THE CIVIL AVIATION (AERODROMES) REGULATIONS, 2008

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THE CIVIL AVIATION (AERODROME) REGULATIONS, 2008

PART I - GENERAL

Citation 1. These Regulations may be cited as the Civil Aviation (Aerodrome) Regulations, 2008.

Use of common reference systems 2. (1) The World Geodetic System – 1984 (WGS-84) shall be used as the horizontal (geodetic) reference system to express aeronautical geographical coordinates for aerodromes.
   (2) The Mean Sea Level datum shall be used as the vertical reference system (elevation) at aerodromes.
   (3) Except where notified in the Aeronautical Information Publication or the Aeronautical Information Circular of a State, the Gregorian calendar and Coordinated Universal Time shall be used as the temporal reference system.

Categories of aerodromes 3. In these Regulations aerodromes shall be categorized as follows-
   (a) category A comprising the primary international aerodromes, appropriate for use by aircraft of maximum certificated take-off mass of sixty thousand kilograms or more and are available for use by both domestic and international air traffic and where air traffic services are available on a twenty four hour basis;
   (b) category B comprising secondary international aerodromes, appropriate for use by aircraft of maximum certificated take-off mass of five thousand seven hundred kilograms but below sixty thousand kilograms and available for use by both international and domestic air traffic, where the formalities of customs, immigration, health and similar procedures are made available with prior notice;
   (c) category C comprising public and private aerodromes, appropriate for use by aircraft of maximum certificated take-off mass of twenty thousand kilograms or less, available for use by domestic air traffic;
   (d) category D comprising public and private aerodromes available only for domestic air traffic including Government and privately owned aerodromes used by aircraft of maximum take-off mass of less than five thousand seven hundred kilograms;
   (e) category E comprising public and private aerodromes available for use by helicopters only.

PART II - CONSTRUCTION OF AERODROMES

Application of Part 4. This Part applies to all categories of aerodromes except where otherwise specified.

Requirements for an 5. (1) A person shall not construct an aerodrome unless that person has a valid aerodrome construction permit issued under regulation 6.
application for an aerodrome construction permit

(2) An application for an aerodrome construction permit shall be considered for approval, where the applicant holds a valid authorization from a relevant authority for use of the place as an aerodrome.

(3) The Authority shall prior to issuance of a construction permit, assess the suitability of the place proposed for construction taking into consideration -
   (a) the proximity of the place to other aerodromes and landing areas including military aerodromes;
   (b) obstacles, terrain and existing airspace restrictions;
   (c) that it is not against public interest.

(4) An applicant for an aerodrome construction permit shall submit to the Authority for approval an application in the prescribed form accompanied by –
   (a) a detailed design of the proposed construction including related architectural requirements;
   (b) aerodrome data in accordance with the characteristics of the aircraft for which the aerodrome is intended; and
   (c) a topographical map of the proposed aerodrome site as specified by the Authority.

(5) Sub-regulations (2), (4)(a) and (4)(c) shall not apply to aerodromes in categories C, D and E.

Issuance of aerodrome construction permit

6. The Authority shall issue an aerodrome construction permit to an applicant where the application meets the requirements in regulation 5, the specifications contained in the latest effective edition of Annex 14 – *Aerodromes* to the Chicago Convention, as well as relevant provisions of the Civil Aviation Regulations of Rwanda, and any other requirements as may be specified by any relevant authority.

Design and construction of aerodrome

7. (1) An applicant for a construction permit shall ensure that the design of the aerodrome is undertaken by a registered person by the relevant professional body.

(2) An applicant for a construction permit shall ensure that the construction of the aerodrome is undertaken by a registered person by the relevant professional body.

(3) The Authority shall inspect the site of an aerodrome during construction to ascertain compliance with the standards prescribed and the terms of the aerodrome construction permit.

(4) Sub-regulations (1) and (2) shall not apply to categories C, D and E aerodromes.

Requirement for aerodrome design

8. (1) An aerodrome design shall -
   (a) indicate the physical characteristics as prescribed by the Authority;
   (b) indicate the obstacle limitation surfaces;
   (c) integrate security measures in accordance with the Civil Aviation (Security) Regulations;
   (d) indicate visual aids for navigation obstacles and restricted areas;
   (e) indicate the appropriate equipment and installations; and
   (f) indicate the airspace classification.

(2) The physical characteristics, obstacle limitation surfaces, visual aids and equipment and installations, required under sub-regulation (1) shall -
   (a) be appropriate to the critical aircraft characteristics for which the aerodrome intends to serve;
   (b) be at the lowest meteorological minima for each runway;
   (c) provide ambient light conditions during the operations of aircraft;
   (d) comply with the appropriate aerodrome design standards as prescribed by the Authority.
This regulation shall not apply to aerodromes in categories C, D and E.

9. **Aerodrome reference code**

   (1) An aerodrome reference code comprising a code number and a code letter shall be used for aerodrome planning purposes.

   (2) The Authority shall determine the aerodrome reference code in accordance with the critical aircraft characteristics for which the aerodrome facility is intended.

   (3) The aerodrome reference code numbers and code letters required under sub-regulation (1) shall be determined in accordance with specifications in Table 1.

Table 1: Aerodrome reference code

<table>
<thead>
<tr>
<th>Code Element 1</th>
<th>Code Element 2</th>
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<tbody>
<tr>
<td>Code number</td>
<td>Aerodrome reference field length</td>
</tr>
<tr>
<td>1</td>
<td>Less than 800 m</td>
</tr>
<tr>
<td>2</td>
<td>800 m up to but not including 1 200 m</td>
</tr>
<tr>
<td>3</td>
<td>1 200 m up to but not including 1 800 m</td>
</tr>
<tr>
<td>4</td>
<td>1 800 m and over</td>
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<tr>
<td></td>
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</tbody>
</table>

*distance between the outside edges of the main gear wheels

**PART III - LICENSING OF AERODROMES**

10. **Application of Part**

   This Part applies to aerodromes in categories B, C, D and E except where otherwise specified.

11. **Application for licence**

   An application for a licence shall be made in the prescribed form accompanied by-
   
   (a) an aerodrome manual;
   
   (b) a plan for the aerodrome;
   
   (c) an environmental impact assessment report;
   
   (d) approval from any relevant authority;
   
   (e) proof of financial capability in the case of aerodromes in Category B;
   
   (f) particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards;
(g) particulars of the airspace classification requirements; and
(h) charges as prescribed in the Aeronautical Information Publication or Aeronautical Information Circular by the Authority.

Conditions for issuance of licence 12. (1) A licence may be issued subject to any conditions that may be prescribed by the Authority.
(2) The Authority shall endorse on a licence the conditions for use of an aerodrome and any other details as may be deemed necessary by the Authority.
(3) Subject to sub-regulation (4), where an applicant requests or where the Authority considers that an aerodrome should be available for public use, a licence may be granted subject to a condition that the aerodrome shall at all times be available to all persons on equal terms and conditions.
(4) An aerodrome operator may refuse an aircraft from using the aerodrome except in an emergency situation.

Breach of conditions of licence 13. The breach of any condition subject to which a licence is issued including any approval, permission or exemption shall render the licence invalid.

Issuance of licence 14. (1) The Authority shall issue a licence in the prescribed form and manner where -
(a) an applicant is found to be competent to operate an aerodrome on consideration of the previous conduct and experience of the applicant, the equipment, organisation, staffing, maintenance and other arrangements of the applicant;
(b) the physical characteristics of the aerodrome and its surroundings are safe for use by aircraft; and
(c) an applicant for a licence complies with the Civil Aviation (Security) Regulations; and
(d) that the specifications contained in the latest effective edition of Annex 14 – Aerodromes to the Chicago Convention, as well as relevant provisions of the Civil Aviation Regulations, are complied with.
(2) The issuance of a licence shall be subject to compliance with these Regulations and standards prescribed by the Authority and any other condition as may be specified or notified by the Authority in accordance with safety audit and inspection.
(3) The Authority may refuse to grant a licence to an applicant and where the Authority refuses, it shall notify the applicant in writing, of the reasons for the refusal, not later than fourteen days after making that decision.
(4) A person shall not operate an aerodrome without a licence issued by the Authority.

Aerodrome licence 15. (1) A licence shall specify -
(a) the reference code for which the aerodrome is licensed;
(b) the restrictions, if any, relating to non-compliance with or deviations from:
   (i) the appropriate aerodrome design, operation or equipment standards;
   (ii) the appropriate airspace classification requirements; and
(c) the period of validity of the licence.
(2) A licence issued under these Regulations shall not be transferable.

Validity of licence 16. (1) A licence issued under these Regulations shall be valid for a period of two years and shall remain in force until it expires or is suspended or cancelled by the Authority, in accordance with regulation 19.
(2) A holder of an aerodrome licence which is suspended or cancelled shall within thirty days of the suspension or cancellation, surrender the licence to the Authority.

(3) Notwithstanding sub-regulation (2), where an aerodrome licence is suspended for a period of less than thirty days, a holder of the licence shall surrender the licence immediately.

Renewal of licence 17. (1) An application for the renewal of a licence shall be made to the Authority in the prescribed form and shall be accompanied by -

(a) the aerodrome manual;
(b) particulars of deviations, if any, from the appropriate design, operation or equipment standards;
(c) particulars of the appropriate airspace classification requirements; and
(d) the appropriate charges as prescribed in the Aeronautical Information Publication or Aeronautical Information Circular by the Authority.

(2) An application for renewal shall be submitted sixty days before the expiry of the licence.

(3) The renewal of a licence shall be subject to compliance with these Regulations, standards prescribed by the Authority and any other conditions as may be specified or notified by the Authority as determined by safety inspections and audit procedures by the Authority, before the renewal of the licence.

Amendment of licence 18. (1) An application for amendment of a licence shall be submitted in a form prescribed by the Authority.

(2) The Authority may request that the application be accompanied by any or all of the following -

(a) an aerodrome manual;
(b) a plan for the aerodrome;
(c) an environmental impact assessment report;
(d) approval from any relevant authority;
(e) proof of financial capability;
(f) particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards;
(g) particulars of the airspace classification requirements; and
(h) charges as prescribed in the Aeronautical Information Publication or Aeronautical Information Circular by the Authority.

(3) The Authority may, provided the requirements of regulation 14, are met, where necessary, amend a licence -

(a) for a change in the use or operation of the aerodrome;
(b) for a change in the boundaries of the aerodrome;
(c) if the holder of the licence requests an amendment; or
(d) if the Authority deems it necessary.

Suspension and cancellation of licence 19. (1) The Authority may suspend an aerodrome licence where -

(a) following a safety inspection or audit, it is evident that the holder of the licence has not complied with the requirements prescribed in these Regulations and failed to remedy the non-compliance within a period of thirty days after the inspection;
(b) the holder of the licence prevents the Authority from carrying out a safety inspection or audit in accordance with these Regulations;
(c) the holder of the licence is under receivership, liquidation or bankruptcy proceedings;
(d) it is deemed necessary in the interest of aviation safety.

(2) The Authority may, on giving reasons to the holder of a licence, suspend the licence for a period not exceeding sixty days.

(3) A holder of a licence who is notified of a suspension in sub regulation (2) may submit a response in writing within a period not exceeding fourteen days.

(4) Notwithstanding sub-regulation (3), the Authority may suspend any or all of the operations at an aerodrome pending receipt of a response from the holder.

(5) The Authority may cancel the licence, on giving reasons to the holder of a licence.

Charges at licensed aerodrome

20. (1) The Authority may where necessary, prescribe the charges, or the maximum charges, which may be levied for the use of an aerodrome or the performance of services at the aerodrome, for a specified period, and may further prescribe the conditions to be observed in relation to those charges and the performance of those services.

(2) A holder of a licence of the aerodrome for which the Authority prescribes charges under sub-regulation (2) shall not cause or permit any charges to be made in contravention of that sub-regulation.

(3) A holder of a licence of an aerodrome for which the Authority prescribes charges shall cause the prescribed charges to be posted in a conspicuous place at the aerodrome.

(4) Where required by the Authority, a holder of a licence shall furnish particulars of the charges levied for the use of an aerodrome or the performance of services at the aerodrome provided at the aerodrome for the safety, security, efficiency or regularity of air navigation.

Licences register

21. (1) The Authority shall maintain a register of all licences issued in accordance with these Regulations.

(2) The register shall contain:
   (a) the full name of the holder of an aerodrome licence;
   (b) the nationality of the holder of a licence;
   (c) the postal, telephone, facsimile and e-mail addresses of a holder of a licence;
   (d) the name and location of the aerodrome for which a licence is issued;
   (e) the number of the licence;
   (f) the date on which the licence was issued; and
   (g) any other relevant information.

Operator to notify and furnish information

22. An aerodrome operator shall -
   (a) in the case of a licence for public use, cause to be notified the times during which the aerodrome is to be available for take-off and landing of aircraft for public transport or instruction in flying; and
   (b) upon request furnish to an authorized person, information concerning the terms of the licence.

PART IV - AERODROME CERTIFICATION

Application of Part

23. (1) This Part applies to aerodromes in category A.

(2) The Authority may determine the aerodromes in category B to which this Part may apply.

Application for

24. An application for a certificate shall be submitted in a form prescribed by the Authority and shall be accompanied by –
### Conditions for issuance of certificate

25. (1) A certificate may be issued subject to any conditions that may be prescribed by the Authority.

(2) The Authority shall endorse on a certificate the conditions for use of an aerodrome and any other details as may be deemed necessary by the Authority.

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### Breach of conditions of certificate

26. The breach of any condition subject to which a certificate is issued including any approval, permission or exemption shall render the certificate invalid.

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### Issuance of certificate

27. (1) The Authority shall issue a licence in the prescribed form and manner where the Authority is satisfied that -

   (a) the applicant and the personnel of the applicant are adequate in number and have the necessary competency and experience to operate and maintain an aerodrome;

   (b) the aerodrome manual prepared for the aerodrome and submitted with the application contains all the relevant information;

   (c) the aerodrome facilities, services and equipment are established in accordance with approved standards and recommended practices;

   (d) the aerodrome operating procedures make satisfactory provision for the safety of aircraft;

   (e) an approved safety management system is in place;

   (f) the applicant has an aviation security programme approved by the Authority; and

   (g) that the specifications contained in the latest effective edition of Annex 14 – *Aerodromes* to the Chicago Convention, as well as relevant provisions of the Civil Aviation Regulations, are complied with.

