

*Referenced to Nigeria Regulations*



# Advisory Circular

**NCAA-AC-ARD002**

**NIGERIA CIVIL AVIATION AUTHORITY (NCAA)**

**ISSUE NO 2**

**DATE: 17<sup>TH</sup> JULY, 2023**

## **CERTIFICATION OF AERODROMES**

Made this <sup>17<sup>th</sup></sup> ..... day of <sup>July</sup> ..... 2023

A handwritten signature in blue ink, appearing to read "Musa Shuaibu Nuhu".

**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 (AC) provides guidance on aerodrome certification procedures and continuous oversight requirements in line with the Nig.CARs Part 12, as well as explanatory and interpretative material to assist in showing compliance.

## 3.0 APPLICABILITY

The material contained in this Advisory Circular mainly applies to applicants seeking approval to establish and operate aerodromes as well as aerodrome operators intending to transfer, amend or surrender aerodrome certificates.

## 4.0 REFERENCE

The Advisory Circular relates specifically to Nig.CARs.Part 12 Vol I, 12.1.2.

## 5.0 STATUS OF THIS AC

This is a re-issue of the AC on the subject and it cancels the previous edition.



## 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](http://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,**

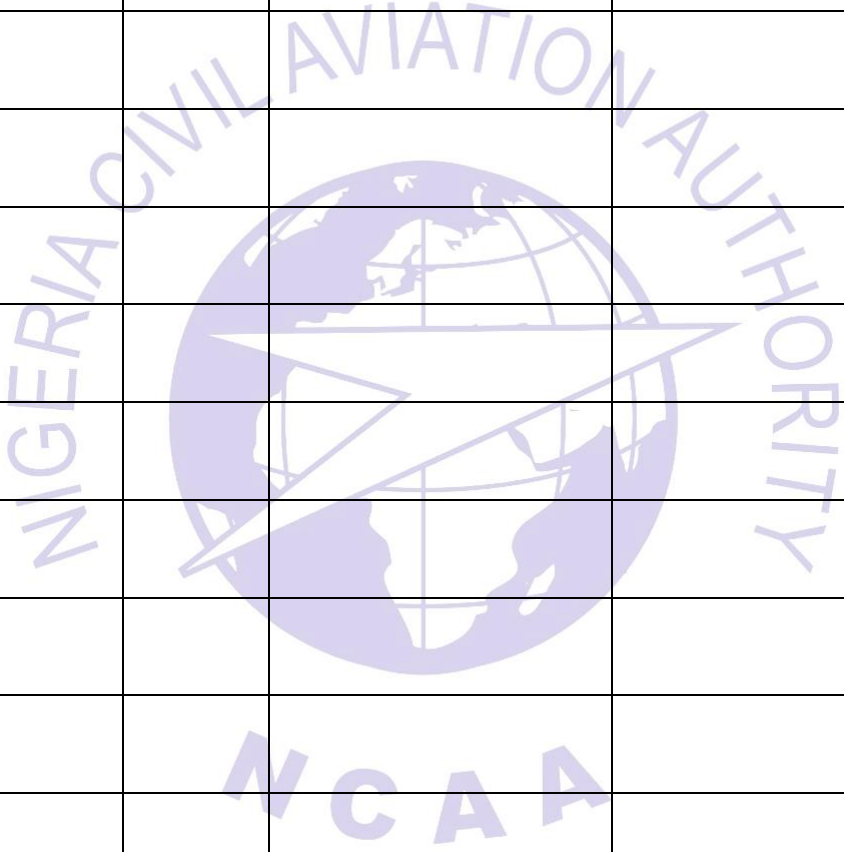
**FCT, Abuja.**





### RECORD OF AMENDMENTS

Issue No/ Amendment No	Page(s) Affected	Date Entered	Entered By	Signature
2/0	All	17th July, 2023		





