certificate Register. Advises the applicant of the results of the assessment. Recommends the issuance of the Aerodrome Certificate, if appropriate.
Forms	Aerodrome Certificate Register Aerodrome Certificate - Sample Certificate Refusal to grant a certificate - Sample Letter	
Timeframe	The administrative action to issue the certificate should be completed within 60 days of the receipt of the formal application. The Aerodrome Certificate will be issued to the Successful Applicant within 14 days of a decision being made. The administrative action to refuse the certificate should be completed within 60 days of the receipt of the formal application. The notification of the decision to refuse a certificate must be sent to the applicant within 60 days of the receipt of the formal application.	

2.5.2 Guidelines for Issuing or Refusing an Aerodrome Certificate

Issue of the Certificate Number

The newly certified 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 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.

Notes: For a successful application, conditions may be endorsed on an Aerodrome Certificate in accordance with the CAR 84 Rule 260A (6) (C). If conditions are being considered, the ACC should consult the DFSR

Certificates will be granted for two years.

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.

The notification of refusal to grant a certificate must be sent to the applicant within **60 days** of the receipt of the formal application.

Applicants who have been advised to take steps to correct any deficiencies before an Aerodrome Certificate can be issued are responsible for advising the CAAB when the deficiencies have been rectified (Report of corrective action taken).

2.5.3 Procedures for Issuing or Refusing an Aerodrome Certificate

ACC

1. Advise the DFSR of the outcome of the assessment.
2. Collate 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 of the formal application.
 - The application for a certificate is approved.
 - The application is refused.
4. If the airport operator needs to rectify specific deficiencies before the application can be considered further:
 - a. Advise the applicant of the steps needs to be taken — for example, amend the Aerodrome Manual or make changes to facilities in order to comply with standards.

5. When the application has been approved, update the Aerodrome Certificate Register.
6. Allocate the certificate number. This is the next sequential number on the Aerodrome Certificate Register.
7. Prepare, sign by **Chairman CAAB** and dispatch the certificate along with the covering letter and the operator's copy of the Aerodrome Manual.
8. If grounds exist for refusing the application:
9. Prepare a "refusal to grant certificate" letter stating reasons, and advising the applicant to appeal the decision.

Note: The notification of refusal to grant must be sent to the applicant within **60 days** of the receipt of the formal application.

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.

2.6 Advising AIP and Industry of a newly Certified Aerodrome

2.6.1 Key Elements of the Process of Advising CAAB and the Industry of a Newly Certificated Aerodrome

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

Controls

Rule-260C (20) An aerodrome operator shall review the issue of Aeronautical Information Publication (AIP), AIP Supplements, AIP Amendments, Notice to Airmen (NOTAMS) Pre-flight Information Bulletins and Aeronautical Information Circulars issued by the Chairman on receipt, thereof and immediately after such reviews, notify Chairman of any inaccurate information contained, therein, that pertains to the aerodrome.

Staff	Delegation	Responsibilities
MS ACC	<ol style="list-style-type: none"> 1. 1.4.1.2 of MAS CAAB; 2. Letter regarding the formation of the ACC 	<p>Places copies of the Aerodrome Certificate in the aerodrome file.</p> <p>Inform the relevant branches of CAAB, and the aviation industry (if required) about the aerodrome's certificated status.</p>
Forms		<p>N/A</p> <p><i>Note:-</i> Aerodrome Profile Sheet shall be prepared based on Part 3 of the aerodrome manual for the publication in AIP</p>
Timeframe		<p>CAAB internally and the aviation industry (if required) externally must be notified of the newly certificated aerodrome at the same time as the certificate is issued.</p>

2.6.2 Procedures for Advising CAAB and the Industry of a Newly Certified Aerodrome

MS ACC

1. Notifies the Aeronautical Information Service (AIS), providing information about the aerodrome for inclusion in AIP and NOTAM through DFSR.
2. Notifies NOTAM Office and nominated reporting officers of the airport operator.
3. Place a copy of the Aerodrome Certificate in the Aerodrome File.
4. Complete an Aerodrome Profile Sheet and place a copy in the Aerodrome File.
5. Incorporate the aerodrome into the surveillance programme in accordance with local procedures.

DFSR

1. Arranges for surveillance planning.

CHAPTER – 3 SURRENDER OF AN AERODROME CERTIFICATE

3.1 Overview of the Surrender Process

3.1.1 Key Elements of the Surrender Process

Purpose: To ensure that Aerodrome Certificates are surrendered correctly and consistently using a common legal format by describing the:

- Process for surrendering Aerodrome Certificates
- Legislation governing their surrender
- Staff responsibilities
- Forms used.

To ensure that when a certificate is surrendered, all actions required to maintain the ongoing safety of aviation operations are taken into account.

Controls

Rule-260A (2) The operator of an international aerodrome or airport intended for air transport operations shall be in possession of an aerodrome certificate.

Rule-260A (8) An aerodrome certificate holder must give the Chairman not less than 60 days written notice of the date on which the certificate is to be surrendered so that suitable promulgation action can be taken.

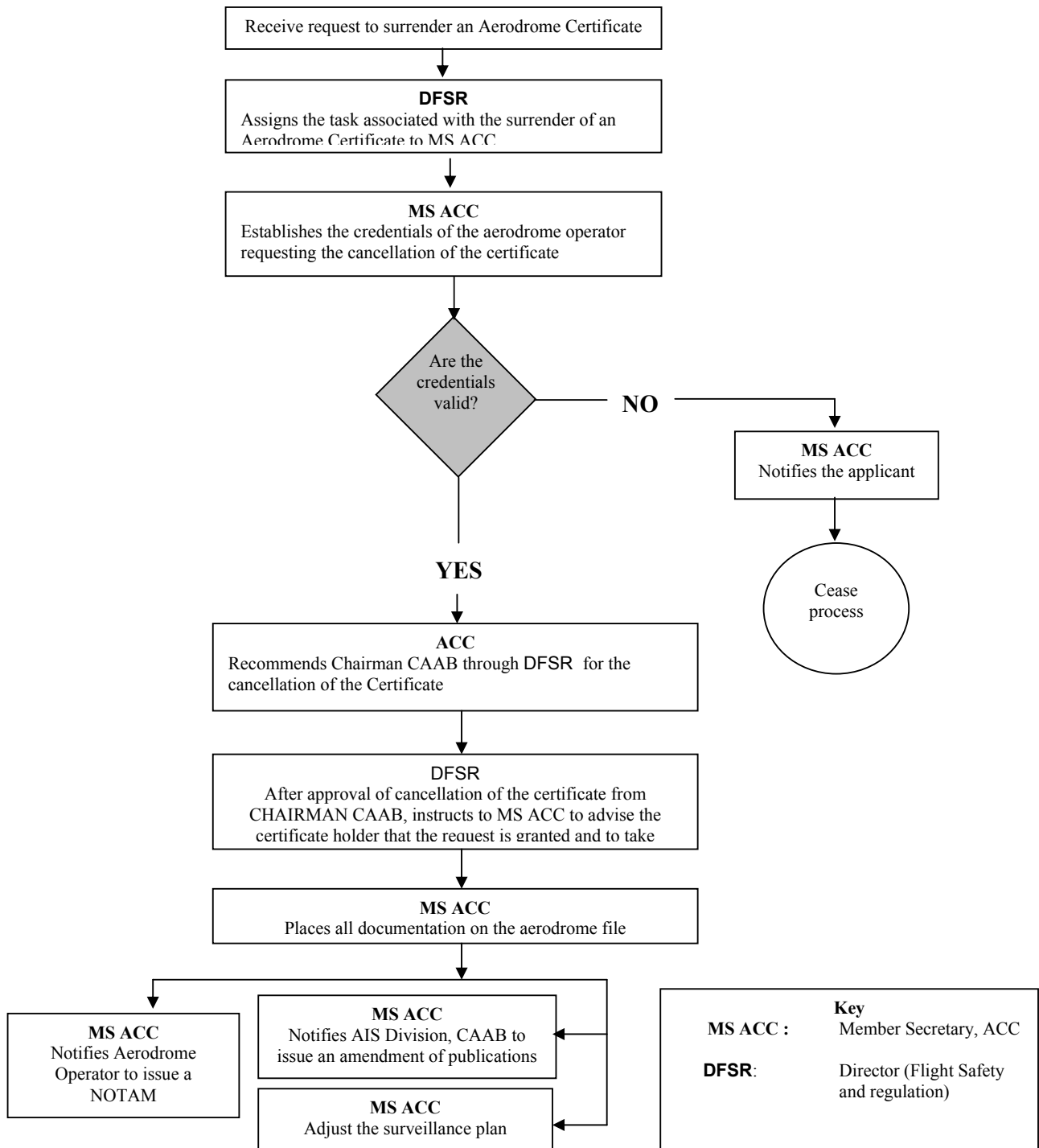
<i>Staff</i>	<i>Delegation</i>	<i>Responsibilities</i>
ACC	1. 1.4.1.2 of MAS CAAB; 2. Letter regarding the formation of the ACC	Recommend to Chairman CAAB through DFSSR to cancel the Aerodrome Certificate. Adjusts on-going surveillance accordingly.