(2) The issuance of a certificate shall be subject to compliance with these Regulations and standards prescribed by the Authority and any other condition as may be specified or notified by the Authority in accordance with safety audit and inspection.

(3) The Authority may refuse to grant a certificate to an applicant and where the Authority refuses, it shall notify the applicant in writing of the reasons for the refusal, not later than fourteen days after making that decision.

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### Certification of aerodromes used for international operations

28. (1) A person shall not operate an aerodrome in Rwanda for the take-off and landing of aircraft engaged in flights for the purpose of the public transport or instruction in flying unless he is the holder of an Aerodrome Certificate granted by the Authority.

(2) An aerodrome certificate issued under these Regulations is not transferable.
Validity of certificate 29. A certificate shall be valid for a period of one year, unless the certificate is suspended, cancelled or revoked in accordance with these Regulations.

Amendment of certificate 30. (1) An application for amendment of a certificate shall be submitted in a form prescribed by the Authority.
(2) The Authority may request that the application be accompanied by any or all of the following -
   (a) two copies aerodrome manual;
   (b) a plan for the aerodrome;
   (c) an environmental impact assessment report;
   (d) approval from any relevant authority;
   (e) proof of financial capability;
   (f) particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards;
   (g) particulars of the airspace classification requirements; and
   (h) charges as prescribed in the Aeronautical Information Publication or Aeronautical Information Circular by the Authority.
(3) The Authority may, provided the requirements of regulations 28, are met, where necessary, amend an aerodrome certificate -
   (a) for a change in the use or operation of the aerodrome;
   (b) for a change in the boundaries of the aerodrome;
   (c) if the holder of the aerodrome certificate requests an amendment; or
   (d) if the Authority deems it necessary.

Suspension and cancellation of certificate 31. (1) The Authority may suspend a certificate where -
   (a) following a safety inspection or audit, it is evident that the holder of the certificate has not complied with the requirements prescribed in these Regulations and failed to remedy the non-compliance within a period of thirty days after the inspection;
   (b) the holder of the certificate prevents the Authority from carrying out a safety inspection or audit in accordance with these Regulations;
   (c) the holder of the certificate is under receivership, liquidation or bankruptcy proceedings;
   (d) it is deemed necessary in the interest of aviation safety.
(2) The Authority may, on giving reasons to the holder of a certificate, suspend the certificate for a period not exceeding sixty days.
(3) A holder of a certificate who is notified of a suspension in sub-regulation (2) may submit a response in writing within a period not exceeding fourteen days.
(4) Notwithstanding sub-regulation (3), the Authority may suspend any or all of the operations at an aerodrome pending receipt of a response from the holder.
(5) The Authority may cancel the certificate, on giving reasons to the holder of a certificate.

Surrender of certificate 32. (1) Subject to sub-regulation (2), a holder of a certificate may surrender the certificate to the Authority at any time.
(2) A holder of a certificate who wishes to surrender the certificate shall give the Authority not less than sixty days notice in writing, before the date on which the certificate is to be surrendered.
(3) The Authority shall cancel the certificate upon the expiry of the period of notice in sub-regulation (2).
(4) Where, after the expiry of the period in sub-regulation (2), an aerodrome is
abandoned or is not maintained in accordance with the conditions of the certificate, the holder of the certificate shall remove, obliterate or modify the prescribed markings referred to in regulation 48(f).

| Charges at certificated aerodrome 33 |  
|-----------------------------------|-----------------------------------|
| (1) The Authority may where necessary, prescribe the charges, or the maximum charges, which may be levied for the use of an aerodrome or the performance of services at the aerodrome, for a specified period, and may further prescribe the conditions to be observed in relation to those charges and the performance of those services.  
(2) A holder of a licence of the aerodrome for which the Authority prescribes charges under sub-regulation (2) shall not cause or permit any charges to be made in contravention of that sub-regulation.  
(3) A holder of a licence of an aerodrome for which the Authority prescribes charges shall cause the prescribed charges to be posted in a conspicuous place at the aerodrome.  
(4) Where required by the Authority, a holder of a licence shall furnish particulars of the charges levied for the use of an aerodrome or the performance of services at the aerodrome provided at the aerodrome for the safety, security, efficiency or regularity of air navigation. |

**PART V - OBLIGATIONS OF AERODROME OPERATOR**

<table>
<thead>
<tr>
<th>Application of Part 34</th>
<th>This Part applies to all categories of aerodromes except where otherwise specified.</th>
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</table>
| Compliance with conditions and Annex 14 35 | (1) An aerodrome operator shall comply with conditions, if any, endorsed on a licence or certificate.  
(2) An aerodrome operator shall comply with the standards prescribed by the latest effective edition of Annex 14 – *Aerodromes* to the Chicago Convention. |
| Competence of operational and maintenance personnel 36 | (1) An operator shall ensure that there are an adequate number of qualified and skilled personnel to perform activities for aerodrome operation and maintenance.  
(2) Where the Authority or any other relevant authority requires competence certification for the personnel of an aerodrome, the operator shall employ only those persons with the required certification. |
| Aerodrome operations and maintenance 37 | (1) Subject to any directives the Authority may issue, an operator shall operate and maintain an aerodrome in accordance with the procedures set out in the aerodrome manual.  
(2) The Authority may give written directives to an operator to alter the procedures set out in an aerodrome manual.  
(3) An operator shall ensure proper and efficient maintenance of the aerodrome facilities.  
(4) Where air traffic services are provided at an aerodrome, the operator shall co-ordinate with the air traffic services, to ensure the safety of aircraft operating in the airspace, associated with the aerodrome. |
| Safety management system 38 | (1) An operator of an aerodrome shall have a safety management system that complies with the standards specified in the aerodrome manual and the requirements specified in the First Schedule. |
This regulation shall not apply to categories B, C, D and E aerodromes.

All categories of aerodromes shall comply with Part B - Aircraft accident and incident reporting and investigation at aerodromes of the First Schedule.

Storage of inflammable and other dangerous goods

A person shall not store fuel, pyrotechnic stores and other highly inflammable or other dangerous goods at an aerodrome except with the permission of the Authority and in accordance with the prescribed standards.

Safety measures against fire

A person shall not -

(a) smoke within any place, or bring an open flame into any place, where that act is prohibited by a displayed notice;

(b) where there is no notice prohibiting smoking in a place, smoke within that place, or bring an open flame into that place, within a distance of an aircraft or, of any vehicle used for the supply of fuel to an aircraft, or a store, dump, liquid fuel or explosives, as may be prescribed;

(c) wilfully give a false fire alarm;

(d) tamper or interfere with any fire hose reel, hydrant or any other item of equipment provided for fire fighting purposes;

(e) keep, store, discard or discharge any flammable liquid, gas, signal flares or other like material in an aircraft, except in the receptacle appropriate for the purpose or in a place on the aerodrome specifically approved by the aerodrome operator for the purpose; or

(f) store or stack any material or equipment in a manner which constitutes or is likely to constitute a fire hazard.

An operator shall display in conspicuous places appropriate signage in respect of the acts prohibited under sub-regulation (1).

Access to and operations within restricted areas

A person shall not access a restricted area of an aerodrome unless authorized by the operator and subject to such conditions as the operator may impose.

A person authorized to access a restricted area under sub-regulation (1) shall not

(a) move an aircraft or a vehicle in the restricted area except with the permission and directions issued by the air traffic services personnel;

(b) move an aircraft or vehicle in the restricted area in a manner that endangers the safety of persons and property;

(c) use a portion of the aerodrome for landing or taking off, other than the area designated for that purpose.

Entry into or exit from restricted areas of aerodrome

A person, aircraft or vehicle shall not enter or leave a restricted area of an aerodrome except through points established by the operator for the purpose.

Except in an emergency or at an appropriate point of entry or exit established by an operator for that purpose, a person -

(a) other than a person carried in an aircraft or in a vehicle, shall not enter or leave a restricted areas of an aerodrome; or

(b) shall not move an aircraft on the surface of an aerodrome or a vehicle into or from the restricted area.

Test-running of

A person shall not test-run an aircraft engine at an aerodrome except at the approved aircraft maintenance facility of the aerodrome or a place designated for that purpose, by the
44. (1) A person shall not, on an aerodrome-
   (a) obstruct or interfere with the proper use of the aerodrome;
   (b) obstruct any person executing his or her duties at the aerodrome;
   (c) remove or deface any notice, writing, document or marking erected or displayed by the aerodrome operator;
   (d) throw, leave or drop anything capable of causing injury to any person or damage to any property;
   (e) dump any waste matter except at a place approved for the purpose by the aerodrome operator;
   (f) dump or spill any substance capable of causing water pollution, whether solid, liquid, vapour or gas or a combination of these, except at a place approved for that purpose by the aerodrome operator.

   (2) Except with the permission of the operator, a person shall not-
   (a) interfere or tamper with any part of the aerodrome or any equipment associated with the operation of the aerodrome;
   (b) climb any wall, fence, barrier, ceiling, gate or post on an aerodrome;
   (c) handle any baggage or carry baggage for a passengers at an aerodrome;
   (d) bring a vehicle into or drive into the aerodrome or
   (e) obstruct an entrance to or a passage at an aerodrome in a manner that inconvenience other users of the entrance or passage.

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

46. (1) An operator shall establish and maintain an aerodrome environment management programme for the area within the authority of the operator and for the area where any wildlife presents or is likely to present a hazard to aircraft operations.

   (2) An operator shall ensure that the environment management programme established under sub-regulation (1) minimises the effects of any hazards or potential hazards taking into account the provisions of the laws on environmental management.

   (3) This regulation shall not apply to aerodromes in categories C, D and E.

47. An operator shall in consultation with the Authority -
   (a) prevent construction of any facilities on the aerodrome, which may adversely affect the operation of any electronic or visual navigation or air traffic service facility on the aerodrome;
   (b) as far as it is within the authority of the operator, prevent any interruption of visual or electronic signal of navigation aids.

48. An operator shall -
   (a) maintain the aerodrome in a serviceable condition;
   (b) keep the aerodrome free of unauthorized persons, vehicles and animals which are not under proper control or any other obstructions;
   (c) mark all obstructions in accordance with the prescribed guidelines;
(d) inform the Authority of any alterations to obstruction or works on the aerodrome;
(e) install approved wind direction indicators to show the surface direction of the wind and ensure that they function satisfactorily;
(f) maintain the prescribed markings in a conspicuous condition and ensure that they are readily visible to aircraft in the air or manoeuvring on the ground;
(g) avail facilities and ensure that they are in serviceable condition and that all apparatus installed function efficiently;
(h) appropriately mark the unserviceable areas on the landing terrain;
(i) inform the Authority where the aerodrome becomes unserviceable through any cause or where any portion of the surface of the landing area deteriorates to such an extent that the safe operation of aircraft may be endangered;
(j) submit to the Authority reports on the condition of the aerodrome as may be required by the Authority; and
(k) report all incidents and accidents on an aerodrome to the Authority.

49. (1) Before an aerodrome licence or certificate is issued or renewed and, subsequently, at any other time, for the purpose of ensuring that safety at the aerodrome is maintained, the Authority shall inspect and carry out tests on the aerodrome facilities, services and equipment, inspect the documents and records of the aerodrome and verify the safety management system of the aerodrome.

(2) To facilitate the functions of the Authority specified in sub-regulation (1), an operator shall allow unhindered access to any part of the aerodrome or any aerodrome facility, including equipment, records, documents and personnel.

50. (1) An operator shall notify and report to the Authority, the air traffic control unit and pilots, within the specified time limits, information on -
   (a) any inaccuracies in the Aeronautical Information Publication;
   (b) any changes to the aerodrome facilities, equipment and level of service planned in advance;
   (c) issues that may require immediate notification including obstacles, obstructions and hazards, levels of service, movement areas, and any other condition that affects aviation safety at the aerodrome and against which precautions are warranted.

(2) Where it is not feasible for an operator to arrange for the air traffic control and the flight operations unit to receive notice of the circumstances referred to in sub-regulation (1) (c), the operator shall give immediate notice, directly to the pilots who may be affected by that circumstance.

51. (1) An operator shall inspect an aerodrome -
   (a) as soon as practicable after any accident or incident;
   (b) during any period of construction or repair of the aerodrome facilities or equipment that is critical to the safety of aircraft operation; and
   (c) at any other time when there are conditions at the aerodrome that may affect aviation safety.

(2) An operator shall notify and report to the Authority, within the specified time limits, information on any special inspection carried out under sub regulation (1).

52. Where a low flying aircraft, at or near an aerodrome, or where a taxiing aircraft, is likely to
be hazardous to people or vehicles, an operator shall -
(a) post hazard warning notices to that effect, on any public way that is adjacent to the manoeuvring area; or
(b) where the public way is not controlled by the operator, inform the relevant authority of the hazard.

PART VI - AERODROME MANUAL

Application of Part

53. This Part applies to all categories of aerodromes except where otherwise specified.

Requirements for aerodrome manual

54. (1) Upon making an application for a licence or a certificate the applicant shall submit to the Authority an aerodrome manual for approval.
(2) An aerodrome manual shall -
(a) be typewritten or printed;
(b) be signed by the operator;
(c) be in a format that is easy to revise;
(d) have a system for recording the current pages and any amendments, including a page for logging revisions; and
(e) be organized in a manner that facilitates the preparation, review and approval processes.
(3) An operator shall keep at least one approved copy of the aerodrome manual at the aerodrome and one copy at the principal place of business of the operator, where it is different from the aerodrome.
(4) Where an operator of an aerodrome in category D or E is unable to keep a copy of the aerodrome manual at the aerodrome, the operator shall keep the aerodrome manual at a place authorized by the Authority.

Information to be included in aerodrome manual

55. (1) An aerodrome manual shall contain all information and instructions necessary to enable the personnel of an aerodrome perform their duties.
(2) Notwithstanding sub-regulation (1), and to the extent that the particulars are applicable, a manual for an aerodrome in categories A and B shall include the particulars provided in the Second Schedule and a manual for an aerodrome in category C, D or E, the particulars provided in the Third Schedule.
(3) Where a person is given an exemption, the aerodrome manual shall show the exemption notice number given for the exemption by the Authority, the date the exemption came into effect and any conditions or procedures subject to which the exemption was granted.

