



Advisory Circular

NCAA-AC-ARD028

**NIGERIA CIVIL AVIATION AUTHORITY (NCAA)
ISSUE NO 2**

17th July 2023

STATEMENT OF COMPLIANCE

Made this ^{17th}..... day of ^{July}..... 2023

Captain Musa Shuaibu Nuhu

Director General of Civil Aviation

1.0 GENERAL

Nigeria Civil Aviation Authority Advisory Circulars from Aerodrome Standards Department contain information about standards, practices and procedures that the Authority has found to be an Acceptable Means of Compliance (AMC) with the associated Regulations.

An AMC is not intended to be the only means of compliance with a regulation, and consideration will be given to other methods of compliance that may be presented to the Authority.

2.0 PURPOSE

This Advisory Circular provides methods, acceptable to the Authority, for showing compliance with the of Nig.CARs Part 12 as well as explanatory and interpretative material to assist in showing compliance.

3.0 REFERENCE

The Advisory Circular relates specifically to , Nig.CARs Part 12.1.3.2 & Nig.CARs Part 12.2.2.8 .

4.0 STATUS OF THIS AC

This is the second issue and first amendment of the AC and it supersedes the previous edition on this subject.

AMENDMENT PROCEDURES

The Director, Aerodrome and Airspace Standards is responsible for the development, issuance and control of amendments to this document as well as ensuring that the AC is updated in the technical library for staff and the website ncaa.gov.ng for public use.

Each page will show the document number, issue/amendment number, issue date and page number at the base of the page.

All amendments must be recorded in the Record of Amendments.

Any observation made or contribution to the content of this document by the user should be directed to the following address for consideration and adoption

Nigeria Civil Aviation Authority
Corporate Headquarters
Nnamdi Azikiwe International Airport,
FCT, Abuja.

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FORWARD

The Statement of Compliance Checklist has been developed to assist the aerodrome operators developing their Aerodrome Manuals and also in identifying any difference that may exist between the aerodrome operator's manual and the Nigeria Civil Aviation Regulations Part 12 - Aerodromes. The Compliance Checklist is one of the major tools used by the Authority for assessing all Aerodromes operations in Nigeria. Aerodrome operators are required to complete the Compliance Checklist and the Aerodrome Manuals (including other related reference documents) and submit to the Authority (NCAA) for evaluation at time of applying for an Aerodrome Certificate.

The Compliance Checklist will enable Nigeria Civil Aviation Authority to assess an aerodrome operator's level of compliance with the Nig.CARs Part 12 before embarking on on-site verification of facilities, services, equipment and personnel competency. To ensure accuracy and currency of information of the Aerodrome organisation, aerodrome operators are required to submit the aerodrome Manual and completed Compliance Checklist six months prior to the schedule date of the audit, which will, facilitate speedy conduct of the audit on the basis of the most current information possible.

Format of the document should have an approval page and a table of relevant regulatory requirements and compliance reference in the Aerodrome Manual or related documents of the Operator.

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1.0 INTRODUCTION

- 1.1 The Aerodrome Manual is the key safety assurance document should be submitted to the Authority together with the completed Statement of Compliance Checklist during the initial certification and subsequent amendments of the Aerodrome Manual whenever there is a change, in management, change in aerodrome facilities, services or equipment, technology or procedures to assess both initial and continuing organizational competence of an Aerodrome Operator in complying with the requirements.
- 1.2 The Statement of Compliance Checklist completed by the aerodrome operator should indicate in the Aerodrome Manual how all the relevant applicable Regulations to the proposed operations have been addressed.
- 1.3 The statement normally is in a form of a complete listing of all the pertinent sections and sub-parts of the Aerodrome regulations.
- 1.4 The Statement of Compliance Checklist is submitted together with the formal application for Aerodrome manual approval. It aids the certification team in determining where the regulatory requirements have been addressed in the applicant's manual and procedures, it also helps to ensure that information at the Aerodrome have all been adequately addressed.
- 1.5 Sample of completing the checklist is illustrated below. The compliance statement format shall include the Regulation reference number, the regulation subject matter, the compliance method, Aerodrome Manual reference number (chapter, section, sub-section and page) where the Regulation application has been addressed, Comments by Aerodrome Operator(if applicable), Status and Aerodrome Safety Inspector's comment
- 1.6 The Statement of Compliance Checklist provides the only written evidence that the applicant is aware of all the applicable Regulations and understands how to appropriately apply them.
- 1.7 If at the time of submitting the statement of compliance Checklist there is a total lack of knowledge and understanding of the Regulations, the application package should be rejected. A compliance statement such as "Will Comply" is not acceptable.
- 1.8 It is important to observe that the manual's review and the certification demonstration phase is not carried out until the statement of compliance has been submitted and the certification team is satisfied that all applicable regulatory aspects have been appropriately addressed.

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INSTRUCTIONS:

1. Properly completed and accurate Statement of compliance Checklist serves as a primary record of the Aerodrome Certificate applicant's conformance with Nig.CARs Part 12 requirements
2. Full conformance with Nig.CARs Part 12 is required before completion of Aerodrome certification process.
3. This checklist is submitted to the Authority together with the Aerodrome Manual as a requirement by the as the certification formal applications.
4. Submission of this document is an official record of to outline how their manual system and organisational operations procedures are in conformance with Nig.CARs Part 12 requirements
5. Columns 1 and 2 contains the regulatory section number and text of the regulations to enable the user to orient to the proper specific regulatory requirement
6. Where columns 3 indicates the references (specific page numbers and sections) from operator's Aerodrome Manual or Standards Operating Procedures (SOPs)
7. Column 4 indicates explanatory comments for each specific regulatory requirement (Compliant, Not compliant or Not applicable or other remarks).
8. Column 5 and 6 are reserved for the Aerodrome Safety Inspector's review to indicate that the applicants manual(s) paragraph references and/or comments regarding this specific regulatory requirement is accurate and complete (or unsatisfactory and rejected).

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Title of Manual:Statement of Compliance Checklist
 Manual Revision Number:
 Effective Date:

Prepared by:
 Name :
 Designation:
 Signature:Date:

..... T
 he undersigned personnel declare that they
 have read and understood the contents of the Nig.CARs Part 12.