Forms Checklist for Cancellation by Surrender

Sample Letters Letter of cancellation by surrender

Timeframe The Aerodrome Certificate should be cancelled on the date specified by the aerodrome operator.

3.1.2 Surrender Process Flowchart



3.2 Receiving Notification of Surrender of the Aerodrome Certificate from the Aerodrome Operator

3.2.1 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.

Controls:

Rule-260A (2) Defines when an Aerodrome Certificate must be obtained.

The operator of an international aerodrome or airport intended for air transport operations shall be in possession of an aerodrome certificate.

Rule-260A (8) An aerodrome certificate holder must give the Chairman not less than 60 days written notice of the date on which the certificate is to be surrendered so that suitable promulgation action can be taken.

<i>Staff</i>	<i>Delegation</i>	Responsibilities
DFSR	<ol style="list-style-type: none"> 1.4.1.2 of MAS CAAB; Letter regarding the formation of the ACC 	Assigns the task associated with the surrender of an Aerodrome Certificate to MS ACC.
MS ACC		<p>Confirms the credentials of the person making the request to cancel.</p> <p>Confirms the surrender date of effect.</p>

Forms Checklist for Cancellation by Surrender

Sample Letters None

Timeframe Certificate surrender action is to be completed at least **45 days** before the date specified by the operator to cancel the Certificate.

3.2.2 Guidelines for Receiving Notification from the Aerodrome Operator

An aerodrome operator may voluntarily choose to surrender an Aerodrome Certificate.

An aerodrome operator must give Chairman CAAB at least 60 days written notice of the cancellation date.

The Chairman CAAB must cancel the certificate, provided the request is made by the aerodrome operator.

If the aerodrome operator contacts the Chairman CAAB 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 is subsequently cancelled as a result.

The surrender or cancellation of an Aerodrome Certificate may affect:

- Certain regular public transport (RPT) operations into the aerodrome
- Continuing general aviation safety
- CAAB aerodrome surveillance activity.

3.2.3 Procedures for Receiving Notification from the Aerodrome Operator

DFSR

1. Assigns the task to MS ACC to deal with the request to surrender the Aerodrome Certificate.

MS ACC

1. Establish the credentials of the aerodrome operator requesting the cancellation as the certificate holder.
2. On the notification of the intention to surrender the Aerodrome Certificate, check that the aerodrome operator has:
 - a. Clearly stated the request for the cancellation of certificate.
 - b. Specified when cancellation should become effective.

If no date is specified, the certificate cancellation date is the date 60 days from the date of notification.

3. If the aerodrome operator has not supplied the required information for a proper notification of intention to surrender the certificate, contact the operator and advise them to supply the necessary details in writing.
4. Determine whether the aerodrome is to continue to operate as an un-certificated aerodrome.

3.3 Assessing a Surrender Request

3.3.1 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.

To ensure that the safety of aviation is not compromised at an aerodrome, the certificate of which has been surrendered.

Controls:

Rule-260A (8) An aerodrome certificate holder must give the Chairman not less than 60 days written notice of the date on which the certificate is to be surrendered so that suitable promulgation action can be taken.

Staff	Delegation	Responsibilities
MS ACC	-	Determines that the request is from the Aerodrome Certificate holder.
Forms	Aerodrome Certificate Surrender Checklist	
Sample Letters	Letter of cancellation by surrender	
Timeframe	The applicant must receive the notification of cancellation prior to the date nominated by the aerodrome operator	

3.3.2 Guidelines for Assessing the Request to Surrender a Certificate

The Chairman CAAB must cancel an Aerodrome Certificate when it is properly requested.

3.3.3 Procedures for Assessing the Request to Surrender a Certificate

MS ACC

1. Using the Aerodrome Certificate Surrender Checklist:
 - 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 (RPT) operations at the aerodrome?
 - Are there any changes to the details of the reporting officer?
 - 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 be 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 aerodrome operator to return the original certificate document to the Chairman CAAB to enable cancellation of the certificate.
 - c. Advising aerodrome operator to carry out any actions necessary in the interests of aviation safety.
3. Prepare and forward the letter for Chairman CAAB signature through DFSR 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. When you have the original certificate:
 - a. Mark it as cancelled by completing the following actions using ink:
 - Draw a line through the certificate.
 - Write “**Cancelled**” and the date of the cancellation on the certificate.
 - Sign the certificate.
 - b. Place the original cancelled certificate on the appropriate aerodrome file or a copy of the cancelled certificate.
6. Update the Aerodrome Certificate Register.

3.4 Advising about Surrendered Aerodrome Certificates

3.4.1 Key Elements of the Process of Notifying Chairman CAAB

Purpose: To ensure that the safety of aviation is not compromised at the uncertified aerodrome.

To advise members of the aviation industry, to take appropriate action, if they wish to use the aerodrome.

Staff	Delegation	Responsibilities
MS ACC	-	Notifies relevant CAAB sections and the aviation industry that an aerodrome is no longer certified.
Forms	None	
Sample Letters	None	
Timeframe	CAAB internal sections and the aviation industry must be notified of the surrender of the Aerodrome Certificate at least seven days prior to the cancellation of the certificate.	

3.4.2 Procedures for Notifying CAAB/Aviation Industries

MS ACC

1. Notify NOTAM Office (NOF) of aerodrome operator:

- to issue a NOTAM canceling the certified status of the aerodrome.
2. Notify the Aeronautical Information Service (AIS), CAAB to issue an amendment of AIP.
 3. Amend the Aerodrome Certificate Register.
 4. Amend aerodrome file and surveillance records.

CHAPTER – 4 TRANSFERRING AN AERODROME CERTIFICATE

4.1 Overview of the Transfer Process

4.1.1 Key Elements of the Transfer Process

Purpose To ensure that Aerodrome Certificates are transferred correctly and consistently issued using a common legal format nationally by describing the:

- Consent to transfer Aerodrome Certificates
- Legislation governing their transfer
- Staff responsibilities
- Forms and letters used.