Amendment of aerodrome manual

56. (1) To maintain the accuracy of the information in an aerodrome manual –
(a) an operator shall whenever necessary, amend the aerodrome manual; or
(b) the Authority may issue a written directive requiring the operator to alter or amend the aerodrome manual.
(2) Notwithstanding sub-regulation (1), an operator shall submit the proposed amendment to the Authority for approval, before the aerodrome manual is amended.
(3) The Authority shall approve the amendment made to an aerodrome manual where the amendment meets the requirements of these Regulations.

PART VII – WILDLIFE HAZARD MANAGEMENT
Application of Part 57. In this Part, regulation 58 applies to all categories of aerodromes and regulations 59 and 60 apply to aerodromes in categories A, B and C.

Animals not allowed in restricted areas of aerodrome

58. (1) A person shall not bring, permit or graze an animal in the restricted area of an aerodrome or cause any animal to graze or feed in the restricted area of an aerodrome.

(2) Subject to sub-regulation (1), a person who brings, permits or grazes an animal in the restricted area of an aerodrome or who causes an animal to graze or feed in a restricted area of an aerodrome or who receives an animal in the restricted area of the aerodrome, shall ensure that the animal is at all times under proper control while in the restricted area.

(3) In this regulation, “animal” means a domesticated animal and a bird.

Wildlife hazard management

59. (1) An operator shall, in consultation with the authority responsible for wildlife, take necessary action to control wildlife hazards at the aerodrome.

(2) An operator shall ensure that procedures to deal with the danger posed to aircraft operations by the presence of birds and animals in the aerodrome flight pattern or movement area are in place.

(3) The wildlife management plan of an aerodrome shall be approved by the Authority and shall form part of the aerodrome manual.

Bird hazard reduction at aerodrome

60. (1) An operator shall, in consultation with the authority responsible for wildlife, take all reasonable steps to minimize the risks associated with bird strike hazards.

(2) An operator shall take practical measures to control the bird habitat at or around the aerodrome and to disperse birds, which are a potential hazard to aircraft operations.

(3) A bird strike hazard on, or in the vicinity of, an aerodrome shall be assessed through:

   (a) the procedure established for recording and reporting bird strikes to aircraft; and

   (b) the collection of information from aircraft operators and aerodrome personnel, or any other person, on the presence of birds, on or around the aerodrome, which constitute a potential hazard to aircraft operations.

(4) A bird strike report shall be collected and forwarded by the Authority to ICAO for inclusion in the ICAO Bird Strike Information System database.

(5) Where a bird hazard is identified at an aerodrome, the operator shall take action to decrease the number of birds constituting the potential hazard to aircraft operations by adopting measures for discouraging their presence on, or in the vicinity of the aerodrome.

(6) An operator shall take measures to eliminate or to prevent the establishment of garbage disposal dumps or any other source of garbage that may attract bird activity on, or in the vicinity of an aerodrome unless an appropriate aeronautical study indicates that the dumps are not likely to create conditions conducive to a bird hazard problem.

(7) An operator shall establish a bird hazard control unit to control and manage the bird hazard.

(8) The operator shall cause records of all aspects of bird hazard control to be kept and shall report all bird strikes to the Authority.

(9) An operator shall monitor the local environment including any activities that may attract birds and in designing the bird hazard management programme, shall consider that environment and the activities that may attract birds.
PART VIII - OBSTACLE RESTRICTIONS AND REMOVAL

Application of Part 61. This Part applies to all categories of aerodromes.

Requirements for obstacle limitation 62. (1) A person shall not cause or permit the erection or growth of an obstacle at or in the vicinity of an aerodrome, where the obstacle may prevent an aircraft operation from being conducted safely or the aerodrome from being usable.

(2) A person shall not cause or permit any object, to penetrate the obstacle limitation surface, without the written permission of the Authority, where the object may cause an increase in an obstacle clearance altitude or in the height for an instrument approach procedure or of any associated visual circling procedure.

(3) The object referred to in sub-regulation (2) includes a new object or an extension of an existing object above the obstacle limitation surface.

(4) The obstacle clearance altitude and height applicable to obstacle limitation surface, and the obstacle limitation requirements shall comply with the standards prescribed by Chapter 4 – Obstacle Restriction and Removal to the latest effective edition of Annex 14 – Aerodromes to the Chicago Convention and any specifications prescribed by the Authority.

Establishment of obstacle limitation surfaces 63. Notwithstanding regulation 8, an operator shall ensure that obstacle limitation surfaces are established for the aerodrome in accordance with the standards prescribed by Chapter 4 – Obstacle Restriction and Removal to the latest effective edition of Annex 14 – Aerodromes to the Chicago Convention and any specifications prescribed by the Authority.

Authorization to construct within the vicinity of an aerodrome 64. (1) A person who proposes to erect any building or other structure of a height which exceeds the height of any obstacle including land within a radius of 8 km of an aerodrome, shall notify the Authority in writing of such intention and such notice shall contain the precise position and height of such proposed building or other structure.

(2) Where the Authority is consulted regarding a proposed construction in sub-regulation (1), the Authority shall cause an aeronautical study of the effect of the construction on operation of aircraft, to be carried out.

(3) Within three months of receipt of a notice under sub-regulation (1), the Authority may, in writing, order the owner or other person responsible for the erection of such building or other structure to light or otherwise mark the same in such manner as the Authority may direct or, refuse the erection of the building.

(4) Where an owner fails to comply with the order mentioned in sub-regulation (3), within the time directed by the Authority, the Authority shall remove the building or structure at the cost of the owner of that obstacle.

Removal of obstacle 65. (1) A person shall remove any obstacle which constitutes a hazard to aircraft operations in the vicinity of aerodrome, except where, after an aeronautical study, the Authority determines that the obstacle does not adversely affect the safety or significantly affect the regularity of operations of aircraft.

(2) The Authority may direct the removal of any obstacle, including any obstacle for which no authorization is required under regulation 64, which, in the opinion of the Authority, taking into account the standards prescribed by Chapter 4 – Obstacle Restriction and Removal to the latest effective edition of Annex 14 – Aerodromes to the Chicago Convention, constitutes a hazard to aircraft operations.
Where an owner fails to remove an obstacle within the time directed by the Authority, the Authority shall remove the obstacle at the cost of the owner of that obstacle.

Marking and lighting of obstacle

66. (1) An operator shall ensure that an obstacle is marked and where a runway is used at night and is associated with the obstacle, that obstacle shall be lighted.

(2) The markings and lights referred to in sub-regulation (1) shall be in accordance with the standards prescribed in the latest effective edition of Annex 14 – Aerodromes to the Chicago Convention and any guidelines prescribed by the Authority.

(3) An operator shall, where practicable, ensure that all fixed obstacles to be marked in accordance with sub-regulation (1) are coloured as prescribed by the latest effective edition of Annex 14 – Aerodromes to the Chicago Convention and any specifications prescribed by the Authority.

(4) Where the conditions required in sub-regulation (3) are not practicable, markers or flags shall be displayed on or above the fixed obstacles, except the obstacles that are sufficiently conspicuous by their shape, size or colour, which may not be marked.

(5) An operator shall ensure that a mobile obstacle is coloured as prescribed by the Authority or has displayed on it or above it, a flag.

(6) An obstacle lighted in accordance with sub-regulation (1) shall be indicated as low-intensity, medium-intensity or high-intensity light obstacle or a combination of these lights and shall be displayed in accordance with guidelines prescribed by the Authority.

PART IX - AERONAUTICAL GROUND LIGHTING

67. (1) This Part applies to aerodromes in categories A and B.

(2) An operator shall provide and maintain aeronautical ground lighting in accordance with the standards prescribed in Chapter 5 – Visual Aids for Navigation to the latest effective edition of Annex 14 – Aerodrome to the Chicago Convention and specifications prescribed by the Authority.

68. (1) An operator shall establish and maintain aeronautical ground lights and any other lights as may be appropriate for the safe operation of aircraft and for runways, taxiways, aprons, thresholds and stop ways.

(2) Where an aerodrome is used at night or during conditions of poor visibility, an operator shall ensure that aeronautical ground lights and any other lights are installed on the aerodrome.

(3) Without prejudice to the generality of sub-regulation (1), the location, characteristics, intensity control and settings of aeronautical ground lights shall be in accordance with specifications prescribed by the Authority.

(4) A non-aeronautical ground light, which, by reason of its intensity, configuration or colour, may prevent or cause confusion in the clear interpretation of aeronautical ground lights, shall be extinguished, screened or modified to eliminate such a possibility.

(5) A person shall not –

(a) intentionally or negligently damage an aeronautical ground light; or

(b) interfere with an aeronautical ground light without the permission of the operator.

(6) The Authority shall not grant permission under this regulation except with the consent of the lighthouse authority of the area where the aerodrome is situated.
Secondary power supply

69. An operator shall not operate or maintain an aerodrome provided with runway lighting, without a secondary power supply.

Aeronautical beacons

70. (1) An operator shall provide, where necessary, at each aerodrome intended for use at night, an aerodrome beacon, where –

(a) aircraft navigate predominantly by visual means;
(b) reduced visibility is frequent; or
(c) it is difficult to locate the aerodrome from the air due to a surrounding light or terrain.

(2) An identification beacon shall be provided at an aerodrome, which is intended for use at night and which is not easily identifiable from the air by other means.

(3) The location and characteristics of an aerodrome and identification beacon described in sub-regulations (1) and (2) shall be in accordance with specifications prescribed by the Authority.

PART X - AERODROME VISUAL AIDS

Application of Part

71. (1) This Part applies to all categories of aerodromes.

(2) An operator shall provide and maintain visual aids for navigation in accordance with the standards prescribed in Chapter 5 – Visual Aids for Navigation to the latest effective edition of Annex 14 – Aerodrome to the Chicago Convention and specifications prescribed by the Authority.

Wind direction indicators

72. (1) An operator shall provide and maintain at least one wind direction indicator for an aerodrome.

(2) The wind direction indicator required under sub-regulation (1) shall be located so as to be visible to an aircraft in-flight or on the movement area and in such a way as to be free from the effects of air disturbances caused by nearby objects.

(3) The characteristics of the wind direction indicator, the methods and procedures for installation and maintenance shall be in accordance with the methods and procedures prescribed by the Authority.

Signalling lamp

73. (1) An operator shall provide a signalling lamp at a controlled aerodrome.

(2) The characteristics and operating procedure of a signalling lamp shall be in accordance with specifications prescribed by the Authority.

Signal panel and signalling area

74. (1) The Authority may where it deems necessary, require a signalling panel and a signalling area to be provided at an aerodrome for safe operation of aircraft.

(2) Where provided, the location and the characteristics of the signal area shall be in accordance with specifications prescribed by the Authority.

Markings

75. (1) An operator shall provide markings for paved runway centreline, paved runway edge, paved runway threshold, paved runway touchdown zone, paved runway holding position, aiming point, paved runway side stripe, paved runway turn pad, and intermediate holding positions at an aerodrome, in accordance with specifications prescribed by the Authority.

(2) Runway marking shall be white in colour.
(3) Taxiway markings, runway turn pad markings and aircraft stand markings shall be yellow in colour.
(4) Apron safety-lines shall be of a conspicuous colour, which shall contrast with that used for aircraft stand markings.
(5) The application, location and the characteristics of markers for unpaved runway edge markers, stop way edge markers, taxiway edge markers, taxiway centreline markers and boundary markers shall be in accordance with the specifications prescribed by the Authority.

VOR aerodrome checkpoint marking 76. (1) An operator shall ensure that where a VOR aerodrome checkpoint is established at an aerodrome, it is indicated by a VOR aerodrome checkpoint sign.
(2) The VOR aerodrome checkpoint location and characteristics shall be in accordance with specifications prescribed by the Authority.

Aircraft stand markings 77. An operator shall provide aircraft stand markings for designated parking positions on a paved apron in accordance with specifications prescribed by the Authority.

Apron safety lines 78. An operator shall provide apron safety lines on a paved apron as required by the parking configuration and ground facilities and in accordance with specifications prescribed by the Authority.

Road-holding positions 79. (1) An operator shall provide road-holding position markings at all road entrances to a runway.
(2) The road-holding position markings provided under sub-regulation (1) shall be located across the road at all the holding positions.
(3) The road-holding position marking shall be as prescribed by the Authority.

Mandatory instruction markings and signs 80. (1) An operator shall provide a mandatory instruction marking and a sign to identify a location beyond which a taxiing aircraft or vehicle shall not proceed, unless authorized by the aerodrome control tower.
(2) Where it is impracticable to install a mandatory instruction marking and a sign in accordance with sub-regulation (1), a mandatory instruction marking or sign shall be provided on the surface of the pavement.
(3) The location and characteristics of the mandatory instruction marking or sign shall be in accordance with specifications prescribed by the Authority.
(4) An operator shall provide signs to convey mandatory instructions and information on a specific location or destination on a movement area, or to provide surface movement guidance and control.
(5) The location and characteristics of the signs referred to in sub-regulation (4) shall be in accordance with the specifications prescribed by the Authority.

Information marking 81. An operator shall install an information marking, in accordance with specifications prescribed by the Authority, where an information sign is required but is physically impossible to install.

Visual aids for denoting obstacles 82. An operator shall ensure that the visual aids for denoting obstacles are frangible and that those located near a runway or taxiway are sufficiently low to preserve clearance for propellers and for engine pods of jet aircraft.
Obstacles to be marked or lighted  83. An operator shall ensure that marking and lightning of all fixed obstacles and fixed objects other than obstacles are in accordance with the standards prescribed in Chapter 6 – Visual Aids for denoting Obstacles to the latest effective edition of Annex 14 – Aerodrome to the Chicago Convention and specifications prescribed by the Authority.

Visual aids for denoting restricted areas  84. (1) An operator shall ensure that restricted areas are marked in a manner that is visible to aircraft operating on the ground and in the air.
(2) Without prejudice to the generality of sub-regulation (1), markings denoting restricted areas such as closed runways and taxiways, non-load-bearing surfaces, pre-threshold areas and unserviceable areas shall be done in accordance with the standards prescribed in Chapter 7 – Visual Aids for restricted Areas to the latest effective edition of Annex 14 – Aerodrome to the Chicago Convention and specifications prescribed by the Authority.