Checked and Recommended for Approval by:
 Name:
 Designation:
 Signature:Date:

THE MANAGEMENT OF THE

.HEREBY CERTIFY THAT THIS IS AN ACCURATE AND COMPLETE RECORD
 DEMONSTRATING THE CURRENT CONFORMANCE WITH NIGERIA CIVIL
 AVIATION REGULATIONS (Nig.CARs) PART 12.

Airport Manager's Name:Signature.....

Date:

Managing Director's Name:Signature.....

Date:

APPROVED

.....
 Director General

Date:

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**CHECKLIST FOR REVIEW OF AERODROME MANUAL
CL: AC-ARD002-6A**

GENERAL INFORMATION:

Name of Aerodrome:	
Aerodrome Address:	
State and Local Government Area:	
Name of Operator:	
Aerodrome Reference Code:	
Name of Aerodrome Manager:	
Head of Departments:	
Type of Operation:	
Operational Hours:	
E-mail Address:	
Telephone Numbers:	
Runway Orientation:	
Reference:	Nig.CARs Part 12.1.3 Advisory Circular NCAA-AC-ARD002-6A

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Nig. CARs/ Ref No:	Requirement of the Regulations/	Compliance Method Aerodrome Manual Ref No:	Comments by Aerodrome Operator(if applicable)	Status			Aerodrome Safety Inspector's comment
				Yes	No	NA	

Aerodrome Manual							
1. General							
Nig.CARs Part 12.1.3.1 (f)(i)Nig.CA	Preparation of aerodrome manual						
Nig.CARs Part 12.1.3.2	Content of the Aerodrome Manual						
Nig.CARs Part 12.1.3.3	Description for the Location of Aerodrome manual						
Nig.CARs Part 12.1.3.4	Description for the amendment and distribution of Aerodrome Manual process for accuracy						
Nig.CARs Part 12.1.3.5	Statement for meeting the requirements for approval of Aerodrome Manual						
Nig.CARs Part 12.1.3.6	Aerodrome Manual controller's responsibilities including the method of enabling all aerodrome operating staff to have access to the relevant parts of the manual should be defined and can be demonstrated						
Nig.CARs Part 12.1.4	Responsibilities and obligation of the Aerodrome Operator to ensure compliance with standards						

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				Yes	No	NA	

Comment:

1.2 – General information includes the following:							
Nig.CARs Part IS 12.1.3 .2	Purpose and scope of the Aerodrome Manual						
Nig.CARs Part IS 12.1.3 .2	The legal requirement for an Aerodrome Certificate and an Aerodrome Manual as prescribed in these Regulation						
Nig.CARs Part IS 12.1.3 .2	Conditions for use of a Public or Private 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 also available to all persons on equal terms and conditions, the lowest meteorological conditions permitted for aircraft arrivals and departures at the aerodrome, operational limitations or restrictions						
Nig.CARs Part IS 12.1.3.2	The available aeronautical information systems and procedures for its adoption						

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				Yes	No	NA	

Nig.CARs Part IS 12.1.3.2	The system for recording aircraft movements						
Nig.CARs Part IS 12.1.3.2	Obligations of the Aerodrome Operator to the Authority including granting authorised personnel, access to the Aerodrome to carry out safety audit inspection, testing and to be responsible for notifying or reporting as prescribed in the Regulations						
IS 12.1.3.2	Co-ordination Policy or Letters of Agreement between AIS and Aerodrome Operator on areas of co-ordination including but not limited to Aerodrome Emergency Planning, Aerodrome Condition Reporting and Aerodrome Vehicle Operations.						
Nig.CARs Part 12.1.2. 12.1.4.22	Procedure for integration of the security measures into the design of an aerodrome						
Comment:							

Nig. CARs Ref No:	Requirement of the Regulations	Compliance Method Aerodrome Manual Ref No:	Comments by Aerodrome Operator(if applicable)	Status			Aerodrome Safety Inspector's comment
				Yes	No	NA	

2 - Particulars of the Aerodrome Site							
Nig.CARs Part 12 IS: 12.1.3.2	Plan of the Aerodrome showing the aerodrome facilities for the operation of the aerodrome including the list in the IS 12.1.3.2						
Nig.CARs Part 12 IS: 12.1.3.2	Plan of the Apron areas including (where applicable) the list in IS: 12.1.3.2						
Nig.CARs Part 12 IS: 12.1.3.2	Ground movement plan used for aircraft guidance showing all runway, taxiway, pre-threshold and taxilane makings						
Nig.CARs Part 12 IS: 12.1.3.2	Plan of the airfield lighting showing, where applicable, the airfield lighting listed in IS: 12.1.3.2						
Nig.CARs Part 12 IS: 12.1.3.2	Plan of the aerodrome location showing the aerodrome as expressly set aside for aerodrome purposes, including any existing aerodrome from the city or other populous area, and the location of aerodrome facilities and equipment outside the boundaries of the aerodrome .						

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				Yes	No	NA	

<p>Nig.CARs Part 12 IS: 12.1.3.2</p>	<p>Boundary plan – particulars of the deed of the aerodrome site. A plan showing the boundaries of the aerodrome and permanent survey points. If the boundaries of the aerodrome are not defined in the title documents, provide details of claim to land or interest in, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome</p>						
<p>Comments:</p>							

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				Yes	No	NA	

3 - Particulars of the Aerodrome Required by AIS							
Particulars Of The Aerodrome Required To Be Reported To The Aeronautical Information Service (AIS)							
General information							
Nig.CARs Part 12 IS: 12.1.3.2 IS:	The name of the aerodrome						
Nig.CARs Part 12 IS: 12.1.3.2	The location of the aerodrome						
Nig.CARs Part 12 IS: 12.1.3.2	the geographical coordinates of the Aerodrome reference point determined in terms of the World Geodetic System—1984 (WGS-84) reference datum						
Nig.CARs Part 12 IS: 12.1.3.2	the Aerodrome elevation and geoid undulation						
Nig.CARs Part 12 IS: 12.1.3.2	the elevation of each threshold and geoid undulation, the elevation of the runway end and any significant high and low points along the runway, and the highest elevation of the touchdown zone of a precision approach runway						
Nig.CARs Part 12 IS: 12.1.3.2	the Aerodrome reference temperature						
Nig.CARs Part 12 IS: 12.1.3.2	details of the Aerodrome beacon						