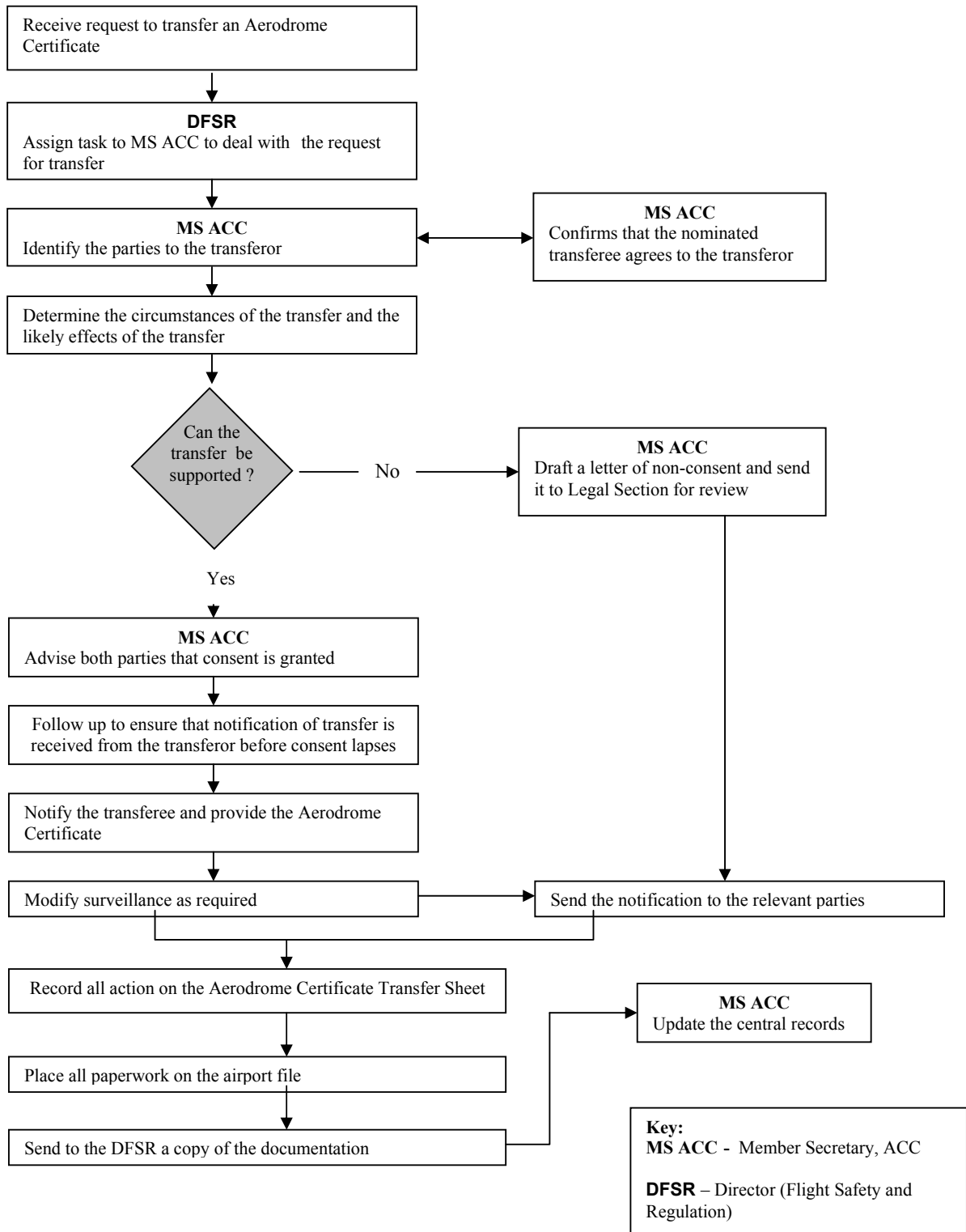
Controls

Rule 260A (12) The Chairman may give its consent to, and issue an instrument of transfer of an aerodrome certificate to a transferee.

Rule 260A (12) (e) The Chairman does not consent to the transfer of an aerodrome certificate, he shall give the applicant written notice of the refusal, and the reasons for it no later than 14 days after he refuses to transfer the certificate.

Staff	Delegation	Responsibilities
DFSR	1. 1.4.1.2 of MAS CAAB; 2. Letter regarding the formation of the ACC	Assigns the task to MS ACC to deal with the request to transfer the Aerodrome Certificate.
MS ACC	-	Initiate the process for transfer of the Aerodrome Certificate.
Forms		Aerodrome Certificate Transfer Notification Aerodrome Certificate Transfer Checklist Aerodrome Certificate Transfer Certificate
Sample Letters		Letter of consent to transfer of Aerodrome Certificate Letter confirming the transfer of an Aerodrome Certificate Letter of non-consent to transfer of an Aerodrome Certificate
Timeframe	N/A — see the timeframe for the individual tasks.	

4.1.2 Transfer Process Flowchart



4.2 Processing Transfers

4.2.1 Guidelines for Processing Certificate Transfers

How Requests for a Transfer of Aerodrome Certificate May Be Made

The aerodrome operator (transferor/transferee) must make requests in writing for CAAB's consent to transfer an Aerodrome Certificate prior to 60 days of expiry of the Aerodrome Certificate.

Reasons for a Transfer of an Aerodrome Certificate

An aerodrome operator may request CAAB's consent to transfer of the certificate when, for example:

- An aerodrome operator wants to transfer operational responsibility to another party.
- An aerodrome facility is leased — for example, the lease of CAAB aerodromes to alternative operators.

Criteria for a Transfer of an Aerodrome Certificate

Consent to a transfer may be given **only** if CAAB is satisfied that the person to whom the certificate will be transferred is able to properly operate and maintain the aerodrome.

Requests for consent to transfer of an Aerodrome Certificate must be tested to determine whether:

- The change should be handled as a genuine transfer; or
- A situation exists, which requires the certificate to be surrendered and a new certificate issued to a different entity.

A transfer is appropriate when no significant variation will occur in the day-to-day operations of the aerodrome — that is, when:

- Aerodrome Manual procedures remain substantially unaltered (minor amendments — such as contact phone numbers etc — are acceptable)
- Aerodrome facilities remain substantially unaltered
- Key aerodrome operational personnel — such as Reporting Officers, Safety Manager/Officer and the like — remain in their positions or are replaced with staff of equivalent qualification, experience or skill levels.

Criteria for Non-consent

Consent to transfer **must** be refused if CAAB is not satisfied that the person to whom the certificate is proposed to be transferred is able to properly operate and maintain the aerodrome.

Generally, CAAB's policy is that consent to transfer should be refused when significant changes to operational aspects of the aerodrome will be made — for example:

- If the certificate document is conditionally endorsed or the transfer would require conditions to be endorsed on the certificate document.

- Reduction of runway, taxiway or apron facilities
- If the MS ACC believes:
 - Significant revision to the Aerodrome Manual will be necessary as a result of the transfer
 - The proposed staffing arrangements are not adequate or appropriate.

Note: If consent is not granted, the MS ACC should take steps to confirm that the current aerodrome operator can meet the obligations of the certificate. It is possible that a transfer of the certificate should be followed up by the CAAB's surveillance.

Reviewable Decision

A refusal to consent to a transfer may be reviewable.