PART XI - AERODROME OPERATIONAL SERVICES, EQUIPMENT, INSTALLATIONS AND FACILITIES

Application of Part  85. This Part applies to all categories of aerodromes except where otherwise specified.

Immigration, customs and excise aerodromes  86. The Authority may, in consultation with the authorities responsible for immigration, customs and excise, notify of any aerodrome which is introduced as, or ceases to be a place for landing or departure of aircraft for purposes of the laws relating to immigration, customs and excise.

Supply of aviation fuel to aircraft  87. (1) An operator of an aviation fuel installation at an aerodrome shall not cause or permit any aviation fuel to be delivered to that installation or from it, to an aircraft unless -
   (a) when the aviation fuel is delivered to the installation, the operator of the aviation fuel installation is satisfied that -
      (i) the installation is capable of storing and dispensing the fuel so as not to render it unfit for use in an aircraft;
      (ii) the installation is marked in an appropriate manner to the grade of the fuel stored or where different grades are stored in different parts, that each part is so marked;
      (iii) in the case of delivery into the installation or part of the installation from a vehicle or vessel, the fuel has been sampled and is of the grade appropriate to that installation or part of the installation as the case may be and is fit for use in an aircraft;
   (b) when aviation fuel is dispensed from the installation, the operator of the aviation fuel installation is satisfied after sampling, that the fuel is fit for use in an aircraft.
(2) A person shall not cause or permit aviation fuel to be dispensed for use in an aircraft where that person knows or has reason to believe that the aviation fuel is not fit for use in an aircraft.
(3) An operator of an aviation fuel installation shall not on an aerodrome, supply fuel to an aircraft except at a place and in a manner approved by the operator.
(4) An operator may subject to the approval granted under sub-regulation (3), ensure compliance with any conditions as the operator may impose, in order to safeguard
persons or property on the ground.

(5) An operator of an aviation fuel installation shall keep a written record in respect of each installation managed by that operator.

(6) The record in sub-regulation (5) shall include -
   (a) particulars of the grade and quantity of aviation fuel delivered and the date of delivery;
   (b) particulars of all samples taken of the aviation fuel and of the results of the tests of those samples; and
   (c) particulars of the maintenance and cleaning of the installation.

(7) An operator of an aviation fuel installation shall preserve the written record for a period of twelve months or such longer period as the Authority may in a particular case direct and shall, within a reasonable time after being requested to do so by an authorized person, produce the record to that authorized person.

(8) Where it appears to the Authority or to an authorized person that aviation fuel is intended or likely to be delivered in contravention of this regulation, the Authority or that authorized person may direct the operator of an aviation fuel installation not to permit aviation fuel to be dispensed from that installation until the direction is revoked by the Authority or that authorized person.

(9) For the purpose of this regulation -
   (a) "aviation fuel" means fuel intended for use in an aircraft; and
   (b) "aviation fuel installation" means any apparatus or container, including a vehicle designed, manufactured or adapted for the storage of aviation fuel or for the delivery of fuel to an aircraft.

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**Aerodrome emergency planning**

88. (1) An operator shall establish an aerodrome emergency plan at the aerodrome, which shall –
   (a) be commensurate with the aircraft operations and activities conducted at the aerodrome; and
   (b) provide for the coordination of the actions to be taken in the event of an emergency occurring at the aerodrome or in its vicinity.

(2) An emergency referred to in sub-regulation (1) includes an aircraft emergency, natural disasters and sabotage including bomb threats, unlawful seizure of aircraft, the effect of improper handling, transportation and storage of dangerous goods and occurrences of building fires.

(3) The emergency plan shall provide for the coordination with the rescue coordination centre and for the response and participation of all agencies whose assistance is required in the event of an emergency, including -
   (a) at an aerodrome -
      (i) air traffic control unit;
      (ii) rescue and fire fighting services;
      (iii) aerodrome administration;
      (iv) medical and ambulance services;
      (v) aircraft operators;
      (vi) security services;
      (vii) airport police unit;
   (b) outside the aerodromes -
      (i) fire departments;
      (ii) Police force;
      (iii) medical and ambulance services;
      (iv) hospitals;
      (v) military forces;
(vi) harbour patrol or coast guard.

(4) The emergency plan shall include -
(a) the types of emergencies planned for;
(b) agencies to be involved in the plan;
(c) the responsibility and role of each agency, the emergency operation centre and the command post for each type of emergency;
(d) names and contacts of offices or people to be contacted in the case of a particular emergency; and
(e) a grid map of the aerodrome and its immediate vicinity.

(5) In developing an aerodrome emergency plan, the operator shall take into consideration the Human Factor principles to ensure optimum response by all existing agencies participating in the emergency operations.

(6) This regulation applies to aerodromes in categories A, B and, where required by the Authority, C.

Emergency planning committee 89. (1) An operator shall form an emergency planning committee to discuss, determine and implement emergency planning arrangements commensurate with the size and type of aircraft that use the aerodrome.

(2) This regulation applies to aerodromes in categories A, B and, where required by the Authority, C.

Aerodrome emergency exercise 90. (1) An emergency plan established under regulation 88 shall contain procedures for periodic testing of the adequacy of the plan and for reviewing of the results in order to improve its effectiveness.

(2) Without prejudice to the generality of sub-regulation (1), the plan shall be tested by conducting -
(a) full scale emergency exercises at intervals not exceeding two years;
(b) partial emergency exercises every year, to ensure that any deficiencies found during the full scale aerodrome emergency exercise are corrected; and
(c) contingency plan exercises in accordance with the Civil Aviation (Security) Regulations, reviewed thereafter, or after an actual emergency, so as to correct any deficiency found during such exercises or actual emergency;

(3) This regulation applies to aerodromes in categories A, B and, where required by the Authority, C.

Emergency operation centre and command post 91. (1) An operator of an aerodrome shall ensure that a fixed emergency operations centre and a mobile command post are available for use during an emergency.

(2) This regulation shall apply to aerodromes in categories A, B and, where required by the Authority, C.

Emergencies in difficult environment 92. (1) Where an aerodrome is located close to water and/or a swamppy area and where a significant portion of approach or departure operations takes place over the area, the emergency plan established under regulation 88 shall include the ready availability of and co-ordination with appropriate specialist rescue services to be able to respond to emergencies.

(2) At an aerodrome located close to a water body, a swamppy area, or difficult terrain, the aerodrome emergency plan shall include the establishment, testing and assessment at regular intervals of a pre-determined response for the specialist rescue services.
This regulation applies to aerodromes in categories A and B.

Aerodrome rescue and fire fighting services

93. (1) An operator shall put in place rescue and fire fighting facilities commensurate with the category of the aerodrome as specified in Table 2.

(2) Where an aerodrome is located close to a water body, a swampy area or difficult terrain and where a significant portion of approach or departure operations takes place over such an area, specialist rescue services and fire-fighting equipment appropriate to the hazard and risk shall be made available.

(3) The level of protection provided at an aerodrome for rescue and fire fighting shall be appropriate to the aerodrome category which shall be determined using the principles in sub-regulations (4) and (5), except that, where the number of movements of the aeroplanes in the highest category normally using the aerodrome is less than 700 in the busiest consecutive three months, the level of protection provided shall be not less than one category below the determined category.

(4) For purposes of aerodrome rescue and fire fighting services, the aerodrome category shall be determined using Table 2 and shall be based on the longest aircraft that normally uses the aerodrome, and its fuselage width.

(5) Where after selecting the aerodrome category appropriate to the overall length of the longest aircraft, the fuselage of that aircraft is found to be greater than the maximum width provided for that category, in column 3 of Table 2 the category for that aircraft shall be the one category higher.

Table 2 – Aerodrome category for rescue and fire fighting

<table>
<thead>
<tr>
<th>Aerodrome category</th>
<th>Aircraft overall length</th>
<th>Maximum fuselage width</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0 M up to but not including 9 M</td>
<td>2M</td>
</tr>
<tr>
<td>2</td>
<td>9 M up to but not including 12 M</td>
<td>2M</td>
</tr>
<tr>
<td>3</td>
<td>12 M up to but not including 18 M</td>
<td>3M</td>
</tr>
<tr>
<td>4</td>
<td>18 M up to but not including 24 M</td>
<td>4M</td>
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<td>5</td>
<td>24 M up to but not including 28 M</td>
<td>4M</td>
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<tr>
<td>6</td>
<td>28 M up to but not including 39 M</td>
<td>5M</td>
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<tr>
<td>7</td>
<td>39 M up to but not including 49 M</td>
<td>5M</td>
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<td>8</td>
<td>49 M up to but not including 61 M</td>
<td>7M</td>
</tr>
<tr>
<td>9</td>
<td>61 M up to but not including 76 M</td>
<td>7M</td>
</tr>
<tr>
<td>10</td>
<td>76 M up to but not including 90 M</td>
<td>8M</td>
</tr>
</tbody>
</table>

(6) The amounts of water for foam production and the complementary agents to be provided on the rescue and fire fighting vehicles shall be in accordance with the aerodrome category determined under sub-regulations (3) and (4) and Table 3.

(7) The amounts of water for foam production may be replaced as follows -

(a) for aerodrome categories one and two, up to one hundred per cent of water may be replaced by a complementary agent;

(b) for aerodrome categories three to ten, where a foam meeting performance level A is used, up to thirty per cent of the water may be replaced by a complementary agent.

Table 3 - Minimum usable amounts of extinguishing agents

<table>
<thead>
<tr>
<th>Aerodrome Category</th>
<th>Foam meeting performance level A</th>
<th>Foam meeting performance level B</th>
<th>Complementary agents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water (L)</td>
<td>Discharge rate Foam solution/minute (L)</td>
<td>Water (L)</td>
<td>Discharge rate Foam solution/minute (L)</td>
</tr>
</tbody>
</table>
(8) The quantities of water shown in columns 2 and 4 of Table 3 are based on the average overall length of aircraft in a given category and where operations of aircraft larger than the average size are expected, the quantities of water shall be recalculated.

(9) Any other complementary agent other than dry chemical powder, which has equivalent fire fighting capability, may be used.

(10) The quantity of foam concentrates separately provided on vehicles for foam production shall be in proportion to the quantity of water provided and the foam concentrate selected.

(11) The discharge rate of the foam solution shall not be less than the rates shown in Table 3.

(12) The operational objective of a rescue and fire fighting service shall be to achieve a response time not exceeding three minutes to any point of each operational runway, in optimum visibility and surface conditions.

(13) All rescue and fire fighting personnel shall be properly trained, including training in human performance and team coordination and shall participate in live fire drills commensurate with the types of aircraft and rescue and fire fighting equipment in use at the aerodrome, including pressure-fed fuel fires.

(14) All responding rescue and fire fighting personnel shall be provided with protective clothing and respiratory equipment to enable them to perform their duties in an effective manner.

(15) The minimum number of rescue and fire fighting vehicle provided at an aerodrome shall be as provided in the second column for the aerodrome category in the first column of Table 4 and shall correspond to the foam meeting performance in the third column of Table 3.

**Table 4 - Minimum number of rescue and fire fighting vehicle**

<table>
<thead>
<tr>
<th>Aerodrome category</th>
<th>Number of rescue and fire fighting vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>10</td>
<td>3</td>
</tr>
</tbody>
</table>
This regulation shall not apply to aerodromes in categories C, D and E unless otherwise specified by the Authority in the licence.

**Removal of disabled aircraft**

94. (1) An operator shall have in place a plan for the removal of disabled aircraft from the movement area or adjacent to it.

(2) The plan under this regulation shall include particulars of the procedures for removing a disabled aircraft on the movement area or adjacent to it.

(3) The plan for the removal of disabled aircraft shall be based on the characteristics of the aircraft that may normally be expected to operate at the aerodrome and shall include -
   (a) a list of equipment and personnel on, or in the vicinity of, the aerodrome, available for the purpose;
   (b) arrangement for the rapid receipt of aircraft recovery equipment kits from other aerodromes, where applicable; and
   (c) the name of the co-ordinator designated to implement the plan.

(4) This regulation shall not apply to aerodromes in categories C, D and E unless otherwise specified by the Authority in the licence.

**Apron management service**

95. (1) An operator shall provide an apron management service at an aerodrome where air traffic service is provided at that aerodrome.

(2) The apron management service established under sub-regulation (1) shall be provided by an operator, an aerodrome air traffic service unit, or a cooperative combination of these, as may be specified for each aerodrome category, in the Aeronautical Information Publication and Aeronautical Information Circular.

(3) Subject to sub-regulation (2), where the aerodrome control tower does not participate in the apron management service, procedures shall be established to facilitate the orderly transition of aircraft between the apron management unit and the aerodrome control tower.

(4) An operator shall ensure that, where an apron management service is established, radio communication facilities are provided.

(5) Where low visibility procedures are in effect, persons and vehicles operating in the apron shall be restricted to the essential minimum.

(6) An emergency vehicle responding to an emergency shall have priority over all other surface movement traffic and any vehicle operating on an apron shall give way to an emergency vehicle or to an aircraft about to taxi, or which is being pushed or towed.

(7) An aircraft stand at an apron where apron management service is provided shall be visually monitored to ensure that the recommended clearance distances are provided to an aircraft using the stand.

(8) This regulation applies to aerodromes in categories A and B.

**Ground servicing of aircraft**

96. (1) An operator shall ensure that fire extinguishing equipment, suitable for at least the initial intervention in the event of a fuel fire, and personnel trained in its use, is readily available during the ground servicing of an aircraft, and that there is means of quickly summoning the rescue and fire fighting service in the event of a fire or major fuel spill.

(2) An operator shall ensure that, when aircraft refuelling operations take place while passengers are on board, embarking or disembarking, ground equipment are positioned in a manner that allows -
   (a) the use of a sufficient number of exits for expeditious evacuation; and
   (b) a ready escape route from each of the exits to be used in an emergency.
Aerodrome vehicle operation and surface movement guidance and control systems

97. (1) A person shall not operate a vehicle on the manoeuvring area at an aerodrome where air traffic service is provided, except where authorized by the aerodrome control tower.

(2) A person shall not operate a vehicle on an apron of an aerodrome except where authorized by the operator.

(3) A vehicle operating on the movement area shall:
   (a) have a rotating beacon;
   (b) on a manoeuvring area, be operated only as authorized by the aerodrome control tower and in compliance with its instructions;
   (c) on an apron, be operated only as authorized by the appropriate designated authority and in compliance with its instructions.