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Nig.CARs Part 12. IS: 12.1.3.2	the name of the Aerodrome operator and the address and telephone number at which the Aerodrome operator may be contacted at all times						
Nig.CARs Part 12. IS: 12.1.3.2	Elevation of apron						
Nig.CARs Part 12. IS: 12.1.3.2	Geographical coordinates of apron						
Nig.CARs Part 12. IS: 12.1.3.2	Description of procedures to ensure accuracy and quality of AIS information						
Nig.CARs Part 12. IS: 12.1.3.2	Description of procedures to promulgation and review of AIS information						
Comments:							

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				Yes	No	NA	

General Information including the following:							
Aerodrome Dimensions and Related Information							
Nig.CARs Part 12. IS: 12.1.3.2	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						
Nig.CARs Part 12. IS: 12.1.3.2	length, width and surface type of strip, runway end safety areas, stopways						
Nig.CARs Part 12 IS: 12.1.3.2	length, width and surface type of taxiways						
Nig.CARs Part 12 IS: 12.1.3.2	apron surface type and aircraft stands						
Nig.CARs Part 12 IS: 12.1.3.2	clearway length and ground profile						

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				Yes	No	NA	

Nig.CARs Part 12 IS: 12.1.3.2	visual aids for approach procedures, viz, approach lighting type and visual approach slope indicator system (PAPI/APAPI and T-VASIS/ATVASIS) ; 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						
Nig.CARs Part 12 IS: 12.1.3.2	the location and radio frequency of VOR Aerodrome checkpoints						
Nig.CARs Part 12 IS: 12.1.3.2	the location and designation of standard taxi routes						
Nig.CARs Part 12 IS: 12.1.3.2	the geographical co-ordinates of each threshold						

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Nig.CARs Part 12 IS: 12.1.3.2	the geographical co-ordinates of appropriate taxiway centre line points						
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Nig.CARs Part 12 IS: 12.1.3.2	the geographical co-ordinates of each aircraft stand						
Nig.CARs Part 12 IS: 12.1.3.2	the geographical coordinates and the top elevation of significant obstacles in the approach and take-off areas, in the circling area and in the vicinity of the Aerodrome. (This information may best be shown in the form of charts such as those required for the preparation of Aeronautical Information Publications, as specified in Annexes 4 and 15 to the Convention)						
Nig.CARs Part 12 IS: 12.1.3.2	pavement surface type and bearing strength using the Aircraft Classification Number - Pavement Classification Number (ACN-PCN) Method						

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Nig.CARs Part 12 IS: 12.1.3.2	one or more pre-flight altimeter check locations established on an apron and their elevation						
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Nig.CARs Part 12 IS: 12.1.3.2	declared distances : Take-Off Run Available (TORA), Take-Off Distance Available (TODA), Accelerate-Stop Distance Available (ASDA), Landing Distance Available (LDA)							
Nig.CARs Part 12IS: 12.1.3.2	disabled aircraft removal plan : the telephone/telex/fac simile numbers and email address of the Aerodrome coordinator for the removal of a disabled aircraft on or adjacent to the movement area, information on the capability to remove a disabled aircraft, expressed in terms of the largest type of aircraft which the Aerodrome is equipped to remove							
Nig.CARs Part 12 S	List of authorised deviations or exemptions, if any							

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Nig.CARs Part 12 IS: 12.1.3.2	Rescue and fire-fighting : the level of protection provided, expressed in terms of the category of the rescue and fire-fighting services, which should be in accordance with the longest aeroplane normally using the Aerodrome and the type and amount of extinguishing agents normally available at the Aerodrome						
Comments:							

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4 - PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES							
4.1 Aerodrome Reporting							
Particulars of the procedures for reporting any changes to the Aerodrome information set out in the AIP and procedures for requesting the issue of NOTAMS							
Nig.CARs Part 12. IS: 12.1.3.2 (d) 1	Arrangement for reporting any changes to the authority and recording the reporting of changes during and outside the normal hours of aerodrome operations						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 1	The names and roles of persons responsible for notifying the changes, and their telephone numbers during and outside the normal hours of Aerodrome operations						

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Nig.CARs Part 12 IS: 12.1.3.2 (d) 1	the address and telephone numbers, as provided by the Authority of the place where changes are to be reported to the Authority						
Comments:							
4.2 Access to the Aerodrome Movement Area							
Particulars of the procedures that have been developed and are to be followed in coordination with the agency responsible for preventing unlawful interferences in civil aviation at the Aerodrome and for preventing unauthorized entry of persons, vehicles, equipment, animals or other things into the movement area							
Nig.CARs Part 12 IS: 12.1.3.2 (d) 1	the role of the Aerodrome operator, the aircraft operator, Aerodrome fixed base operators, the Aerodrome security entity, the Authority and other government departments, as applicable						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 1	the names and roles of the personnel responsible for controlling access to the Aerodrome, and the telephone numbers for contacting them during and after working hours						
4.3 Aerodrome Emergency Plan							
Particulars of the Aerodrome emergency plan							

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Nig. CARs Part 12 IS: 12.1.3.2 (d) 1 1 IS: 12.1.3.2 (d) 1	plans for dealing with emergencies occurring at the Aerodrome or in its vicinity, including the malfunction of aircraft in flight ; structural fire; sabotage, including bomb threats (aircraft or							
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				Yes	No	NA	

	structure); unlawful seizure of aircraft ; and incidents on the aerodrome covering “during the emergency” and “after the emergency” considerations						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 1	details of test for Aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests						
Nig.CARs Part 12. IS: 12.1.3.2 (d) 1	details of exercises to test emergency plans, including the frequency of those exercises						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 1	a list of organisations, agencies and persons of authority, both on and off aerodrome, for site roles; their telephone and facsimile numbers, e-mail and SITA addresses and the radio frequencies of their offices						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 1	the establishment of an Aerodrome emergency committee to organize training and other preparations for dealing with emergencies						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 1	the appointment of an on-scene commander for the overall emergency operation.						
Comments:							