CAAB's Legal Section should review any statement of reasons contained in a notice to the applicant before the notice is sent to the applicant.

4.2.2 Procedures for Processing Certificate Transfers

DFSR

1. Assign a task to MS ACC to deal with the request for a transfer of Aerodrome Certificate.

2. Any person or entity requesting the transfer of an aerodrome certificate shall submit the following items to CAAB for review and approval:

- a. Aerodrome Manual in accordance with CAR 84, ANO(AD)A.1, & ANO(AD)A.4
- b. Statement indicating all personnel, equipment, and other mandatory resources are available for the efficient and effective operations of the aerodrome.
- c. Current financial Statement that validate the potential aerodrome operator financial ability to maintain and operate the aerodrome

3. After completion of the transfer and the MS ACC has provided copies of the documentation relating to the transfer, update the Aerodrome Certificate Register.

MS ACC

1. Use the Aerodrome Certificate Transfer Checklist to monitor and record all actions to process the certificate transfer.

Amendment-1 18 Feb 2010

CHAPTER – 5 AMENDMENT TO THE AERODROME CERTIFICATE

5.1 Overview of the Amendment Process

5.1.1 Key Elements of the Amendment Process

Purpose To ensure that Aerodrome Certificates are amended correctly and consistently issued using a common legal format by describing the:

- Consent to amend the Aerodrome Certificate
- Legislation governing the amendment of certificate
- Staff responsibilities
- Forms and letters used.

Controls

Rule-260A (13) The Chairman may, after satisfied that the requirement of Rule-260A 4(b) and Rule-260B (5) and Rule-260B 6(a) are fulfilled amend an aerodrome certificate where

- (a) there is a change in the operator of the aerodrome;
- (b) there is a change in the use or operation of the aerodrome;
- (c) there is a change in the boundaries of the aerodrome; and
- (d) the holder of the aerodrome certificate requests the amendment.

Rule-260B (5)

If the Chairman exempts the aerodrome operator from complying with any requirement set out in rule 260D, the aerodrome manual must show the identifying number given to that exemption by the Chairman and the date the exemption came into effect and any conditions or procedures subject to which the exemption was granted.

Rule-260B 6 (a)

If a particular information is not included in the aerodrome manual because it is not applicable to the aerodrome the aerodrome operator must state in the manual –

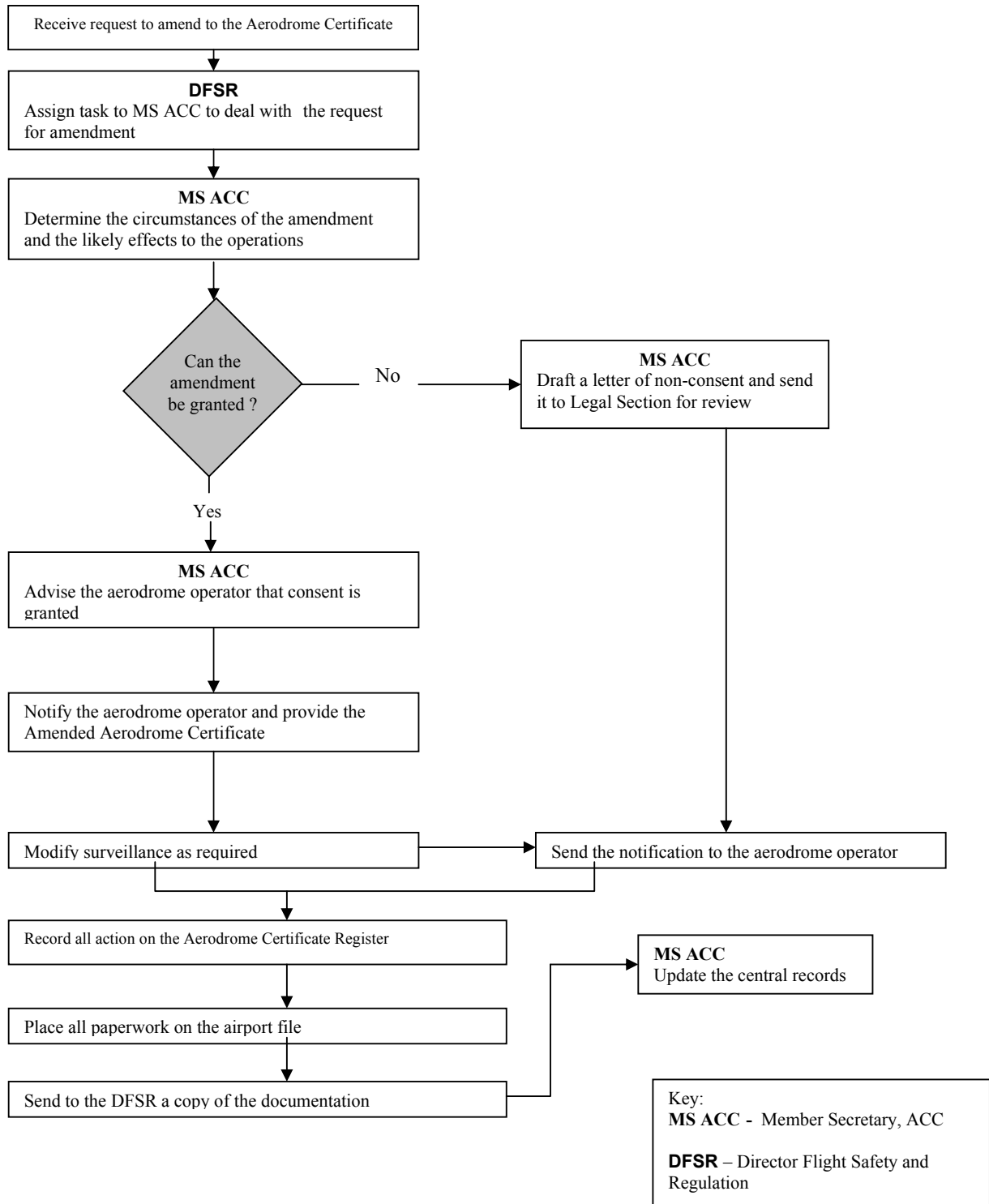
- (a) that the particular is not applicable; and
- (b) the reason for non-applicability.

Staff	Delegation	Responsibilities
DFSR	1. 1.4.1.2 of MAS CAAB; 2. Letter regarding the formation of the ACC	Assigns the task to MS ACC to deal with the request to amend the Aerodrome Certificate.
MS ACC	-	Initiate the process for amendment to the Aerodrome Certificate.
Forms		Aerodrome Certificate Amendment Notification Aerodrome Certificate Amendment Checklist Amended Aerodrome Certificate

Sample Letters Letter of consent to amend the Aerodrome Certificate
Letter of non-consent to amend the Aerodrome Certificate

Timeframe N/A — see the timeframe for the individual tasks.

5.1.2 Amendment Process Flowchart



5.2 Processing Amendments

5.2.1 Guidelines for Processing Aerodrome Certificate Amendments

How Requests for an Amendment to Aerodrome Certificate May Be Made

The aerodrome operator must make requests for consent to amend an Aerodrome Certificate. CAAB's policy should be that requests for amendment of the Aerodrome Certificate must be made in writing.

Reasons for an Amendment of an Aerodrome Certificate

An aerodrome operator may request CAAB's consent to amend the certificate when:

- There is a change in the ownership or management of the aerodrome;
- There is a change in the use or operation of the aerodrome;
- There is a change in the boundary of the aerodrome; or
- The holder of the aerodrome certificate requests an amendment.