(4) A driver of the vehicle on the movement area shall comply with all mandatory instructions conveyed by markings and signs, when the vehicle is on the manoeuvring area, except where the driver is authorized by the aerodrome control tower.

(5) A driver of the vehicle on the movement area shall comply with all mandatory instructions conveyed by markings and signs, when the vehicle is on an apron, except where the driver is authorized by the appropriate designated authority.

(6) A driver of the vehicle on the movement area shall comply with all mandatory instructions conveyed by lights.

(7) A driver of a vehicle on the movement area shall be appropriately trained for the tasks to be performed and shall be issued with a permit by the operator.

(8) A driver of a radio-equipped vehicle shall establish satisfactory two-way radio communication with the aerodrome control tower before entering the manoeuvring area and with the appropriate designated authority before entering the apron, and shall maintain a continuous listening watch on the assigned frequency while on the movement area.

(9) The operator shall ensure that a surface movement guidance and control system is provided at an aerodrome, and its design shall take into account:
   (a) the density of air traffic;
   (b) the visibility conditions under which operations are intended;
   (c) the need for pilot orientation;
   (d) the complexity of the aerodrome layout; and
   (e) movements of vehicles.

(10) Where a surface movement guidance and control system is provided by selective switching of stop bars and taxiway centre line lights, the following requirements shall be met:
   (a) taxiway routes which are indicated by illuminated taxiway centre line lights shall be capable of being terminated by an illuminated stop bar;
   (b) the control circuits shall be so arranged that when a stop bar located ahead of an aircraft is illuminated the appropriate section of taxiway centre line lights beyond it is suppressed; and
   (c) the taxiway centre line lights are activated ahead of an aircraft when the stop bar is suppressed.

(11) This regulation shall not apply to aerodromes in categories C, D and E unless otherwise specified by the Authority in the licence.

Location, construction and installation of

98. (1) Except for the purpose of air navigation, a person shall not construct or install equipment or any installation on a runway strip, a runway end safety area, a taxiway strip, a clearway or within any distances determined by the Authority, where the construction or the equipment may endanger the safety of an aircraft.

(2) Where any equipment or installation required for air navigation purposes is to be
equipment on operational areas

located on a portion of a runway strip or on a runway end safety area, a taxiway strip or within any distances determined by the Authority, the equipment or installation shall be located in accordance with the standards specified in Section 9.9 – *Siting of Equipment and Installations on operational Areas* of the latest effective edition of Annex 14 – *Aerodromes* to the Chicago Convention and any standard specified by the Authority.

Fencing of aerodromes and installations

99. (1) An operator of a aerodrome shall provide a fence or a suitable barrier on the aerodrome-
   (a) to prevent the entrance into the movement area, of any animals likely to be a hazard to aircraft; and
   (b) to deter the inadvertent or premeditated access of an unauthorized person onto a non-public area of the aerodrome.

(2) An owner or an operator of ground installations and facilities essential for the safety of civil aviation located off the aerodrome shall provide suitable means of protection to deter the inadvertent or premeditated access of unauthorized persons thereinto.

(3) The fence or barrier required under sub-regulation (1) shall be located so as to separate the movement area and other facilities or zones on the aerodrome which are vital to the safe operation of aircraft from areas open to public access.

(4) Where the Authority deems it necessary for security reasons, a cleared area shall be provided on both sides of the fence or barrier to facilitate the work of patrols and to make trespassing more difficult and provision for a perimeter road along the aerodrome fencing for the use of both maintenance personnel and security patrols may be made.

(5) Where the Authority deems it necessary for security reasons, the fence or barrier provided under sub-regulation (1) shall be illuminated at a minimum essential level and the security lighting shall be located so that the ground area on both sides of the fence or barrier, particularly at access points, is illuminated.

(6) This regulation applies to aerodromes in categories A and B.

Maintenance of safety inspection programme

100 (1) An operator shall establish and maintain a safety inspection programme for the aerodrome.

(2) The safety inspection programme shall -
   (a) provide procedures to ensure that competent aerodrome personnel execute the programme effectively; and
   (b) provide a reporting system to ensure prompt correction of unsafe aerodrome conditions noted during any inspection.

Maintenanc e of fire prevention programme

101 (1) An operator shall establish a fire prevention programme with preventive measures against possible fires on the aerodrome and identify a person to maintain the fire prevention programme for the aerodrome and the aerodrome buildings.

(2) Where an aerodrome does not have designated fire service, the operator shall arrange with the relevant local government authority or any other concerned authority to maintain a fire prevention programme for the aerodrome and to advise the operator of any dangerous conditions for rectification.

(3) An operator shall ensure that unsafe practices that may result in fire are not performed on the aerodrome or within its vicinity.

(4) Notwithstanding sub-regulation (3) where unsafe practices are performed during maintenance on the aerodrome, an operator shall alert the rescue and fire fighting services concerned, to be on standby for the duration of the practices.
Access of ground vehicles to aerodrome movement area

102 (1) An operator shall -

(a) limit the access of any ground vehicles used for aerodrome and aircraft operations, to the aerodrome manoeuvring area;

(b) provide adequate procedures for the safe and orderly access to the aerodrome and operation in the manoeuvring area of ground vehicles, where an air traffic service unit is in operation at the aerodrome, in order to ensure that each ground vehicle operating in the aerodrome manoeuvring area is controlled by -

(i) two-way radio communication between the vehicle and the air traffic service unit;

(ii) an accompanying radio communication or an escort vehicle with adequate measures including signals or guards to control the vehicle, where the vehicle does not have a radio;

(c) provide adequate measures to ensure that ground vehicles operating in the aerodrome movement area are controlled by signs, pre-arranged signals or standards prescribed by the Authority, where an air traffic service unit is not in operation at the aerodrome;

(d) ensure that any person who operates a ground vehicle on the aerodrome movement area is familiar with and complies with the rules and procedures for the operation of ground vehicles as prescribed by the Authority.

(2) An operator shall ensure that a person who has access to the aerodrome movement area wears a coloured reflective gear which shall be conspicuously displayed while on the movement area.

(3) In this regulation, “gear” includes a vest, band, overcoat, helmet and socks.

PART XII - AERODROME MAINTENANCE

Application of Part

103. This part shall apply only to aerodromes in categories A and B.

Maintenance programme

104. (1) An operator shall establish at the aerodrome, a maintenance programme, including preventive maintenance to maintain a facility in a condition that does not impair the safety, regularity and efficiency of air navigation.

(2) The design and application of the maintenance programme shall observe Human Factors principles.

(3) In this regulation -

“facility” includes a pavement, visual aid, fencing, drainage system and building;

“preventive maintenance” means programme maintenance work done to prevent failure or degradation of a facility.

Maintenance of pavements

105. (1) An operator shall at all times ensure that -

(a) the surface of pavements including runways, taxiways, aprons and adjacent areas are kept clear of any loose stones or other objects that may cause damage to aircraft structures or engines or impair the operation of aircraft systems;

(b) the surface of the runway is maintained in a condition that precludes formation of harmful irregularities such as water pools and rough surfaces;

(c) measurements of the friction characteristics of the runway are made periodically with a continuous friction measuring device using self-wetting features;

(d) corrective maintenance action is taken whenever the friction characteristics
for the entire runway or portion of it are below the prescribed minimum friction level or minimum maintenance planning level;

(c) where there is reason to believe that the drainage characteristics of a runway or portions of the runway, are poor due to slopes or depressions, that the runway friction characteristics are assessed under natural or simulated conditions that are representative of local rain and corrective maintenance action is taken where necessary;

(f) where a taxiway is used by turbine-engine aircraft, the surface of the taxiway shoulders is maintained so as to be free of any loose stones or other objects that may be ingested by the aircraft engines;

(g) the surfaces of the paved runways, taxiways and aprons, are maintained in a condition that provides good friction characteristics and low rolling resistance;

(h) any standing water, mud, dust, sand, oil, rubber deposits and other contaminants on the surface of pavements is removed as rapidly and completely as possible to minimize accumulation, with priority given to runways, taxiways, aprons, holding bays and other areas, in that order.

(2) An operator shall ensure that the overlaying of runway pavements is done in accordance with standards prescribed by the Authority so that aircraft operations do not experience down ramp.

Preventive maintenance of visual aids

106. (1) An operator shall not operate an aerodrome unless a system of preventive maintenance of visual aids is employed at the aerodrome.

(2) The system of preventive maintenance required under sub-regulation (1) shall, if employed for instrument precision approach runways categories I and II include -

(a) visual inspections and in-field measurement of the intensity, beam spread and orientation of lights included in the approach and runway lighting systems;

(b) control and measurement of the electrical characteristics of each circuitry included in the approach and runway lighting systems; and

(c) control of the correct functioning of the light intensity settings used by air traffic control unit.

(3) The in-field measurements of intensity, beam spread and orientation of lights applicable to instrument precision approach runways categories I and II shall be undertaken by measuring all lights, as far as practicable to ensure conformity with prescribed specifications using a mobile measuring unit of sufficient accuracy to analyse the characteristics of individual lights.

(4) The frequency of measurement of lights shall be at least twice a year for instrument precision approach runways categories I and II and at least once a year for other lights.

(5) An operator who is required to employ a system of preventive maintenance under sub-regulation (1), for instrument precision approach runways categories I and II operations and for operations under runway visual range conditions, shall comply with specifications prescribed by the Authority and the standards of the latest effective edition of Chapter 10.4 – Visual Aids- of Annex 14 – Aerodromes to the Chicago Convention.

Construction or maintenance activity during low visibility operations

107. An operator shall ensure that any construction or maintenance activity is not undertaken in the proximity of aerodrome electrical systems at any time during periods of low visibility operations.
visibility operations

Works on aerodrome

108. (1) An operator shall establish procedures and precautions to ensure that any works carried out on an aerodrome do not endanger the safety of any aircraft operations.
(2) The procedures and precautions in sub-regulation (1) shall comply with standards prescribed by the Authority.

PART XIII - ELECTRICAL SYSTEMS

Application of Part

109. This part shall apply to all categories of aerodromes.

Electrical power supply systems for air navigation facilities, system design and monitoring

110. (1) An operator shall not operate an aerodrome unless adequate primary power supply systems are made available for the safe functioning of air navigation services and facilities.
(2) The design and provision of electrical power systems for aerodrome visual and radio navigation aids shall be such that an equipment failure does not leave the pilot with inadequate visual and non-visual guidance or misleading information.
(3) Where secondary power is required for air navigation services and facilities, the operator shall arrange the electric power supply connections so as to ensure that the facilities are automatically connected to the secondary power supply upon failure of the primary power supply.
(4) The time interval between failure of the primary source of power and the complete restoration of the services required by sub-regulation (19) should be as short as practicable, except that for visual aids associated with non-precision, precision approach or take-off runways the requirements of Table 5 for maximum switch-over times should apply.
(5) The provision of a definition of switch-over time shall not require the replacement of an existing secondary power supply before 1 January 2010; however, for a secondary power supply installed after 4 November 1999, the electric power supply connections to those facilities for which secondary power is required shall be so arranged that the facilities are capable of meeting the requirements of Table 5 for maximum switch-over times as defined in the Regulations.
(6) For a precision approach runway, a secondary power supply capable of meeting the requirements of Table 5 for the appropriate category of precision approach runway shall be provided; electric power supply connections to those facilities for which secondary power is required shall be so arranged that the facilities are automatically connected to the secondary power supply on failure of the primary source of power.
(7) For a runway meant for take-off in runway visual range conditions less than a value of 800 m, a secondary power supply capable of meeting the relevant requirements of Table 5 shall be provided.
(8) At an aerodrome where the primary runway is a non-precision approach runway, a secondary power supply capable of meeting the requirements of Table 5 should be provided except that a secondary power supply for visual aids need not be provided for more than one non-precision approach runway.
(9) At an aerodrome where the primary runway is a non-instrument runway, a secondary power supply capable of meeting the requirements of sub-regulation (4) shall be provided, except that a secondary power supply for visual aids need not be provided when an emergency lighting system in accordance with the requirements of Annex 14- Aerodromes to the Chicago Convention concerning Emergency Lights is
provided and capable of being deployed in 15 minutes.

(10) Requirements for a secondary power supply shall be met by either of the following:
   (a) independent public power, which is a source of power supplying the aerodrome service from a substation other than the normal substation through a transmission line following a route different from the normal power supply route and such that the possibility of a simultaneous failure of the normal and independent public power supplies is extremely remote; or
   (b) standby power unit(s), which are engine generators, batteries, etc., from which electric power can be obtained.

(11) For a runway meant for use in runway visual range conditions less than a value of 550 m, the electrical systems for the power supply, lighting and control of the lighting systems included in Table 5 shall be so designed that an equipment failure will not leave the pilot with inadequate visual guidance or misleading information.

(12) Where the secondary power supply of an aerodrome is provided by the use of duplicate feeders, such supplies shall be physically and electrically separate so as to ensure the required level of availability and independence.

(13) Where a runway forming part of a standard taxi-route is provided with runway lighting and taxiway lighting, the lighting systems shall be interlocked to preclude the possibility of simultaneous operation of both forms of lighting.

(14) A system of monitoring shall be employed to indicate the operational status of the lighting systems.

(15) Where lighting systems are used for aircraft control purposes, such systems shall be monitored automatically so as to provide an indication of any fault which may affect the control functions; this information shall be automatically relayed to the air traffic service unit.

(16) Except if the Authority decides otherwise, where a change in the operational status of lights has occurred, an indication shall be provided within two seconds for a stop bar at a runway holding position and within five seconds for all other types of visual aids.

(17) Except if the Authority decides otherwise, for a runway meant for use in runway visual range conditions less than a value of 550m, the lighting systems detailed in Table 5 shall be monitored automatically so as to provide an indication when the serviceability level of any element falls below the minimum serviceability level specified in regulation 106, as appropriate. This information should be automatically relayed to the maintenance crew.

(18) Except if Authority decides otherwise, for a runway meant for use in runway visual range conditions less than a value of 550 m, the lighting systems detailed in Table 5 shall be monitored automatically to provide an indication when the serviceability level of any element falls below the minimum level specified by the Authority below which operations should not continue. This information should be automatically relayed to the air traffic services unit and displayed in a prominent position.