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4.4 Rescue and fire fighting							
Particulars of the facilities, equipment, personnel and procedures for meeting the rescue and fire-fighting requirements, including the names and roles of the persons responsible for dealing with the rescue and fire-fighting services at the Aerodrome.							
Nig.CARs Part 12.6.16, Nig.CARs Part 12.4.2.4(IS 12.4.2(4.4a))	Is there a policy statement on the RFF categories to be						
	provided						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	Where the senior aerodrome fire officer or designated fire watch officers have specific safety responsibilities, are they included in the relevant chapter of the aerodrome manual						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	Policy and procedures indicating how depletion of the RFF service is to be managed, This should include the extent to which operations are to be restricted, how pilots are to be notified and the maximum duration of any depletion						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	At aerodromes where a higher category of RFF is available by prior management, the aerodrome manual should clearly state the actions necessary to upgrade the facility. Where necessary this should include actions to be taken by other departments						

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				Yes	No	NA	

Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	The aerodrome operator's objectives for each RFF category provided should be defined, including a brief description of: 1) amounts of extinguishing agents provided 2) discharge rates 3) number of foam-producing appliances 4) manning levels 5) levels of supervision						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	Procedures for 1) monitoring the aeroplane movement						

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	<p>areas for the purpose of alerting RFF personnel</p> <p>2) indicating how the adequacy of the response time capability of the RFF services through out their functions and locations is monitored and maintained</p> <p>3) indicating how RFF personnel engaged in extraneous duties are managed to ensure that response capability is not affected.</p>						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	<p>Where the aerodrome provides specialist equipment such as rescue craft, emergency tenders, hose layers and appliances with aerial capability, details should be included in the aerodrome manual. Procedures to be followed if these facilities are temporarily unavailable should also be included.</p>						

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				Yes	No	NA	

Nig.CARs Part 12. IS: 12.1.3.2 (d) 4IS: IS: 12.1.3.2 (d) 4	Where the aerodrome is reliant upon other organizations to provide equipment which is essential for ensuring the safe operation of the aerodrome(perhaps water rescue) policies or letters of agreement should be included in the aerodrome manual. Where necessary contingency plans in the event of non-availability should be described.						
Nig.CARs Part 12.	A statement describing						

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IS: 12.1.3.2 (d) 44 4	the process by which aerodrome operators ensure the initial and continued competence of their RFF personnel including the following 1) realistic fuel training 2)breathing apparatus training in heat and smoke 3)first aid 4)low visibility procedures (LVP) 5) any legal requirements 6)health and safety policy with regard to training of personnel in the use of respiratory protection equipment and personnel protection equipment						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	Procedures indicating how accidents in the immediate vicinity of the aerodrome are to be accessed, where difficult environs exist, the aerodrome manual should indicate how these are to be accessed.						
Nig.CARs Part 12 IS:12.1.3.2 (d) 444 4	Where local authorities or the aerodrome operator expects the RFF facility to respond to domestic fires or special services, procedures for managing their impact upon normal aeroplane RFF responses should be included.						

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IS: 12.1.3.2 (d) 4 Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	Where the aerodrome operator expects the RFF facility to respond to aeroplane accidents landside, the policy should be clearly described, including						
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	procedures to manage the effects on continued aeroplane operations						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	The availability of additional water supplies should be described.						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	Aerodrome operator's arrangements for ensuring the adequacy of responses in abnormal conditions i.e LVP.						
4.5 Inspection of The Aerodrome Movement Area and Obstacle Limitation Surface by the Aerodrome Operator.							
Particulars of the procedures for the inspection of the Aerodrome movement area and obstacle limitation surfaces							
Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	arrangement for carrying out inspections, including lighting inspection and reporting, nature and frequency of these inspections						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	Measurement and promulgation of runway friction coefficient, water depth and other contaminants including depth on runway and taxiway during and outside the normal hours of aerodrome operations						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	arrangement and means of communicating with the Aerodrome Air Traffic Control unit during an inspection						

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Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	inspection the apron runway and taxiways following a report of debris on the movement area, abandoned take-off due to engine, tyre or wheel failure, or any incident likely to result in debris being left in a hazardous position							
Nig.CARs Part 12IS:	arrangement for							



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.	sweeping of runway, taxiways and aprons						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	arrangements for keeping an inspection logbook, and the location of the logbook						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	details of inspection intervals and times						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	inspection checklists						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	arrangement for reporting the results of inspections and for taking prompt follow-up actions to ensure correction of unsafe conditions						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	the names and roles of persons responsible for carrying out inspections, and their telephone number during and after working hours						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	procedure to monitor and report the condition of movement areas to ATC						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	procedure to report the presence of water on runway to ATC						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	procedures for conducting friction tests and reporting the slippery runway condition to ATC						

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Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	arrangement for maintaining aerodrome drainage							
Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	arrangement for reporting and action taken in the event of failure or unsafe occurrence							



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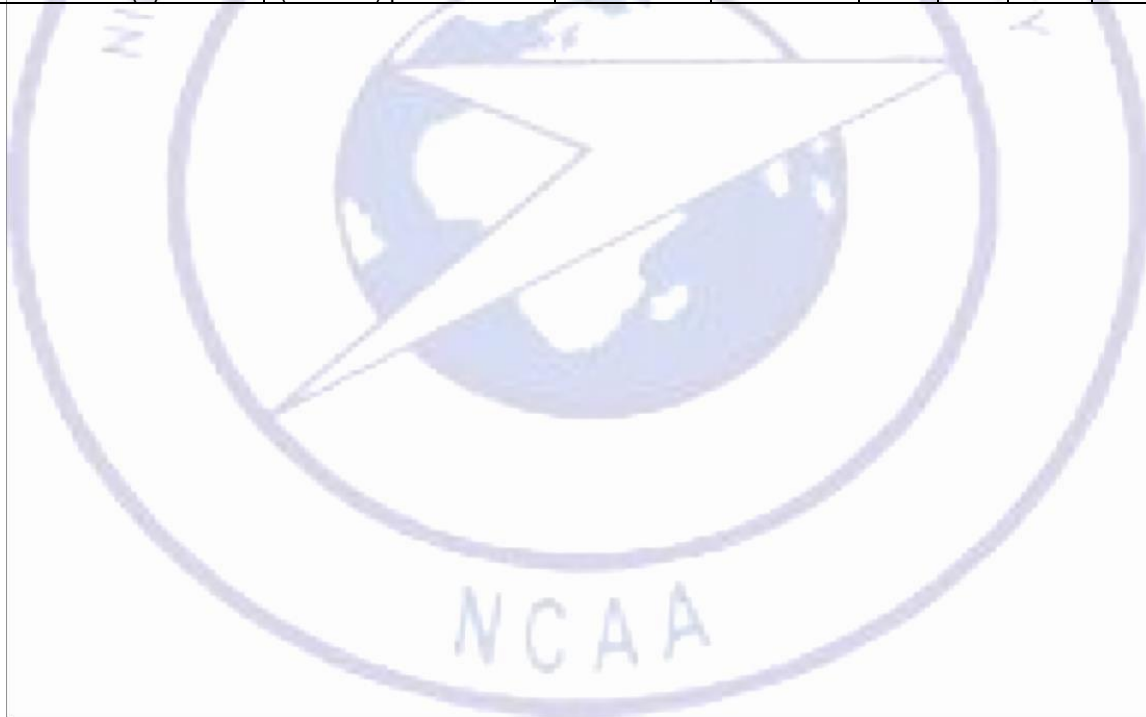
Nig. CARs Ref No:	Requirement of the Regulations	Compliance Method Aerodrome Manual Ref No:	Comments by Aerodrome Operator(if applicable)	Status			Aerodrome Safety Inspector's comment
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Nig.CARs Part 12 IS: 12.1.3.2 (d) 4	arrangement for maintaining the obstacle light						
Comments:							
4.6 Visual Aids & Aerodrome Electrical System							
Particulars of the procedures for the inspection and maintenance of aeronautical lights (including obstacle lighting), signs, markers and Aerodrome electrical systems							
Nig.CARs Part 12 IS: 12.1.3.2 (d) 6	arrangement for carrying out inspections during and outside the normal hours of Aerodrome operation, and the checklist for such inspection						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 6	arrangements for recording the results of inspections and for taking follow up action to correct deficiencies						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 6	arrangements for carrying out routine maintenance and emergency maintenance						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 6	arrangements for secondary power supplies, if any, and, if applicable, the particulars of any other method of dealing with partial or total system failure						