Criteria for an Amendment of an Aerodrome Certificate

Consent to an amendment may be given **only** if CAAB is satisfied with the reasons submitted by the aerodrome operator.

An amendment is appropriate when no significant variation will occur in the day-to-day operations of the aerodrome — that is, when:

- Aerodrome Manual procedures remain substantially unaltered (minor amendments — such as contact phone numbers etc — are acceptable)
- Aerodrome facilities remain substantially unaltered
- Key aerodrome operational personnel — such as Reporting Officers, Safety Manager/Officers and the like — remain in their positions or are replaced with staff of equivalent qualification, experience or skill levels.

Criteria for Non-consent

Consent to amendment **must** be refused if CAAB is not satisfied with the reasons submitted by the aerodrome operator.

Generally, CAAB's policy is that consent to amendment should be refused when significant changes to operational aspects of the aerodrome will be made — for example:

- If the certificate document is conditionally endorsed or the amendment would require conditions to be endorsed on the certificate document
- Reduction of runway, taxiway or apron facilities
- If the MS ACC believes that:
 - a significant revision to the Aerodrome Manual will be necessary as a result of the amendment.
 - the proposed staffing arrangements are not adequate or appropriate.

Note: If consent is not granted, the **MS ACC** should take steps to confirm that the aerodrome operator can meet the obligations of the certificate. It is possible that an amendment of the certificate should be followed up by the CAAB's surveillance.

Reviewable Decision

A refusal to consent to an amendment may be reviewable.

CAAB's Legal Section should review any statement of reasons contained in a notice to the applicant before the notice is sent to the applicant.

5.2.2 Procedures for Processing Amendment to the Certificate

DFSR

2. Assign a task to MS ACC to deal with the request for an amendment to the Aerodrome Certificate.

2 Any person or entity requesting the amendment of an aerodrome certificate shall submit the following items to CAAB for review and approval:

- a. Aerodrome Manual in accordance with CAR 84, ANO(AD)A.1, & ANO(AD)A.4
- b. Statement indicating all personnel, equipment, and other mandatory resources are available for the efficient and effective operations of the aerodrome.
- c. Current financial Statement that validate the potential aerodrome operator financial ability to maintain and operate the aerodrome.

3. After completion of the amendment and the MS ACC has provided copies of the documentation relating to the amendment, update the Aerodrome Certificate Register.

MS ACC

1. Use the Aerodrome Certificate Amendment Checklist to monitor and record all actions to process the certificate transfer.

Amendment-1 18 Feb 2010

CHAPTER – 6 COMPLIANCE AND ENFORCEMENT

6.1 Canceling or Suspending an Aerodrome Certificate

6.1.1 Key Elements of the Process of Canceling or Suspending an Aerodrome Certificate

Purpose: To ensure that Aerodrome Certificates are consistently suspended or cancelled using a common legal format

To ensure that the safety of aviation is not compromised at an aerodrome where the certificate has been suspended or cancelled.

Controls:

Rule-260A (9) The Chairman may suspend or cancel an aerodrome certificate if there are reasonable grounds for believing that, -

- (a) condition to which the certificate was subject has been breached;
- (b) the aerodrome facilities, operations or maintenance are not of the standard required in the interests of the safety of air navigation.

Rule-260A (10) Before suspending or canceling an aerodrome certificate, the Chairman shall give to the holder a notice that sets out the facts and circumstances that appear to justify the suspension or cancellation and invites the holder to show cause, in writing and within a reasonable period, why the certificate should not be suspended or cancelled.

Rule-260A (11) The Chairman shall take into account any reasons the holder provides within the time allowed prior to making a decision about suspension or cancellation. Notice of suspension or cancellation has effect on the day it is served on the aerodrome certificate holder.

Cause for Action

In regard to Aerodrome Certificates, action may be instituted if Chairman CAAB is satisfied that the certificate holder:

- Has breached a condition to which the Certificate was subjected; or
- Fails to satisfy the standards required for the aerodrome facilities, operations or maintenance;

Staff	Delegation	Responsibilities
DFSR	1. 1.4.1.2 of MAS CAAB; 2. Letter regarding the formation of the ACC	Assign tasks to deal with compliance and enforcement action to MS ACC.
ACC		Conduct aerodrome surveillance audit and inspections. Take necessary steps of enforcement action.
Forms	Aerodrome Audit/Inspection Report Aerodrome Certificate Suspension or Cancellation Checklist	

Sample Letters
Letter of Warning Notice
Letter of Suspension of the Certificate
Letter of Cancellation of the Certificate

Timeframe The Chairman CAAB shall give a period of **21 days** for rectifying the deficiencies identified by the ACC during inspection.

The Chairman CAAB shall give warning letter to the Certificate Holder before suspension of the Certificate providing another 14 days to rectify those deficiencies.

If the Certificate Holder fails to rectify those deficiencies within 35 days (21+14 days) given by the Chairman CAAB, action will be taken to suspend the Certificate for the period specified by the Chairman CAAB.

If the Certificate Holder fails to rectify those deficiencies within the suspension period then the Certificate will be cancelled upon the decision of Chairman CAAB effective from the date decided by Chairman CAAB.

6.1.2 Procedures for the Suspension or Cancellation of a Certificate

ACC

1. Using the Aerodrome Certificate Suspension or Cancellation Checklist
 - a. Check that MS ACC has given to the Aerodrome Operator a period of **21 days** to rectify all deficiencies identified during inspection before issuing warning letter to suspend the certificate.
 - b. Check that MS ACC has given 14 days warning notice before suspension of the Certificate.
 - c. Check the following information:
 - Whether the Aerodrome Operator rectified all deficiencies identified by the ACC within 14 days of the issue of the warning notice.
 - If the deficiencies are not rectified within 14 days of the issue of the warning letter then issue the letter of suspension of the certificate.
 - If the deficiencies are not rectified within the period of suspension of the certificate then action should be taken to cancel the certificate.
2. If CAAB makes a decision to suspend or cancel the certificate, prepare a letter of notification to the aerodrome operator:
 - a. Notifying the suspension or cancellation of the certificate.
 - b. In case of cancellation of the certificate, instructing the aerodrome operator to return the original certificate document to the CAAB to enable cancellation of the certificate.
 - c. Advising aerodrome operator to carry out any actions necessary in the interests of aviation safety.
3. Prepare and forward the letter for Chairman CAAB's signature through DFSR. Place a copy of the letter in the appropriate aerodrome file.
4. Send the letter of notification to the aerodrome operator before the date of cancellation of the Certificate. — see the sample letter of cancellation by CAAB.
5. When you have the 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.

- b. Place the original certificate document on the appropriate aerodrome file.
6. Update the Aerodrome Certificate Register.

6.2 Advising about Cancellation of Aerodrome Certificates

6.2.1 Key Elements of the Process of Notifying CAAB

Purpose: To ensure that the safety of aviation is not compromised at the uncertified aerodrome.

To advise members of the aviation industry to take appropriate action if they wish to use the aerodrome.

Staff	Delegation	Responsibilities
MS ACC	-	Notifies relevant CAAB sections and the aviation industry that an aerodrome is no longer certified.
Forms	None	
Sample Letters	None	
Timeframe	CAAB internal sections and the aviation industry must be notified of the cancellation of the Aerodrome Certificate at least seven days prior to the cancellation of the certificate.	