(19) An operator shall provide the following aerodrome facilities with secondary power supply capable of supplying power where there is a failure of the primary power supply -
   (a) the signalling lamp and the minimum lighting necessary to enable air traffic services personnel to carry out their duties;
   (b) all obstacle lights which, in the opinion of the Authority are essential to ensure the safe operation of aircraft;
   (c) approach, runway and taxiway lighting;
   (d) meteorological equipment;
   (e) essential security lighting, if provided;
(f) essential equipment and facilities for the aerodrome emergency agencies;
(g) floodlighting on a designated isolated aircraft parking position if provided; and
(h) illumination of apron areas over which passengers may walk.

(20) The maximum switch-over time between failure of the primary source of power and
the secondary source of power for the services required by sub-regulation (6) shall be
as indicated in Table 5.

<table>
<thead>
<tr>
<th>Runway Type</th>
<th>Lighting aids requiring power</th>
<th>Maximum switch-over time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-instrument</td>
<td>Visual approach slope indicators&lt;sup&gt;a&lt;/sup&gt;</td>
<td>15 seconds</td>
</tr>
<tr>
<td></td>
<td>Runway edge&lt;sup&gt;b&lt;/sup&gt;</td>
<td>15 seconds</td>
</tr>
<tr>
<td></td>
<td>Runway threshold&lt;sup&gt;b&lt;/sup&gt;</td>
<td>15 seconds</td>
</tr>
<tr>
<td></td>
<td>Runway end&lt;sup&gt;b&lt;/sup&gt;</td>
<td>15 seconds</td>
</tr>
<tr>
<td></td>
<td>Obstacle</td>
<td>15 seconds</td>
</tr>
<tr>
<td>Non-precision approach</td>
<td>Approach lighting system</td>
<td>15 seconds</td>
</tr>
<tr>
<td></td>
<td>Visual approach slope indicators&lt;sup&gt;a,d&lt;/sup&gt;</td>
<td>15 seconds</td>
</tr>
<tr>
<td></td>
<td>Runway edge&lt;sup&gt;d&lt;/sup&gt;</td>
<td>15 seconds</td>
</tr>
<tr>
<td></td>
<td>Runway threshold&lt;sup&gt;d&lt;/sup&gt;</td>
<td>15 seconds</td>
</tr>
<tr>
<td></td>
<td>Runway end</td>
<td>15 seconds</td>
</tr>
<tr>
<td></td>
<td>Obstacle&lt;sup&gt;a&lt;/sup&gt;</td>
<td>15 seconds</td>
</tr>
<tr>
<td>Precision approach category I</td>
<td>Approach lighting system</td>
<td>15 seconds</td>
</tr>
<tr>
<td></td>
<td>Visual approach slope indicators&lt;sup&gt;a,d&lt;/sup&gt;</td>
<td>15 seconds</td>
</tr>
<tr>
<td></td>
<td>Runway edge&lt;sup&gt;d&lt;/sup&gt;</td>
<td>15 seconds</td>
</tr>
<tr>
<td></td>
<td>Runway threshold&lt;sup&gt;d&lt;/sup&gt;</td>
<td>15 seconds</td>
</tr>
<tr>
<td></td>
<td>Runway end</td>
<td>15 seconds</td>
</tr>
<tr>
<td></td>
<td>Essential taxiways&lt;sup&gt;a&lt;/sup&gt;</td>
<td>15 seconds</td>
</tr>
<tr>
<td></td>
<td>Obstacle&lt;sup&gt;a&lt;/sup&gt;</td>
<td>15 seconds</td>
</tr>
<tr>
<td>Precision approach category II/III</td>
<td>Inner 300 m of the approach lighting system</td>
<td>1 second</td>
</tr>
<tr>
<td></td>
<td>Other parts of the approach lighting system</td>
<td>15 seconds</td>
</tr>
<tr>
<td></td>
<td>Obstacle&lt;sup&gt;a&lt;/sup&gt;</td>
<td>15 seconds</td>
</tr>
<tr>
<td></td>
<td>Runway edge</td>
<td>1 second</td>
</tr>
<tr>
<td></td>
<td>Runway threshold</td>
<td>1 second</td>
</tr>
<tr>
<td></td>
<td>Runway end</td>
<td>1 second</td>
</tr>
<tr>
<td></td>
<td>Runway centre line</td>
<td>1 second</td>
</tr>
<tr>
<td></td>
<td>Runway touchdown zone</td>
<td>15 seconds</td>
</tr>
<tr>
<td></td>
<td>All stop bars</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Essential taxiway</td>
<td></td>
</tr>
<tr>
<td>Runway meant for take-off in runway visual range conditions less than a value of 800 m</td>
<td>Runway edge</td>
<td>15 seconds&lt;sup&gt;c&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>Runway end</td>
<td>1 second</td>
</tr>
<tr>
<td></td>
<td>Runway centre line</td>
<td>1 second</td>
</tr>
<tr>
<td></td>
<td>All stop bars</td>
<td>1 second</td>
</tr>
<tr>
<td></td>
<td>Essential taxiway&lt;sup&gt;a&lt;/sup&gt;</td>
<td>15 seconds</td>
</tr>
<tr>
<td></td>
<td>Obstacle&lt;sup&gt;a&lt;/sup&gt;</td>
<td>15 seconds</td>
</tr>
</tbody>
</table>

Note

<sup>a</sup> Supplied with secondary power when their operation is essential to the safety of flight operation.
b. See provisions regarding the use of emergency lighting.

c. One second where no runway centre line lights are provided.

d. One second where approaches are over hazardous or precipitous terrain.

PART XIV - AERONAUTICAL INFORMATION TO BE REPORTED TO AERONAUTICAL INFORMATION SERVICES

Application of Part 111. This part shall apply to all categories of aerodromes.

Information to be availed to users of aerodromes

112. (1) An operator shall ensure that all information relating to the aerodrome and its facilities, which is significant for the conduct of flights to and from the aerodrome, is available to the users of the aerodrome.

(2) An operator shall be responsible for notifying the Aeronautical Information Services of any errors and omissions in the aeronautical information of operational significance, published in the Aeronautical Information Publication or Aeronautical Information Circular or in the NOTAM, and of any pending changes in the aerodrome or its facilities which are likely to affect this information.

(3) An operator shall provide information on the following for the guidance of pilots and operators -

(a) construction or maintenance work on or immediately adjacent to the manoeuvring area;
(b) unserviceable portions of any part of the manoeuvring area;
(c) the runway surface conditions when affected by water, damp, wet, water patches or flooded, as appropriate;
(d) parked aircraft or other objects on, or immediately adjacent to the taxiways;
(e) the presence of other temporary hazards;
(f) failure or irregular operation of any part of the aerodrome lighting system, or of the aerodrome main and secondary power supplies;
(g) failure, irregular operation and changes in the operational status of any electronic approach or navigation aid, or aeronautical communication facility;
(h) failures and changes in the runway visual range observer system; and
(i) any other information of operational significance.
### Action required for occurrences of operational significance other than those involving electronic aids and communication facilities

113. (1) Where any of the following conditions occur or are anticipated, an operator shall take immediate action to amend the information contained in the Aeronautical Information Circular and where necessary, promulgate the change by NOTAM through the Aeronautical Information Services using the Aeronautical Information Services address notified in the Aeronautical Information Circular -

- (a) changes in the availability of the manoeuvring area and changes in the runway declared distance; except that increases in declared distances may only be made with the approval of the Authority;
- (b) significant changes in aerodrome lighting and other visual aids;
- (c) presence or removal of temporary obstructions to aircraft operation in the manoeuvring area;
- (d) presence of airborne hazards to air navigation;
- (e) interruption, return to service, or major changes to rescue facilities and fire fighting services available; except that permanent changes to the promulgated rescue fire fighting category may only be made with the approval of the Authority;
- (f) failure of or return to operation of hazard beacons and obstruction lights on or in the vicinity of the aerodrome;
- (g) erection or removal of obstructions to air navigation, and erection or removal of significant obstacles in take-off, climb or approach areas;
- (h) air displays, air races, parachute jumping, or any unusual aviation activity; and
- (i) any other information of operational significance.

(2) Where any of the conditions in sub-regulation (1) arises at short notice, an operator shall notify the Aeronautical Information Services for promulgation of a NOTAM.

(3) Where any of the conditions in sub-regulation (1) is intended, the operator shall make a written request to the Aeronautical Information Services, for the amendment of the Aeronautical Information Publication and Aeronautical Information Circular or for supplementary action.

### Action required for occurrences that affect electronic aids and communication facilities

114. (1) An operator or a person in charge of a navigation facility shall initiate NOTAM action-

- (a) for the establishment or withdrawal of electronic aids to air navigation; and
- (b) for changes in the regularity or reliability of operation of any electronic aid to air navigation or aeronautical communication facility.

(2) An operator or a person in charge of a navigation facility shall request for the NOTAM action, or an amendment or a supplement of Aeronautical Information Publication or Aeronautical Information Circular directly from the Aeronautical Information Services or through channels established by the Authority.

### Aeronautical data reporting

115. (1) An operator shall provide to the Authority for promulgation, accurate aeronautical data as specified in Chapter 2 – Aerodrome Data to the latest effective edition of Annex 14 – Aerodromes to the Chicago Convention.

(2) An operator shall ensure that aerodrome related aeronautical data is adequate and accurate and that the integrity of the data is maintained and protected throughout the data process from survey or origin up to the next intended user.

(3) An operator shall determine and report aerodrome related aeronautical data in accordance with prescribed accuracy and integrity requirements while taking into account the established quality system procedures.

(4) Accuracy requirements for aeronautical data shall be based upon a ninety five per cent confidence level and in that respect, three types of positional data, namely;
surveyed points, calculated points and declared points shall be identified.

(5) Without prejudice to the generality of sub-regulations (1), (2), (3) and (4), the
determination and reporting of aerodrome aeronautical data shall be in accordance
with the accuracy and integrity levels prescribed by the Authority or a person in
charge of a navigation facility.

(6) Subject to sub-regulation (5), the following classification and data integrity levels
shall apply -

(a) critical data, integrity level \(1 \times 10^{-8}\): where there is a high probability, when
using corrupted critical data that the continued safe flight and landing of an
aircraft may be severely at risk with the potential for catastrophe;

(b) essential data, integrity level \(1 \times 10^{-5}\): where there is a low probability, when
using corrupted essential data that the continued safe flight and landing of an
aircraft may be severely at risk with the potential for catastrophe;

(c) routine data, integrity level \(1 \times 10^{-3}\): where there is a very low probability
when using corrupted essential data that the continued safe flight and landing
of an aircraft may be severely at risk with the potential for catastrophe.

**PART XV – MISCELLANEOUS**

**Application of Part**

116. This regulation shall apply to all categories of aerodromes.

**Conditions for operating an aerodrome**

117. A person shall not operate an aerodrome licensed or certificated under these Regulations
unless the facilities and characteristics of the aerodrome are effectively related and match
the needs of the aircraft for which the aerodrome is intended.

**Standards for physical characteristics**

118. A person shall not operate an aerodrome unless the physical characteristics of the
aerodrome comply with the standards prescribed by the Authority and any publications as
may be published or approved by the Authority.

**Dangerous light**

119. (1) A person shall not exhibit a light in the vicinity of an aerodrome which, by its glare,
endangers the safety of aircraft arriving or departing from the aerodrome.

(2) Where a light appears to the Authority to be capable of endangering the safety of
aircraft as described in sub-regulation (1), the Authority may direct the owner of the
place where the light is exhibited or the person having charge of light to extinguish
and to prevent in the future, the exhibition of the light within the period specified.

(3) Where a light is or may be visible from any waters within the area of a general
lighthouse authority, the power of the Authority under this regulation shall not be
exercised except with the consent of that lighthouse authority.

**Lighting of en-route obstacles**

120. (1) An owner or a person in charge of an en-route obstacle shall ensure that the en-route
obstacle is fitted with medium intensity steady red light –

(a) positioned as close as possible to the top of the obstacle; and

(b) spaced as far as practicable, equally between the top lights and ground level
with an interval not exceeding thirty three metres, at the intermediate levels.

(2) Where any light which is required by this regulation to be displayed fails, an owner
or a person in charge of an en-route obstacle shall repair or replace the light as soon
as is reasonably practicable but in any case not later than twenty four hours after the
failure of the light.

(3) Subject to sub-regulation (2), an owner or a person in charge of an en-route obstacle
shall ensure that the lights required to be fitted by this regulation are displayed.

(4) An owner or a person in charge of an en-route obstacle shall ensure that sufficient light is fitted and arranged at each level of an obstacle where lights are required to be fitted, so as to show, when displayed, in all directions.

(5) The Authority may direct that an en-route obstacle is fitted with additional lights which shall be displayed in such positions and at such times as the Authority may specify.

(6) For the purpose of this regulation –
(a) “en-route obstacle” means any building, structure or erection, which is one hundred metres or more, above ground level, except a building, structure or erection, which is in the vicinity of an aerodrome;
(b) “medium intensity steady light” means a light, which complies with the characteristics described for a medium intensity type C light as specified in the Manual of Aerodrome Standards.

Land use in the vicinity of an aerodrome 121. All land use practices and activities in the vicinity of an aerodrome shall conform to the guidelines prescribed by the Authority.

Aeronautical studies 122. Where an aerodrome does not meet the requirements of prescribed standards, the Authority may determine, after carrying out aeronautical studies, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant prescribed standard.

Deviations from standards 123. Any deviation from a prescribed standard or procedure in these Regulations shall be set out in an endorsement on the aerodrome manual.

Safety inspections and audits 124. The Authority shall –
(a) carry out such safety inspections and audits as may be necessary for the purpose of verifying the validity of an application for construction and operation of an aerodrome;
(b) carry out safety inspections and audits of any document and records of an operator, which may be necessary to determine compliance with the appropriate requirements as prescribed in these Regulations.

Obligation to insure an aerodrome 125. (1) A person shall not operate, or cause or permit any other person to operate, an aerodrome unless there is a policy of insurance in force in relation to that aerodrome.

(2) A policy of insurance shall be of no effect for the purposes of sub regulation (1) unless-
(a) there has been issued by the insurer to the operator a certificate in relation to the policy of insurance in such form and containing such particulars as the Authority may prescribe, and
(b) the operator has sent, or caused to be sent, to the Authority a copy of such certificate.