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Nig.CARs Part 12 IS: 12.1.3.2 (d) 6	the names and roles of the persons responsible for the inspection and maintenance of the lighting, and the telephone numbers for contacting those persons during and after working hours							
Nig.CARs Part 12 IS: 12.1.3.2 (d) 6	sign plan and Surface Movement Guidance and Control Systems (SMGCS) plan							



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Nig.CARs Part 12.1.3	approved by the Authority						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 6	procedure to prevent aircraft from entering permanently closed runways and Taxiways.						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 6	A full description of all visual aids available on each approach, runway, taxiway and apron, including signs, markings and signals						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 6	Procedures for use of brilliancy settings of the lighting system						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 6	Procedures for routine inspection and photometric testing of approach lights, runway lights and PAPIs						
Nig.CARs Part IS: 12.1.3.2 (d) 6	The location of, and responsibility for obstacle lighting on and off aerodrome						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 6	The control of work, including trenching and other activities, which may affect the safety of the aeroplane						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 6	Procedures (issuance and cancelation of NOTAM, communication during works and for ensuring safety and enforcement measures) for making of temporary and permanent movement area closures						

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Comments:							
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4.7 Maintenance of movement area							
Particulars of the facilities and procedures for the maintenance of the movement area, temporary withdrawal of facilities, runway closures, operational state of aerodrome, etc. including the following:							
Nig.CARs Part 12 IS: 12.1.3.2 (d) 6	Arrangement for maintaining the paved						



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	areas, including the runway friction assessment						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 6	Arrangement for maintaining unpaved runways and taxiways						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 6	Arrangement for maintaining the runway and taxiway strips						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 6	arrangements for the maintenance of Aerodrome drainage						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 6	Arrangement for maintaining the visual aids, including the measurement of intensity, beam spread and orientation of lights						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 6 (4.6f))	Arrangement for maintaining the obstacle lighting						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 6	Arrangement for reporting and action taken in the event of failure or unsafe occurrence						
Comments:							
4.8 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							

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Nig.CARs Part 12.3.2.	Arrangements for communicating with the aerodrome air traffic control unit during the progress of such work							
Nig.CARs Part 12.3.2.	the names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the							



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	work, and arrangements for contacting those persons and organizations at all times						
Nig.CARs Part 12.3.2	the names and telephone numbers, during and after working hours, of the Aerodrome fixed-based operators, ground handling agents and aircraft operators who are to be notified of the work						
Nig.CARs Part 12.3.2	a distribution list for work plans, if required						
Nig.CARs Part 12.3.2	Procedure to return a runway to operational status after pavement overlay.						
Comments:							
4.9 Apron Management							
Particulars of the apron management procedures							
Nig.CARs Part 12 IS: 12.1.3.2 (d) 9	arrangements between Air Traffic Control and the apron management units and procedure for transition of aircraft from ATC to apron control units						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 9	arrangements for allocating aircraft parking positions						

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Nig.CARs Part 12 IS: 12.1.3.2 (d) 9	arrangements for initiating engine start and ensuring clearance of aircraft push-back							
Nig.CARs Part 12 IS: 12.1.3.2 (d) 9	marshalling service							



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Nig.CARs Part 12 IS: 12.1.3.2 (d) 9	leader (van) service						
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Comments:

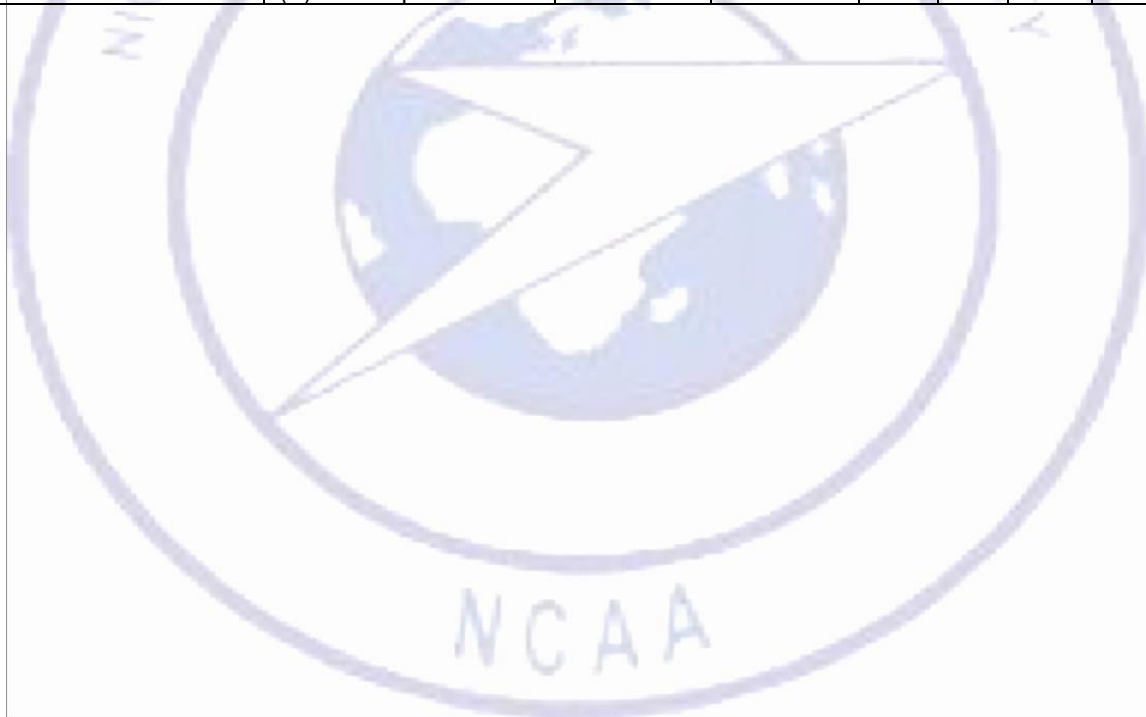
4.10 Apron Safety Management

Procedures to ensure apron safety

Nig.CARs Part 12 IS: 12.1.3.2 (d) 10	protection from jet blast						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 10	enforcement of safety precautions during aircraft refueling operations						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 10	apron sweeping						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 10	apron cleaning						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 10	arrangements for reporting incidents and accidents on an apron						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 10	arrangements for auditing the safety compliance of all personnel working on the apron						

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Nig.CARs Part 12 IS: 12.1.3.2 (d) 10s	management of ground support equipment associated with aircraft handling and loading operations which include, but not limited to the following : (i) Operation of passenger loading bridge (ii) Aircraft fuelling (iii) Aircraft push back (iv) Aircraft power back						
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	(v) Aircraft towing (vi) Aircraft power-in arrival and power-out departure (vii) Aircraft marshalling						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 10	Arrangement for the use of visual docking system, if provide						

4.11 Airside 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:

Nig.CARs Part 12 IS: 12.1.3.2 (d) 11	Details of the applicable traffic rules(including speed limits and means of enforcing the rules)						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 11	The method of issuing driving permits for operating vehicles in the movement area						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 11	Arrangements and means of communicating with air traffic control; and						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 11	Details of the equipment needed in vehicle that operate on the movement area, including Fixed two-way radio communication equipment. Rotating amber beacon lights on top of vehicle						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 11	Procedure for the control of vehicle and persons on the movement areas						

Comments:

4.12 Wildlife Hazard Management

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Particulars of the procedures to deal with the danger posed to aircraft operations by the presence of bird or mammals in the Aerodrome flight pattern or movement area, including the following;							
Nig.CARs Part 12 IS: 12.1.3.2 (d) 12	arrangements for assessing wildlife hazards						
Nig.CARs Part 12	arrangements for						



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Nig.CARs Part 12 IS: 12.1.3.2 (d) 12	implementing wildlife control programmes						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 12	Arrangement and method for dispersal of bird and other wildlife;						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 12	Measure to discourage birds and other wildlife ; and						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 12	the names and roles of the persons responsible for dealing with wildlife hazards, and their telephone numbers during and after working hours						
Comments:							
4.13 Obstacle Control							
Particulars setting out the procedures for							
Nig.CARs Part 12 IS: 12.1.3.2 (d) 13 IS: 12.1.3.2 (d) 12	monitoring the obstacle limitation surfaces and Type A Chart for obstacle in the take-off surface						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 13	controlling obstacles within the authority of the operator						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 13	monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces						

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Nig.CARs Part 12 IS: 12.1.3.2 (d) 13	controlling new developments in the vicinity of Aerodromes ; and notifying the Authority of the nature and location of obstacles and any subsequent addition or							
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	removal of obstacles for action as necessary, including amendment of the AIS publications.						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 13	Arrangement for removal of an obstacle						
Comments:							
4.14 Removal of Disabled Aircraft							
Particulars of the procedures for removing a disabled aircraft on or adjacent to the movement area, including the following;							
Nig.CARs Part 12 IS: 12.1.3.2 (d) 14	the roles of the Aerodrome operator and the holder of the aircraft certificate of registration						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 14	arrangements for notifying the holder of the certificate of registration						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 14	arrangements for liaising with the Aerodrome Air Traffic Control unit						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 14	arrangements for obtaining equipment and personnel to remove the disabled aircraft						
Nig.CARs Part 12 IS: 12.1.3.2 (d) 14 14	the names, role and telephone numbers of persons responsible for arranging for the removal of disabled aircraft						

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Comments:



4.15 Handling Hazardous Materials

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Particulars of the procedures for the safe handling and storage of hazardous material on the Aerodrome, including the following;							
Nig.CARs Part 12 IS:12.1.3.2(d)15 12.4.2.4(IS)	arrangements for special areas on the Aerodrome to be set up for the storage of inflammable liquids (including aviation fuels) and any other hazardous materials						
Nig.CARs Part 12 IS:12.1.3.2(d)15	the method to be followed for the delivery, storage, dispensing and handling of hazardous materials						
Note: Hazardous materials include inflammable liquids and solid, corrosive liquids, compressed gases and magnetized or radioactive materials. Arrangements for dealing with the accidental spillage of hazardous materials should be included in the Aerodrome Emergency Plan.							
Comments:							
4.16 Low Visibility operations							
Particulars of procedures to be introduced for low-visibility operations , including							
Nig.CARs Part 12 IS:12.1.3.2(d)16	Obtaining and disseminating meteorological information on runway visual range (RVR) and surface visibility as and when required;						
Nig.CARs Part 12. IS:12.1.3.2(d)16	Protection of runway during LVP if such operations are permitted;						

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Nig.CARs Part 12 IS:12.1.3.2(d)16	The names and telephone numbers of the persons responsible for measuring the runway visual range during and after working hours						
Nig.CARs Part IS:12.1.3.2(d)16	Arrangement and rules before, during and after low visibility operations with applicable rules for vehicles and personnel						