6.2.2 Procedures for Notifying CAAB/ Aviation Industries

MS ACC

1. Notify AIS:
 - To issue a NOTAM canceling the certified status of the aerodrome.
2. Notify the AIS through DFSR to issue an amendment of AIP.
3. Amend the Aerodrome Certificate Register.
4. Amend aerodrome file and surveillance record.

CHAPTER – 7 SAMPLE LETTERS

7.1 Grant of an Aerodrome Certificate

{File reference}

Date:

{Applicant's name}

{Aerodrome name}

{Aerodrome address}

Dear *{Sir/Madam}*,

ISSUE OF CERTIFICATE TO OPERATE (Name of aerodrome)

This has reference to your letter *{number}* dated *{dd/mm/yy}* and your application for a certificate to operate *{name of aerodrome}*. Your application has been approved and the Aerodrome Certificate is ready for collection.

Your aerodrome will *{now/continue to}* be subject to regular routine surveillance/inspection by this Authority under Rule 260C (16) of CAR 84.

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

Yours faithfully,

{Signature}

{Name}

Chairman

Civil Aviation Authority, Bangladesh

7.2 Refusal to Grant an Aerodrome Certificate

{File reference}

Date:

{Applicant's name}

{Aerodrome name}

{Aerodrome address}

Dear {Sir/Madam},

REFUSAL OF APPLICATION FOR AERODROME CERTIFICATE

This has reference to your letter {number} dated {dd/mm/yy} and your application for a certificate to operate {name of aerodrome}. Your application has been assessed and refused in accordance with the Rule 260A (5) of Civil Aviation Rules 1984 (CAR 84) due to the following reason(s):

{Delete whichever is not applicable}

- a. Following an inspection of the aerodrome facilities and equipment, this office has found that they do not meet the required standards specified for a certified aerodrome.
- b. Following an assessment of the aerodrome's operating procedures this office has found that they do not make satisfactory provision for the safety of aircraft.
- c. Following an assessment of the Aerodrome Manual we have found that it does not contain the particulars set out in Rule 260B (4) of CAR 84 and ANO (AD) A.3 – Manual on Preparation of Aerodrome Manual.
- d. Due to above fact(s) and the other factors listed below, I wish to regrettably inform you that this office is not satisfied with your ability to operate and maintain the aerodrome as required by Rule 260A (4) of CAR 84.

{Give details of each deficiency}

You were advised of the above deficiencies on {dd/mm/yy} and your response has led us to the conclusion that you are unable to comply with the Rule 260A (4) of CAR 84 for the issuance of an Aerodrome Certificate. Therefore, your application has been refused.

If you have any queries relating to this matter please contact the undersigned.

Yours faithfully,

{Signature}

{Name}

Chairman

Civil Aviation Authority, Bangladesh

7.3 Cancellation by Surrender

{file reference}

Date:

{Certificate holder's name}

{Address}

Dear {Sir/ Madam}

SURRENDER OF THE CERTIFICATE TO OPERATE {Name of aerodrome}

This has reference to your letter {number} dated {dd/mm/yy} requesting cancellation of your Aerodrome Certificate for {name of aerodrome}. Your Aerodrome Certificate bearing the number {xxx} {has been/will be} cancelled on {dd/mm/yy}. We have arranged for a NOTAM to be issued advising cancellation of the certificate.

{Insert the relevant paragraph below.}

As there {are/are no} 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.

As the aerodrome {is to be/has been} closed to all aircraft operations, you are advised to take the following steps.

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

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

Yours faithfully,

{Signature}

{Name}

Chairman

Civil Aviation Authority, Bangladesh

7.4 Consent to Transfer an Aerodrome Certificate

{File reference}

Date:

{Aerodrome Operator}

{Aerodrome name}

{Address}

Dear {Sir/Madam},

TRANSFER OF AN CERTIFICATE TO OPERATE {Name of aerodrome}

This has reference to your letter {number} dated {dd/mm/yy} requesting transfer of your Aerodrome Certificate for {name of aerodrome} from {transferor} to {transferee}.

Civil Aviation Authority, Bangladesh consents to this transfer, provided the transfer is executed on or prior to {date/time} or before the expiry of the Aerodrome Certificate.

Three transfer notification forms are enclosed with this letter. Please complete all three with original signatures and then ensure:

- a. One copy of the signed transfer notification is retained for your records;
- b. Another copy of the signed transfer notification is retained by the transferee; and
- c. The remaining signed transfer notification is returned to this office.

Additionally, would you please ensure the original Aerodrome Certificate document is passed to the transferee.

Your cooperation in formalizing the transfer of this Aerodrome Certificate in the above manner is appreciated, as, at a future time, it may be important for CAAB to be able to provide evidence of the chain of title.

Yours faithfully,

{Signature}

{Name}

Chairman

Civil Aviation Authority, Bangladesh

7.5 Transfer Confirmation of an Aerodrome Certificate

{File reference}

Date:

{New aerodrome operator}
{Aerodrome name}
{Address}

Dear *{Sir/Madam}*,

TRANSFER CONFIRMATION OF AN AERODROME CERTIFICATE TO OPERATE *{Name of aerodrome}*

This has reference to the transfer of *{aerodrome name}* aerodrome from *{transferor}* to yourself which took effect from *{date}*.

Please find enclosed a Transferred Aerodrome Certificate. The Transferred Aerodrome Certificate is provided, should you wish to display publicly that you are now the operator of *{aerodrome name}* aerodrome.

The original Aerodrome Certificate document, with the letter of consent previously copied to you, establishes the legal basis on which you are certified as the operator of *{aerodrome name}* aerodrome and, additionally, provides evidence of the chain of title for this Aerodrome Certificate.

Please ensure any requirements relating to published information or aerodrome manual data variations associated with the transferred certificate are actioned by NOTAM and/or amendment issue, as appropriate.

Yours faithfully,

{Signature}
{Name}
Chairman
Civil Aviation Authority, Bangladesh

7.6 Non-consent to Transfer of Aerodrome Certificate

{File reference}

Date:

{Certificate holder's name}

{Aerodrome name}

{Address}

Dear {Name}

This has reference to your request for the Civil Aviation Authority, Bangladesh to consent the transfer of Aerodrome Certificate number {XXnnn} for {aerodrome name} aerodrome from you to {name of the proposed new certificate holder}.

The CAAB has decided not to consent to the proposed transfer of the Aerodrome Certificate. The CAAB decision is made because

{Insert statement of reasons. The statement of reasons should refer to your understanding of the relevant law, any findings of fact on which a conclusion depends and your reasoning process. Explanations should be stated clearly, using unambiguous language and should not use vague or legalistic terms. All statements of reasons are to be cleared with legal section before the letter is issued.}

Examples of reasons may be that the transfer will involve significant variation to operational procedures, substantial variation to the facilities or to the key personnel.}

You are hereby advised that, subject to the current *appeal process* you or any person whose interests are affected by this decision may apply to (*as required*) for a review of the CAAB decision within **35 days** from the date of this letter.

You are reminded that you retain all the obligations of aerodrome operator under the current certificate. If you are unable or not prepared to continue to meet these obligations, please advise the concerned official of CAAB of your intentions.

Yours faithfully,

{Signature}

{Name}

Chairman

Civil Aviation Authority, Bangladesh

7.7 Amendment of an Aerodrome Certificate

{File reference}

Date:

{New aerodrome operator}

{Aerodrome name}

{Address}

Dear {Sir/Madam},

AMENDMENT OF AN AERODROME CERTIFICATE TO OPERATE {Name of aerodrome}

This has reference to your request for the Civil Aviation Authority, Bangladesh to amend the Aerodrome Certificate number {XXnnn} for {aerodrome name} aerodrome.