(3) If the policy of insurance at any time or for any reason ceases to have effect, any licence or certificate issued under these Regulations in respect of the aerodrome to which the policy of insurance relates shall thereupon be deemed to have been revoked.

(4) A licence or certificate shall not be renewed or amended under these Regulations in
relation to the operation of an aerodrome where the policy of insurance has expired.

(5) In this regulation "policy of insurance" means a policy which insures the operator of an aerodrome against liability in respect of loss and damage caused to any person or property at that aerodrome and which complies with such conditions as may be prescribed by the Authority.

(6) This regulation shall not apply to aerodromes in categories C and D unless required by the Authority.

General penalty 126. (1) If any provision of these Regulations, orders, notices or proclamations made thereunder is contravened in relation to an aerodrome, the operator of that aerodrome shall, without prejudice to the liability of any other person under these Regulations for that contravention, be deemed for the purposes of the following provisions of this regulation to have contravened that provision unless he proves that the contravention occurred without his consent or connivance and that he exercised all due diligence to prevent the contravention.

(2) Any person who contravenes any provision specified as an “A” provision in the Fourth Schedule to these Regulations shall be guilty of an offence and shall on conviction be liable to a fine not exceeding six hundred thousand (600,000) francs for each offence or each flight or to imprisonment for a term not exceeding six (6) months or to both.

(3) Any person who contravenes any provision specified as a “B” provision in the Fourth Schedule to these Regulations shall be guilty of an offence and shall on conviction be liable for each offence and/or each flight to a fine not exceeding one million (1,000,000) francs or to imprisonment for a term not exceeding two (2) years.

Repeals, savings and transition 127. (1) A licence, certificate or any other document issued to an operator prior to the commencement of these Regulations shall continue in force as if it was issued under these Regulations until it expires or is cancelled by the Authority.

(2) A person who, immediately before the commencement of these Regulations was operating as an aerodrome operator shall within twelve months after the commencement of these Regulations, comply with these Regulations.

Regulation 38

FIRST SCHEDULE

PART A

Systematic Management of Safety at Aerodrome

1. Safety Management
   Aerodromes in Category A shall have in place a system for managing safety, to which it is committed, is readily identifiable by the personnel of the Aerodrome and the personnel of the Authority and is clearly documented in the Aerodrome Manual.

2. Interpretation
   In this Schedule, unless the context otherwise requires -
   “risk” is the combination of the probability, or frequency of occurrence of a defined hazard and the magnitude of the consequences of the occurrence.

3. Safety Objective
An aerodrome and the facilities, equipment and systems of the aerodrome shall be designed and operated such that for any hazard, the combination of the probability of occurrence and the seriousness of the consequences of the hazard occurring must not result in a level of risk that is unacceptable.

4. Safety Management Policy Statements

Safety Management Systems established at aerodromes shall include the following-
(a) a statement that the highest priority shall be attached to safety in relations to all business activities;
(b) a business objective for safety that shall minimise the aerodrome’s contribution to aviation accidents risk to as low as reasonably practicable;
(c) a commitment by the aerodrome operator to adopt an explicit and pro-active approach to safety management;
(d) statements of safety-related responsibilities at all levels of the organization;
(e) a commitment to comply with all appropriate safety standards;
(f) a commitment that the safety assurance processes used by external suppliers comply with safety standards and requirements.

5. Safety Management Principles

(1) (a) Whenever practicable, quantitative safety levels shall be derived, maintained and improved for all aviation products and services delivered by the aerodrome; and when quantitative safety levels cannot be derived, a qualitative reasoning shall be performed in order to meet the safety objective.
(b) An operator shall assess all existing operations, proposed changes, additions or replacements for their safety significance.
(c) An operator shall identify and record the safety requirements for a service or product, the results of the safety assessment process and the evidence that the safety requirements have been met; and the records shall be maintained throughout the life of the service or product.
(d) An operator shall ensure that personnel whose functions impact on safety at the aerodrome are and remain adequately trained and qualified for the job they are required to do and for which they have accountability.

(2) (a) An operator shall ensure that there is accountability, at a suitable senior level for the management, development and monitoring of the safety management system.
(b) An operator shall routinely carry out internal safety audits to provide assurance of the safety activities and to confirm compliance with the safety requirements and the safety management system.
(c) An operator shall have in place suitable monitoring arrangements so that undesirable trends in service or product performance can be recognized and be subject to remedial action; and in order to achieve this, the operator shall in accordance with the provisions of the Part B of this Schedule –
   (i) establish a reporting system for accident and incident reporting that ensures the Authority is informed of the aviation safety aspects in connection with the aerodrome;
   (ii) investigate safety significant occurrences, identify any failures of its management of safety and take corrective action if required;
(d) The operator shall establish and maintain procedures, which enable tracing of documents and data related to the safety management system, and the procedures shall ensure that all safety related documents and data are available, and that invalid documents and data shall be destroyed and secured against unintended use.

6. Safety Management Strategy

(1) An operator shall establish processes to identify safety shortcomings, so that remedial action can be taken to ensure safety levels are maintained.
(2) The basic principles to be applied in the safety management strategy shall include -
   (a) safety achievement; specifying the means by which the safety performance of the organization meets its safety objectives and derived requirements;
(b) safety assurance; specifying the means for providing assurance that risks are being managed properly and effectively;
(c) safety promotion; specifying the means by which safety issues are communicated within the aerodrome to eliminate unnecessary risks and avoid repeat errors or risks.

7. Operational safety assurances documentation
An operator shall produce and maintain safety assurance documentation, and this documentation shall cover-
(a) all safety related roles and functions;
(b) a safety based risk assessment of the roles and functions where practicable;
(c) a process of risk management for safety related tasks and functions to ensure that identified risks remain tolerable;
(d) safety performance measurements of the current operations as part of the ongoing risk management; and
(e) corrective procedures and measures that modify the original tasks or functions to address inadequate performance.

8. Safety assurance documentation on systems requiring approval
(1) An operator shall, when intending to introduce new systems into operation, or introduce changes to, or replace existing systems, submit an application for approval by the Authority.
(2) The aerodrome operator shall also submit an application for approval if the intended changes affect the approvals in the aerodrome licence.
(3) An aerodrome licensee shall, if satisfied that their own safety requirements as well as those issued by the Authority have met the compliance criteria, notify the Authority in writing indicating compliance with the specified safety requirements for any operational system.

9. Safety assessment methodology
The safety assessment of the aerodrome shall involve -
(a) systematic identification of possible hazards to aircraft;
(b) evaluation of the seriousness of the consequences of the hazard occurring;
(c) considering the chances of a hazard happening;
(d) determining whether the consequent risk is tolerable and within the operators acceptable safety performance criteria; and
(e) taking action to reduce the severity of the hazard or the probability of it arising in order to reduce the risk to a tolerable level.

10. Safety auditing of aerodromes
An operator shall carry out internal safety auditing of the aerodrome in order to determine -
(a) the level of compliance with requirements;
(b) the areas and degree of risk and their effective management; and
(c) the competence and performance of those responsible for safety.

PART B

AIRCRAFT ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION AT AERODROMES

1. Aerodrome occurrence reporting
(1) This schedule prescribes the requirements for reporting the occurrence or detection of defects, failures or malfunctions at an aerodrome, its components or equipment, which could jeopardize the safe operation of the aerodrome or cause it to become a danger to persons or property.
(2) The objectives of the aerodrome occurrence reports are as follows -
   (a) to ensure that knowledge of these occurrences is disseminated so that other persons and organizations may learn from them; and
(b) to enable an assessment to be made by those concerned (whether internal or external to the aerodrome operator) of the safety implications of each occurrence, both in itself and in relation to previous similar occurrences, so that they may take or initiate any necessary action.

2. Reportable occurrences and reporting procedures
(1) An operator shall notify the Authority of any accident, serious incident, fatal or serious injury occurring at the aerodrome as soon as practicable after the occurrence and provide a detailed occurrence report thereafter.
(2) The operator shall notify the Aircraft Accident and Incident Investigation Branch whenever an accident or serious incident occurs on or adjacent to his aerodrome in accordance with the provisions of the Civil Aviation (Aircraft Accident and Incident Investigation) Regulations.
(3) Information to be provided in the reporting and notification of an accident, serious incident or serious injury shall as far as possible include the following -
(a) the date and local time of occurrence;
(b) the exact location of the occurrence with reference to some easily defined geographical point;
(c) detailed particulars of the parties involved, including the owner, operator, manufacturer, nationality, registration marks, serial numbers, assigned identities of aircraft and equipment;
(d) a detailed description of the sequence of events leading up to the incident;
(e) the physical characteristics, environment or circumstances of the area in which the incident occurred and an indication of the access difficulties or special requirements to reach the site;
(f) the identification of the person sending the notice and where the incident occurred;
(g) in the case of an aircraft accident, the number of crew members, passengers or other persons respectively killed or seriously injured as a result of the accident; and
(h) a description of the follow-up action being taken after the incident has occurred.

3. Aerodrome occurrence records
(1) An operator shall establish and maintain aerodrome occurrence reports for any accident, serious incident, serious injury or any occurrence or event that has a bearing on the safety of aerodrome operations.
(2) An operator shall use aerodrome occurrence reports to monitor and improve the level of operational safety, including reviews of safety standards required.
(3) The Authority may require the operator to produce and provide information contained in the aerodrome occurrence report relating to any safety occurrence or event.

4. Aircraft accident and incident report
An operator shall inspect his aerodrome, as circumstances require, to ensure safety as soon as practicable after any aircraft accident or incident.

REGULATIONS 55

SECOND SCHEDULE

PARTICULARS TO BE INCLUDED IN AN AERODROME MANUAL FOR AERODROMES IN CATEGORIES A AND B

PART I: GENERAL
General information, including the following -
(a) purpose and scope of the aerodrome manual;
(b) the legal requirement for an certificate and an aerodrome manual as prescribed in the national regulations;
(c) conditions for use of the aerodrome - a statement to indicate that the aerodrome shall at all times, when it is available for the take-off and landing of aircraft, be so available to all persons on equal terms and conditions;
(d) the available aeronautical information system and procedures for its promulgation;
(e) the system for recording aircraft movements; and
(f) obligations of the operator.

PART 2: PARTICULARS OF THE AERODROME SITE
General information, including the following -
(a) a plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator;
(b) a plan of the aerodrome showing the aerodrome boundaries;
(c) a plan showing the distance of the aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome; and
(d) particulars of the land title of the aerodrome site. If the boundaries of the aerodrome are not defined in the land title documents particulars of the land title to, or interest in, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome.

PART 3: PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE
1. General Information
   (a) the name of the aerodrome;
   (b) the location of the aerodrome;
   (c) the geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System - 1984 reference datum;
   (d) the aerodrome elevation and geoid undulation;
   (e) the elevation of each threshold and geoid undulation, the elevation of each runway end and any significant high and low points along the runway, and the highest elevation of the touchdown zone of a precision approach runway;
   (f) the aerodrome reference temperature;
   (g) details of the aerodrome beacon; and
   (h) the name of the operator and the address, telephone and facsimile numbers at which the operator may be contacted at all times.
2. Aerodrome dimensions and related information
   General information, including the following -
   (a) runway - true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone;
   (b) length, width and surface type of strip, runway end safety areas, stopways;
   (c) length, width and surface type of taxiways;
   (d) apron surface type and aircraft stands;
   (e) clearway length and ground profile;
   (f) visual aids for approach procedures, viz. Approach lighting type and visual approach slope indicator system (PAPI/APAPI and T-VASIS/AT-VASIS); marking and lighting of runways, taxiways, and aprons; other visual guidance and control aids on taxiways (including runway holding positions, intermediate holding positions and stop bars) and aprons, location and type of visual docking guidance system; availability of standby power for lighting;
   (g) the location and radio frequency of VOR aerodrome checkpoints;
   (h) the location and designation of standard taxi routes;
   (i) the geographical coordinates of each threshold;
   (j) the geographical coordinates of appropriate taxiway centre line points;
   (k) the geographical coordinates of each aircraft stand;
   (l) the geographical coordinates and the top elevation of significant obstacles in the approach and take-off area, in the circling area and in the vicinity of the aerodrome. (This information may best be shown in the form of charts such as those required for the preparation of aeronautical
information publications, as specified in Annexes 4 and 15 to the Convention);

(m) pavement surface type and bearing strength using the Aircraft Classification Number - Pavement Classification Number method;

(n) one or more pre-flight altimeter check locations established on an apron and their elevation;

(o) declared distances: take-off run available, take-off distances available, accelerate-stop distance available, landing distance available;

(p) disabled aircraft removal plan: the telephone/telex/facsimile number and e-mail address of the aerodrome coordinator for the removal of a disabled aircraft on or adjacent to the movement area, information on the capability to remove a disabled aircraft, expressed in terms of the largest type of aircraft which the aerodrome is equipped to remove; and

(q) rescue and fire-fighting; the level of protection provided, expressed in terms of the category of the rescue and fire-fighting services, which should be in accordance with the longest aircraft normally using the aerodrome and the type and amounts of extinguishing agents normally available at the aerodrome.

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

PART 4: PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES

1. Aerodrome reporting
Particulars of the procedures for reporting any changes to the aerodrome information set out in the Aeronautical Information Publication and Aeronautical Information Circular and procedures for requesting the issue of NOTAMs, including the following -

(a) arrangements for reporting any changes to the Authority and recording the reporting of changes during and outside the normal hours of aerodrome operations;

(b) the names and roles of persons responsible for notifying the changes, and their telephone numbers during and outside the normal hours of aerodrome operations; and

(c) the address and telephone and facsimile numbers, as provided by the Authority, of the place where changes are to be reported to the Authority.

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

(a) the role of the operator, the aircraft operator, aerodrome fixed-base operator, the aerodrome security entity, the Authority and other government departments, as applicable; and

(b) the personnel responsible for controlling access to the aerodrome, and the telephone numbers for contacting them during and after working hours.