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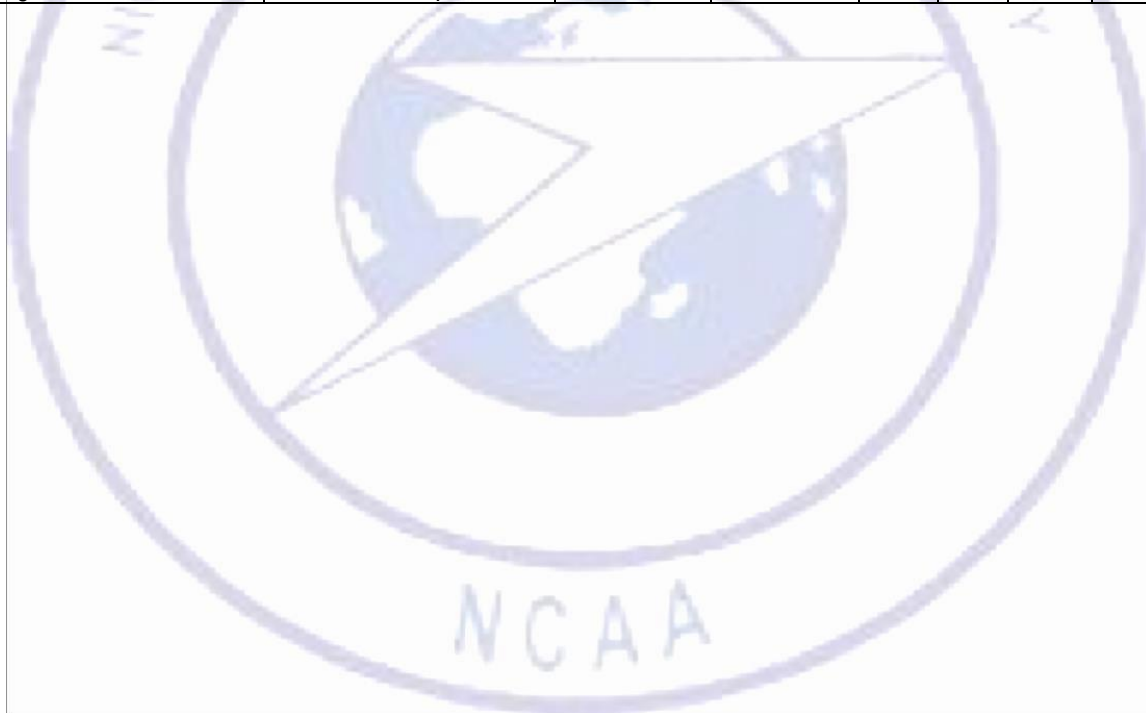
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				Yes	No	NA	

	operating in the movement area						
Comments:							
4.17 Protection of sites for Radar, Navigational Aids and meteorological equipment.							
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							
Nig.CARs Part 12 IS:12.1.3.2(d)17	arrangements for the control of activities in the vicinity of radar and nav aids installations						
Nig.CARs Part 12 IS:12.1.3.2(d)17	arrangements for ground maintenance in the vicinity of these installations						
Nig.CARs Part 12. IS:12.1.3.2(d)17	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 ,how or in what circumstances, an operating procedure is to be activated ; actions to be taken ; the persons who are to carry out the actions ; and the equipment necessary for carrying out the actions, and access to such equipment. NOTE 2: If any of the procedures specified above are not relevant or applicable, the reason should be given.							
Comments:							
4.18 Runway Incursion Prevention							
Particulars of the facilities , equipment and procedure in place to prevent runway incursion , including							

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Nig.CARs Part 12.IS:12.1.3.2(d)18	Integration of markings light and signs as a whole into runway incursion prevention plan , taking account of different traffic intensities and visibility conditions							
Nig.CARs Part 12 IS:12.1.3.2(d)18	Control of the movement of persons and vehicle on the manoeuring area							
Nig.CARs Part	Aerodrome inspection or							



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IS:12.1.3.2(d)18	maintenance work during LVP operations						
Comments:							
HAZARDOUS METEOROLOGICAL CONDITIONS							
Particulars for the dissemination of information by the meteorological service provider including the							
Nig.CARs Part 12 IS:12.1.3.2(d)18	Description of the procedures of handling hazardous meteorological conditions such as thunderstorm, strong surface winds and gusts, sandstorms;						
Nig.CARs Part 12 IS:12.1.3.2(d)18	procedures describing the actions to be taken and defining the responsibilities and criteria for suspension of operations on the runway;						
Nig.CARs Part 12 IS:12.1.3.2(d)18	Procedure for coordination of aerodrome operator with the meteorological service provider in order to be advised of any significant meteorological conditions.						

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Nig. CARs Part 12 IS:12.1.3.2(d)18	Descriptions of the procedures of handling hazardous meteorological conditions such as thunderstorm, strong surface winds and gusts, sandstorms;							
Comments:								