The CAAB has decided to consent to amend the Aerodrome Certificate.

Please find enclosed an amended Aerodrome Certificate. The previous Aerodrome Certificate document, establishes the legal basis on which you are certified as the operator of {aerodrome name} aerodrome and, additionally, provides evidence of the chain of title for this Aerodrome Certificate.

Please ensure any requirements relating to published information or aerodrome manual data variations associated with the amended certificate are actioned by NOTAM and/or amendment issue, as appropriate.

Yours faithfully,

{Signature}

{Name}

Chairman

Civil Aviation Authority, Bangladesh

7.8 Non-consent to Amend an Aerodrome Certificate

{File reference}

Date:

{Certificate holder's name}

{Aerodrome name}

{Address}

Dear {Name}

This has reference to your request for the Civil Aviation Authority, Bangladesh to consent an amendment of Aerodrome Certificate number {XXnnn} for {aerodrome name} aerodrome.

The CAAB has decided not to consent to the proposed amendment of the Aerodrome Certificate. The CAAB decision is made because:

{Insert statement of reasons. The statement of reasons should refer to your understanding of the relevant law, any findings of fact on which a conclusion depends and your reasoning process. Explanations should be stated clearly, using unambiguous language and should not use vague or legalistic terms. All statements of reasons are to be cleared with legal section before the letter is issued.}

Examples of reasons may be that the amendment of the certificate will involve significant variation to operational procedures, substantial variation to the facilities or to the key personnel.}

You are hereby advised that, subject to the current *appeal process* you or any person whose interests are affected by this decision may apply to (*as required*) for a review of the CAAB decision within 35 days from the date of this letter.

You are reminded that you retain all the obligations of aerodrome operator under the current certificate. If you are unable or not prepared to continue to meet these obligations, please advise the concerned official of CAAB of your intentions.

Yours faithfully,

{Signature}

{Name}

Chairman

Civil Aviation Authority, Bangladesh

7.9 Warning Notification

{file reference}

Date:

{Certificate holder's name}

{Address}

Dear {Sir/ Madam}

WARNING NOTICE FOR THE SUSPENSION OF AN AERODROME CERTIFICATE {name of aerodrome}

This has reference to our letter {Number} dated {dd/mm/yy}.

As you have failed to rectify the findings mentioned in the above letter within the period stated, this Authority will suspend your Aerodrome Certificate effective from {dd/mm/yy}.
(Note: The date should be 35 days from the date of issue of this letter)

If you have any queries regarding above, please contact this Authority.

Yours faithfully,

{Signature}

{Name}

Chairman

Civil Aviation Authority, Bangladesh

7.10 Suspension of an Aerodrome Certificate

{file reference}

Date:

{Certificate holder's name}

{Address}

Dear {Sir/ Madam}

SUSPENSION OF AN AERODROME CERTIFICATE {name of aerodrome}

This has reference to our letter {Number} dated {dd/mm/yy}.

As you have failed to rectify the findings mentioned in the above letter within the period stated, this Authority has decided to suspend your Aerodrome Certificate effective from {dd/mm/yy} for the period specified by the Chairman CAAB.

If you fail to rectify the findings within this period, your certificate will be cancelled by this Authority.

If you have any queries regarding above, please contact this Authority.

Yours faithfully,

{Signature}

{Name}

Chairman

Civil Aviation Authority, Bangladesh

7.11 Cancellation of an Aerodrome Certificate

{file reference}

Date:

{Certificate holder's name}

{Address}

Dear *{Sir/ Madam}*

CANCELLATION OF AN AERODROME CERTIFICATE *{name of aerodrome}*

This has reference to our letter *{Number}* dated *{dd/mm/yy}*.

As you have failed to rectify the findings mentioned in the letter *{Number}* dated *{dd/mm/yy}* within the period stated in the letters reference *{Numbers and dates}* this Authority has decided to cancel your Aerodrome Certificate effective from *{dd/mm/yy}*. We have arranged for a NOTAM to be issued in this regard.

{Insert the relevant paragraph below}

As there *{are/are no}* 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.

As the aerodrome *{is to be/has been}* closed to all aircraft operations, you are advised to take the following steps.

- Remove the windsock and boundary markers.
- Advise any known local operators.
- Display appropriate unserviceability markers.

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

Yours faithfully,

{Signature}

{Name}

Chairman

Civil Aviation Authority, Bangladesh

CHAPTER – 8 CHECKLIST

8.1 Aerodrome Certificate Issue Checklist

The **MS ACC** must complete this checklist to ensure that each step of the aerodrome certificate procedure is completed during issue of the Aerodrome Certificate.

Tick each box to indicate the satisfactory completion of the task. Note the date against each box.

Sign and date this form and file it on the aerodrome file when the process is completed.

	√	<u>Date</u>
1. Aerodrome file raised (Put file number: _____)	<input type="checkbox"/>	
2. Application checked for completeness	<input type="checkbox"/>	
3. Copy of Aerodrome Manual provided by the applicant	<input type="checkbox"/>	
4. Operational safety considerations discussed with FOI (if required)	<input type="checkbox"/>	
5. Applicant advised of any operational restrictions	<input type="checkbox"/>	
6. Applicant advised of applicable fee for certification	<input type="checkbox"/>	
7. Manual assessed	<input type="checkbox"/>	
8. Applicant assessed as able to operate the aerodrome	<input type="checkbox"/>	
9. Facilities assessed as acceptable by CAAB	<input type="checkbox"/>	
10. Applicant advised of any deficiencies if any	<input type="checkbox"/>	
11. Action taken report on significant deficiencies received and acceptable to CAAB	<input type="checkbox"/>	
12. CAAB decision made to grant or refuse the Certificate	<input type="checkbox"/>	
13. Applicant advised of refusal to grant certificate with reasons for refusal	<input type="checkbox"/>	
14. Applicant advised of grant and conditions if any	<input type="checkbox"/>	
15. Receipt of applicable fee	<input type="checkbox"/>	
16. Certificate issued	<input type="checkbox"/>	
17. Manual endorsed and returned to the aerodrome Operator	<input type="checkbox"/>	
18. Internal CAAB notification completed	<input type="checkbox"/>	
19. Notified AIS	<input type="checkbox"/>	

Signature:Date:/...../.....

Name:(MS ACC)

8.2 Aerodrome Certificate Surrender Checklist

1. The aerodrome operator must provide CAAB with written notification of the request to surrender the Aerodrome Certificate. The ACC, CAAB who assesses the request may be required to investigate the application further to establish the relevant information.

- Cancellation 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 CAAB 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 CAAB and the certificate is cancelled

- Confirm that the details specified in section 1 of this checklist have been addressed.
- Endorse the original certificate document or a copy attached in the aerodrome file as **Cancelled**.
- Sign the endorsed original certificate document or a copy.
- Place endorsed original certificate document or copy in the appropriate aerodrome file.

3. Advise the following details of the cancellation to

- Aerodrome Operator in writing the date of cancellation.
- AIS for issuing NOTAM and any changes to the details of the reporting officer.
- AIS for amendment to publications.
- DFRS an amendment of the Aerodrome Certificate register

4. Surveillance Update

- Aerodrome Profile Sheet update
- Surveillance Plan amendment

.....
MS ACC, CAAB

...../...../.....
Date

8.3 Aerodrome Certificate Transfer Checklist

1. The aerodrome operator must provide CAAB with written notification of the request to transfer the Aerodrome Certificate. The ACC, CAAB who assesses the request may be required to investigate the application further to establish the relevant information.