3. Aerodrome emergency plan
Particulars of the aerodrome emergency plan, including the following -

(a) plans for dealing with emergencies occurring at the aerodrome or in its vicinity, including the malfunction of aircraft in flight; structural fires; sabotage, including bomb threats (aircraft or structure); unlawful seizure of aircraft; and incidents on the airport covering “during the emergency” and “after the emergency” considerations;

(b) details of test and aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests;

(c) details of exercises to test emergency plans, including the frequency of those exercises;

(d) a list of organizations, agencies and persons of authority, both on-and/off-airport, for site roles; their telephone and facsimile numbers, e-mail addresses and the radio frequencies of their offices;

(e) the establishment of an aerodrome emergency committee to organize training and other
preparations for dealing with emergencies; and
(f) the appointment of an on-scene commander for the overall emergency operation.

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

5. **Inspection of the aerodrome movement area and obstacle limitation surface by the operator**
Particulars of the procedures for the inspection of the aerodrome movement area and obstacle limitation surfaces, including the following -
(a) arrangements for carrying out inspections, including runway friction and water-depth measurements on runways and taxiways, during and outside the normal hours of aerodrome operations;
(b) arrangements and means of communicating with air traffic control during an inspection;
(c) arrangements for keeping an inspection logbook, and the location of the logbook;
(d) details of inspection intervals and times;
(e) inspection checklist;
(f) arrangements for reporting the results of inspections and for taking prompt follow-up actions to ensure correction of unsafe conditions; and
(g) the names and roles of persons responsible for carrying out inspections, and their telephone numbers during and after working hours.

6. **Visual aids and aerodrome electrical systems**
Particulars of the procedures for the inspection and maintenance of aeronautical lights (including obstacle lighting), signs, markers and aerodrome electrical systems, including the following -
(a) arrangements for carrying out inspections during and outside the normal hours of aerodrome operation, and the checklist for such inspections;
(b) arrangements for recording the result of inspections and for taking follow-up action to correct deficiencies;
(c) arrangements for carrying out routine maintenance and emergency maintenance;
(d) arrangements for secondary power supplies and, if applicable, the particulars of any other method of dealing with partial or total system failure; and
(e) personnel responsible for the inspection and maintenance of the lighting, and the telephone numbers for contacting those persons during and after working hours.

7. **Maintenance of the movement area**
Particulars of the facilities and procedures for the maintenance of the movement area, including arrangements for -
(a) maintaining the paved areas;
(b) maintaining the unpaved runways and taxiways;
(c) maintaining the runway and taxiway strips; and
(d) the maintenance of aerodrome drainage.

8. **Aerodrome works - safety**
Particulars of the procedures for planning and carrying out construction and maintenance work safely (including work that may have to be carried out at short notice) on or in the vicinity of the movement area which may extend above an obstacle limitation surface, including the following -
(a) arrangements for communicating with air traffic control during the progress of such work;
(b) the names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the work, and arrangements for contacting those persons and organizations at all times;
(c) the names and telephone numbers, during and after working hours, of the aerodrome fixed-base operators, ground handling agents and aircraft operators who are to be notified of the work;
(d) a distribution list for work plans, if required.

9. **Apron management**
Particulars of the apron management procedures, including the following -
(a) arrangements between air traffic control and the apron management unit;
(b) arrangements for allocating aircraft parking positions;
(c) arrangements for initiating engine start and ensuring clearance of aircraft push-back;
(d) marshalling service; and
(e) leader (van) service.

10. **Apron safety management**
Procedures to ensure apron safety, including -
(a) protection from jet blasts;
(b) enforcement of safety precautions during aircraft refuelling operations;
(c) apron sweeping;
(d) apron cleaning;
(e) arrangements for reporting incidents and accidents on an apron; and
(f) arrangements for auditing the safety compliance of all personnel working on the apron.

11. **Airsde vehicle control**
Particulars of the procedure for the control of surface vehicles operating on or in the vicinity of the movement area, including the following -
(a) details of the applicable traffic rules (including speed limits and the means of enforcing the rules);
(b) the method of issuing driving permits for operating vehicles in the movement area.

12. **Birds and wildlife hazard management**
Particulars of the procedures to deal with the danger posed to aircraft operations by the presence of birds or mammals in the aerodrome flight pattern or movement area, including the following -
(a) arrangements for assessing birds and wildlife hazards;
(b) arrangements for implementing birds and wildlife control programmes; and
(c) the names and roles of the persons responsible for dealing with birds and wildlife hazards, and their telephone numbers during and after working hours.

13. **Obstacle control**
Particulars setting out the procedures for -
(a) monitoring the obstacle limitation surfaces and type A chart for obstacles in the take-off surface;
(b) controlling obstacles within the authority of the operator;
(c) monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces;
(d) controlling new developments in the vicinity of aerodromes; and
(e) notifying the Authority of the nature and location of obstacles and subsequent addition of removal of obstacles for action as necessary, including amendment of the Aeronautical Information Services publications.

14. **Removal of disabled aircraft**
Particulars of the procedures for removing a disabled aircraft on or adjacent to the movement area, including the following -
(a) the roles of the operator and the holder of the aircraft operator certificate.
(b) arrangements for notifying the aircraft operator.
(c) arrangements for liaising with the air traffic control unit;
(d) arrangements for obtaining equipment and personnel to remove the disabled aircraft; and
(e) role and telephone numbers of personnel responsible for arranging for the action as necessary, including amendment of the AIS publications.

15. **Handling of hazardous materials**
(1) Particulars of the procedures for the safe handling and storage of hazardous materials on the aerodrome, including the following -
(a) arrangements for special areas of the aerodrome to be set up for the storage of inflammable liquids (including aviation fuels) and any other hazardous materials; and
(b) the method to be followed for the delivery storage, dispensing and handling of hazardous
(2) For the purposes of this paragraph “hazardous materials” include inflammable liquids and solids, corrosive liquids, compressed gases and magnetized or radioactive materials.

16. **Low visibility operations**
   Particulars of procedures to be introduced for low-visibility operations, including the measurement and reporting of runway visual range as and when required, and the personnel, their telephone numbers, responsible for measuring the Runway Visual Range.

17. **Protection of sites for radar and navigational aids**
   Particulars of the procedures for the protection of sites for radar and radio navigational aids located on the aerodrome to ensure that their performance will not be degraded, including the following-
   (a) arrangements for the control of activities in the vicinity of radar and navigational aids installations;
   (b) arrangements for ground maintenance in the vicinity of these installations; and
   (c) arrangements for the supply and installation of signs warning of hazardous microwave radiation.

   **Note 1.** In writing the procedures for each category, clear and precise information should be included on -
   (i) when, or in what circumstances, an operating procedure is to be activated;
   (ii) how an operating procedure is to be activated;
   (iii) actions to be taken;
   (iv) the equipment necessary for carrying out the actions, and access to such equipment.

   **Note 2.** if any of the procedures specified above are not relevant or applicable, reasons should be given.

**PART 5: AERODROME ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM**

1. **Aerodrome administration**
   Particulars of the aerodrome administration, including the following -
   (a) an aerodrome organizational chart showing the names and positions of key personnel, including their responsibilities;
   (b) the name, position and telephone number of the person who has overall responsibility for aerodrome safety; and
   (c) airport committees.

2. **Safety Management System**
   Particulars of the safety management system established for ensuring compliance with all safety requirements and achieving continuous improvement in safety performance, the essential features being -
   (a) the safety policy, in so far as applicable, on the safety management process and its relation to the operational and maintenance process;
   (b) the structure or organization of the Safety Management System, including staffing and the assignment of individual and group responsibilities for safety issues;
   (c) Safety Management System strategy and planning, such as setting safety performance target, allocating priorities for implementing safety initiative and providing a framework for controlling the risks to as low a level as is reasonably practicable keeping always in view the requirements of the prescribed standards and recommended practice, and regulations;
   (d) Safety Management System implementation, including facilities, methods and procedures for the effective communication of safety messages and the enforcement of safety requirements;
   (e) a system for the implementation of, and action on, critical safety areas which require a higher level of safety management integrity (safety measures programme);
   (f) measures for safety promotion and accident prevention and a system for risk control involving analysis and handling of accidents, incidents, complaints, defects, faults, discrepancies and failures, and continuing safety monitoring.
   (g) the internal safety audit and review system detailing the systems and programmes for quality control of safety;
   (h) the system for documenting all safety-related airport facilities as well as airport operational and
maintenance records, including information on the design and construction of aircraft payments and aerodrome lighting. The system should enable easy retrieval of records including charts;

(i) personnel training and competency, including the review and evaluation of the adequacy of training provided to personnel on safety-related duties and of the certification system for testing their competency; and

(j) the incorporation and enforcement of safety-related clauses in the contract for construction work at the aerodrome.

REGULATION 55

THIRD SCHEDULE

PARTICULARS TO BE INCLUDED IN AN AERODROME MANUAL FOR AERODROMES IN
CATEGORIES C, D AND E.

PART 1: GENERAL
General information, including the following -
(a) purpose and scope of the aerodrome manual;
(b) the legal requirement for an aerodrome licence and an aerodrome Handbook as prescribed in the national regulations;
(c) conditions for use of the aerodrome - a statement to indicate that the aerodrome shall at all times, when it is available for the take-off and landing of aircraft, be so available to all persons on equal terms and conditions;
(d) the available aeronautical information system and procedures for its promulgation;
(e) the system for recording aircraft movements; and
(f) obligations of the aerodrome operator.

PART 2: PARTICULARS OF THE AERODROME SITE
General information, including the following -
(a) a plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator;
(b) a plan of the aerodrome showing the aerodrome boundaries;
(c) a plan showing the distance of the aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome; and

PART 3: PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE
AERONAUTICAL INFORMATION SERVICE (AIS)

1. General Information
   (a) the name of the aerodrome;
   (b) the location of the aerodrome;
   (c) the geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System - 1984 (WGS-84) reference datum;
   (d) the aerodrome elevation
   (e) points along the runway, and the highest elevation of the touchdown zone of a precision approach runway;
   (f) the aerodrome reference temperature;
   (h) the name of the aerodrome operator and the address, telephone and facsimile numbers at which the aerodrome operator may be contacted at all times.

2. Aerodrome dimensions and related information
General information, including the following -
(a) runway - true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone;
Length, width and surface type of strip,
(c) apron surface type and aircraft stands;
(n) one or more pre-flight altimeter check locations established on an apron and their elevation;
(o) rescue and fire-fighting plan;

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

PART 4: PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES

1. Aerodrome reporting
Particulars of the procedures for reporting any changes to the aerodrome information set out in the AIP and AIC and procedures for requesting the issue of NOTAMs, including the following -
(a) arrangements for reporting any changes to the Authority and recording the reporting of changes during and outside the normal hours of aerodrome operations;
(b) the names and roles of persons responsible for notifying the changes, and their telephone numbers during and outside the normal hours of aerodrome operations; and
(c) the address and telephone and facsimile numbers, as provided by the Authority, of the place where changes are to be reported to the Authority.

2. Access to the aerodrome movement area
Particulars of the procedures that have been developed and are to be followed in coordination with the agency responsible for preventing unlawful interference in civil aviation at the aerodrome and for preventing unauthorized entry of persons, vehicles, equipment, animals or other things into the movement area, including the following -
(a) the role of the aerodrome operator, the aircraft operator, aerodrome fixed-base operator, the aerodrome security entity, the Authority and other government departments, as applicable; and
(b) the personnel responsible for controlling access to the aerodrome, and the telephone numbers for contacting them during and after working hours.
(c) inspection checklist;
(d) arrangements for reporting the results of inspections and for taking prompt follow-up actions to ensure correction of unsafe conditions; and
(e) the names and roles of persons responsible for carrying out inspections, and their telephone numbers during and after working hours.

3. Maintenance of the movement area
Particulars of the facilities and procedures for the maintenance of the movement area, including -
(a) Arrangements for maintaining the unpaved runways and taxiways;
(b) arrangements for maintaining the runway and taxiway strips; and
(c) arrangements for the maintenance of aerodrome drainage.

4. Aerodrome works – safety
Particulars of the procedures for planning and carrying out construction and maintenance work safely (including work that may have to be carried out at short notice) on or in the vicinity of the movement area which may extend above an obstacle limitation surface, including the following -
(a) the names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the work, and arrangements for contacting those persons and organizations at all times;
(b) a distribution list for work plans, if required.

5. Birds and Wildlife Hazard Management

6. Obstacle Control
Particulars setting out the procedures for -
(a) monitoring the obstacle limitation surfaces and Type A Chart for obstacles in the take-off surface;
(b) controlling obstacles within the authority of the operator;
(c) monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces;
(d) controlling new developments in the vicinity of aerodromes; and notifying the Authority of the nature and location of obstacles and subsequent addition of removal of obstacles for action as necessary, including amendment of the AIS publications.
7. Handling of Hazardous Materials
(1) Particulars of the procedures for the safe handling and storage of hazardous materials on the aerodrome, including the following –
(a) arrangements for special areas of the aerodrome to be set up for the storage of inflammable liquids (including aviation fuels) and any other hazardous materials; and
(b) the method to be followed for the delivery storage, dispensing and handling of hazardous materials.
(2) For the purposes of this rule, “hazardous materials” include inflammable liquids and solids, corrosive liquids, compressed gases and magnetized or radioactive materials.

8. Protection of Sites for Radar and Navigational Aids
Particulars of the procedures for the protection of sites for radar and radio navigational aids located on the aerodrome to ensure that their performance will not be degraded, including the following
(a) arrangements for the control of activities in the vicinity of radar and navigational aids installations;
(b) arrangements for ground maintenance in the vicinity of these installations; and
(c) arrangements for the supply and installation of signs warning of hazardous microwave radiation.

Note 1. In writing the procedures for each category, clear and precise information should be included on -
- when, or in what circumstances, an operating procedure is to be activated;
- how an operating procedure is to be activated;
- actions to be taken;
- the equipment necessary for carrying out the actions, and access to such equipment.

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

FOURTH SCHEDULE

Penalties

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The President of the Republic

KAGAME Paul

(সে)

The Prime Minister

MAKUZA Bernard

(সে)

The Minister of Infrastructure

BIHIRE Linda

(সে)

The Minister of Finance and Economic Planning

MUSONI James
Minister of Defence
General GATSINZI Marcel

The Minister of Internal Security
Sheikh HARERIMANA MUSSA Fazil

The Minister of Public Service and Labour
MUREKEZI Anastase

Seen and sealed with the Seal of the Republic:

Minister of Justice/
Attorney General
KARUGARAMA Tharcisse