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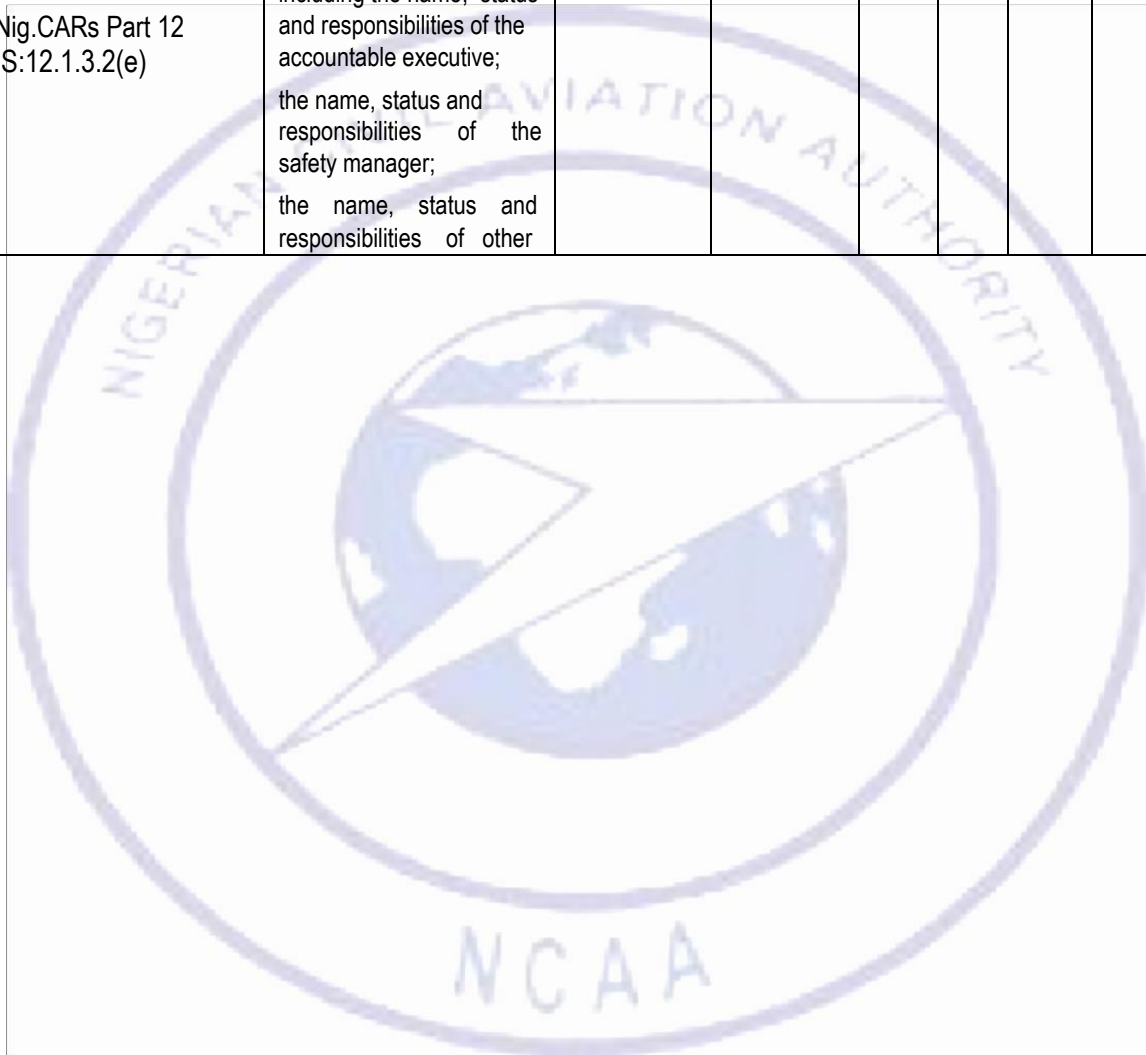
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Part 5: Aerodrome Administration and Safety Management System							
Particulars of the aerodrome administration							
Nig.CARs Part 12 IS:12.1.3.2(e)	an aerodrome organisational chart showing the names and positions of key personnel, including their responsibilities						
Nig.CARs Part 12 IS:12.1.3.2(e)	the name, position and telephone number of the person who has overall responsibility for aerodrome safety						
Nig.CARs Part 12 IS:12.1.3.2(e)	aerodrome committees						
5 -Safety Management System (SMS).							
Particulars of the safety management system established for ensuring compliance with all safety requirements and achieving continuous improvement in safety performance, the essential features being:							
Nig.CARs Part 12 IS:12.1.3.2(e)	the safety policy signed by the accountable executive, in so far as applicable, on the safety management process and its relation to the operational and maintenance process						

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Nig.CARs Part 12 IS:12.1.3.2(e)	<p>the organisational structure of the SMS, including the name, status and responsibilities of the accountable executive;</p> <p>the name, status and responsibilities of the safety manager;</p> <p>the name, status and responsibilities of other</p>						
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	<p>senior operating staff; the name, status and responsibilities of the official in charge of day-to-day operations;</p> <p>instructions as to the order and circumstances in which the above-named staff may act</p> <p>as the official in charge or accountable executive;</p> <p>an organizational chart supporting the commitment to the safe operation of the aerodrome as well as one simply showing the hierarchy of responsibility for safety management.</p>						
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Nig.CARs Part 12 IS:12.1.3.2(e)	SMS strategy and planning, such as setting safety performance targets, allocating priorities for implementing safety initiatives 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 Standards and Recommended Practices in Volume I of Annex 14 to the Convention on International Civil Aviation, and the national regulations, standards, rules or orders						
Nig.CARs Part 12 IS:12.1.3.2(e)	SMS implementation, including facilities, methods and procedures for the effective communication of safety messages and						

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	the enforcement of safety requirements						
Nig.CARs Part 12 IS:12.1.3.2(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)						
Nig.CARs Part 12 IS:12.1.3.2(e)	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						
Nig.CARs Part 12 IS:12.1.3.2(e)	the internal safety audit and review system detailing the systems and programmes for quality control of safety						

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Nig.CARs Part 12 IS:12.1.3.2(e)	the system for documenting all safety-related aerodrome facilities as well as aerodrome operational and maintenance records, including information on the design and construction of aircraft pavements and aerodrome lighting. The system should enable easy retrieval of records including charts ;							
Nig.CARs Part 12 IS:12.1.3.2(e)	staff training and competency, including the review and evaluation of the							

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	adequacy of training provided to staff on safety-related duties and of the certification system for						
Nig.CARs Part 12.IS:12.1.3.2(e))	the incorporation and enforcement of safety- related clauses in the contracts for construction work at the aerodrome						
Nig.CARs Part 12 IS:12.1.3.2(e)IS 12.4.2 (5n))	Management of change						
Nig.CARs Part 12 IS:12.1.3.2(e)	Safety related committees e.g runway safety team etc						
<i>Comments:</i>							

6: Memorandum of Understanding with Designated Service Providers.

Nig.CARs Part 12 IS:12.1.3.2(f)	A copy of memorandum of understanding or agreement signed with NAMA setting out the technical terms under which the air traffic services are to be provided.						
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Nig.CARs Part 12. IS:12.1.3.2(f)	A copy of memorandum of understanding or agreement signed with relevant companies capable of providing equipment for removal of disabled aircraft at the aerodrome, setting out the technical terms under which aircraft these services are to be provided						
Nig.CARs Part 12 IS:12.1.3.2(f)	A copy of memorandum of understanding or agreement signed with NIMET setting out the technical terms under which the services aeronautical meteorological services are to be provided.						
Inspector's Remark:							
RECOMMENDATION:							
NAME OF INSPECTOR: _____ SIGN: _____ DATE: _____							

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