- Transfer date (at least 60 days prior to expiry of the Aerodrome Certificate) specified by the aerodrome operator.
- Authority verified — that is, the notification is from the certificate holder or from the transferee and signed.
- Are air transport operations being conducted at the aerodrome?
- Is the aerodrome to be closed?
- Is it necessary for CAAB 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 CAAB and the CAAB's consent to transfer 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 transfer the Aerodrome Certificate are enclosed.
- CAAB confirmation not to transfer the Aerodrome Certificate to transferor/transferee issued.

3. The written notification is accepted by CAAB and the CAAB's consent to transfer the certificate is granted

- Confirm that the details specified in section 1 of this checklist have been addressed.
- CAAB consent to transfer the Aerodrome Certificate issued to transferor/transferee.
- CAAB confirmation to transfer the Aerodrome Certificate to transferee issued.
- Endorse the original certificate document or a copy attached in the aerodrome file as **Transferred**.
- Sign the original transferred certificate document or a copy.
- Place the original transferred certificate document or copy in the appropriate aerodrome file.

4. Advise the following details of the transfer of Aerodrome Certificate

- Aerodrome Operator in writing the date of transfer of Aerodrome Certificate.
- AIS for issuing NOTAM and any changes to the details of the reporting officer.
- AIS for amendment to publications.
- MS ACC, an amendment of the Aerodrome Certificate register.

4. Surveillance Update

- Aerodrome Profile Sheet update
- Surveillance Plan amendment

.....
MS ACC, CAAB

..... / /
Date

8.4 Aerodrome Certificate Amendment Checklist

1. The aerodrome operator must provide CAAB with written notification of the request to amend the Aerodrome Certificate. The ACC, CAAB 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 CAAB 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 CAAB and the CAAB'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.
- CAAB confirmation not to amend the Aerodrome Certificate issued.

3. The written notification is accepted by CAAB and the CAAB's consent to amend the certificate is granted

- Confirm that the details specified in section 1 of this checklist have been addressed.
- CAAB 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.
- MS ACC, an amendment of the Aerodrome Certificate register.

5. Surveillance Update

- Aerodrome Profile Sheet update
- Surveillance Plan amendment

.....
MS ACC, CAAB

..... / /
Date

8.5 Aerodrome Certificate Suspension or Cancellation Checklist

1. Before issuing a Letter of Warning Notice to the Aerodrome Operator

- Ensure that the Aerodrome Operator is given **21 days** period to rectify all deficiencies identified during inspection of the aerodrome by ACC.
- Confirm that the Aerodrome Operator has not rectified the deficiencies within **35 days**.
- Issue a Letter of Warning Notice.
- Place a copy of the letter in the appropriate aerodrome file.

2. Before issuing a Letter of Suspension of the Certificate to the Aerodrome Operator

- Ensure that the Aerodrome Operator has been issued a Letter of **14 days** Warning Notice
- Confirm that the Aerodrome Operator has not rectified the deficiencies within **14 days** of the issue of the Letter of Warning Notice.
- Issue a Letter of Suspension of the Certificate.
- Place a copy of the letter in the appropriate aerodrome file.

3. Before issuing a Letter of Cancellation of the Certificate to the Aerodrome Operator

- Ensure that the Aerodrome Operator has been issued a Letter of Suspension of the Certificate for a period specified by Chairman CAAB.
- Confirm that the Aerodrome Operator has not rectified the deficiencies within the period of the suspension of the Certificate (period specified by Chairman CAAB) to the satisfaction of the Chairman CAAB.
- Action shall be taken to cancel the Certificate

4. If CAAB makes a decision to cancel the Certificate

- Prepare and forward the Letter of Cancellation of the Certificate for Chairman CAAB signature through DFSR.
- Ensure that the Aerodrome Operator has been issued a Letter of Cancellation of the Certificate.
- Place a copy of the letter in the appropriate aerodrome file.
- Confirm that the aerodrome operator has been instructed to return the original certificate document to the CAAB to enable cancellation of the Certificate
- Confirm that the aerodrome operator has been advised to carry out any actions necessary in the interests of aviation safety.
- ☆*❖▲* AIS through DFSR for issuing NOTAM of the cancellation of the Certificate and any changes to the details of the reporting officer.
- ☆*❖▲* AIS through DFSR for amendment to publications.
- ☆*❖▲* DFSR an amendment of the aerodrome certificate register.

5. When the Aerodrome Certificate has been cancelled and the Certificate returned to CAAB

- Endorse the original certificate document or a copy attached in the aerodrome file as **Cancelled**.
- Sign the endorsed original certificate document or a copy.
- Place endorsed original certificate document or copy in the appropriate aerodrome file.

6. Surveillance Update

- ☆*□□*□□○* Profile Sheet updated
- Surveillance Plan amended

.....
MS ACC, CAAB

...../...../.....
Date

CHAPTER – 9 FORMS AND AERODROME CERTIFICATES

9.1 Application for an Aerodrome Certificate

1. Particulars of the Applicant

Full Name:

.....
.....

Address:

.....
.....

Designation:

Phone:

Fax:

Email:.....

2. Particulars of Aerodrome Site

Aerodrome Name:

.....

Description of the Property:

.....
.....
.....

Geographical Coordinates of the ARP:

Bearing and Distance from Nearest Town or Populous 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 Public Air Transport Operations?

Yes No

6. Details to be Shown on the Aerodrome Certificate

Aerodrome Name:

.....

Aerodrome Operator:

.....

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

Signed:

My authority to act on behalf of the Aerodrome Operator is:

.....
.....
.....

Name of person making the declaration:

.....

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

Information:

1. A copy of the Aerodrome Manual, prepared in accordance with the Rule 260B of CAR 84 and commensurate with the aircraft activities expected at the aerodrome, are required as part of the application.
2. The application should be submitted to the Chairman of Civil Aviation Authority, Bangladesh.
3. Documentary evidence in support of all matters in this application may be requested.

9.2 Sample Aerodrome Certificate



Aerodrome Certificate

Certificate Number: NNN

This certificate authorizes

Director/Airport Manager, XXX International Airport

To operate

XXX International Airport

Latitude: NN° NN' NN.NN" N

Longitude: NNN° NN' NN.NN" E

This certificate is issued under the provisions of Rule 260A of Civil Aviation Rules 1984 (CAR 84), Peoples Republic of Bangladesh. The operation and use of the aerodrome is subject to the Sub-rule (6) of Rule 260A of CAR 84, and any relevant directives issued including any conditions endorsed by the Chairman of Civil Aviation Authority, Bangladesh.

This certificate is valid for two years until surrendered, suspended or cancelled.

Date: Day/Month/Year

Chairman
Civil Aviation Authority, Bangladesh

9.3 Sample Aerodrome Certificate of Transfer



Aerodrome Certificate

Certificate of Transfer

Number : *nnn*

This certifies that the Civil Aviation Authority, Bangladesh, in accordance with the provisions of Rule 260A (12) of the Civil Aviation Regulations 1984 has consented to the transfer of the

{Transferee's Name}

to operate

{Aerodrome Name}

The operation and use of the aerodrome is subject to the Civil Aviation Regulations 1984 and any relevant directions issued including any conditions endorsed by the Civil Aviation Authority, Bangladesh,. This certificate remains in force until surrendered, suspended or cancelled and transferred.

Date: Day/Month/Year

Chairman
Civil Aviation Authority, Bangladesh