## LIST OF EFFECTIVE PAGES

Chapter	Page	Date of issue
APPROVAL PAGE	Cover	17th July, 2023
AMENDMENT PROCEDURE	3	17th July, 2023
RECORD OF AMENDMENT	4	17th July, 2023
LIST OF EFFECTIVE PAGES	5	17th July, 2023
TABLE OF CONTENT	6-8	17th July, 2023
ABBREVIATIONS	9	17th July, 2023
DEFINITIONS	10-16	17th July, 2023
CHAPTER 1	17	17th July, 2023
CHAPTER 2	18-41	17th July, 2023
CHAPTER 3	42-53	17th July, 2023
CHAPTER 4	54-59	17th July, 2023
CHAPTER 5	60-66	17th July, 2023
APPENDIX A	67-68	17th July, 2023
APPENDIX B	69	17th July, 2023
APPENDIX A1	70-71	17th July, 2023
APPENDIX B1	72	17th July, 2023
APPENDIX C	73	17th July, 2023
APPENDIX D	74-77	17th July, 2023
APPENDIX E	78	17th July, 2023
APPENDIX F	79	17th July, 2023
APPENDIX G	80-81	17th July, 2023
APPENDIX H	82	17th July, 2023



## Table of Content

<b>1.0</b>	<b>GENERAL</b> .....	<b>2</b>
<b>2.0</b>	<b>PURPOSE</b> .....	<b>2</b>
<b>3.0</b>	<b>APPLICABILITY</b> .....	<b>2</b>
<b>4.0</b>	<b>REFERENCE</b> .....	<b>2</b>
<b>5.0</b>	<b>STATUS OF THIS AC</b> .....	<b>2</b>
	<b>AMENDMENT PROCEDURES</b> .....	<b>3</b>
	<b>RECORD OF AMENDMENTS</b> .....	<b>4</b>
	<b>LIST OF EFFECTIVE PAGES</b> .....	<b>5</b>
	<b>ABBREVIATIONS</b> .....	<b>10</b>
	<b>DEFINITION OF TERMS</b> .....	<b>11</b>
	<b>CHAPTER 1.0</b> .....	<b>18</b>
	<b>INTRODUCTION</b> .....	<b>18</b>
1.1	NIGERIAN CIVIL AVIATION LAWS AND REGULATIONS .....	18
1.2	ROLE/STATUS OF THE AERODROME MANUAL IN THE CERTIFICATION PROCESS .....	18
	<b>CHAPTER 2.0</b> .....	<b>19</b>
	<b>AERODROME CERTIFICATION PROCESS</b> .....	<b>19</b>
2.1	THE PROCESS .....	19
2.1.1	<i>Phase 1: The Authority dealing with expression of interest by an applicant</i> .....	20
2.1.2	<i>Phase 2: Authority assessing the formal application</i> .....	21
2.1.3	<i>Phase 3: Authority Assessment of Facilities and Equipment:</i> .....	24
2.1.4	<i>Phase 4: Grant/refusal of certificate</i> .....	26
2.1.5	<i>Phase 5: Promulgation in the AIP of the certified status and details of the aerodrome</i> .....	27
2.1.6	<i>FLOW CHART FOR CERTIFICATION OF AERODROME</i> .....	27
2.2	EXEMPTION.....	30
2.2.1	<i>NON-COMPLIANCES</i> .....	<b>Error! Bookmark not defined.</b>
2.2.2	<i>CATEGORIES OF EXEMPTIONS</i> .....	<b>Error! Bookmark not defined.</b>
2.2.3	<i>PROCEDURE FOR SEEKING EXEMPTIONS</i> .....	<b>Error! Bookmark not defined.</b>
2.3	RECEIPT OF APPLICATION FOR EXEMPTION .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
2.3.1	<i>Processing the Application</i> .....	<b>Error! Bookmark not defined.</b>
2.3.1.1	Initial Review for Compliance.....	<b>Error! Bookmark not defined.</b>
2.3.1.2	Applicant Does Not Meet Requirements. ....	<b>Error! Bookmark not defined.</b>
2.3.1.3	Applicant Does Meet the Requirements. ....	<b>Error! Bookmark not defined.</b>
2.3.1.4	Analysis of the Application .....	<b>Error! Bookmark not defined.</b>
2.3.1.5	Procedures for Granting or Denying the Application for an Exemption.....	<b>Error! Bookmark not defined.</b>
2.3.1.6	Request for an Extension of the Termination Date of an Exemption.....	<b>Error! Bookmark not defined.</b>
2.4	AERODROME OPERATOR’S OBLIGATIONS - POST CERTIFICATION .....	30
2.5	CONTINUED SURVEILLANCE/OVERSIGHT BY THE REGULATOR: .....	30
2.6	COMPLIANCE AND ENFORCEMENT .....	32
2.7	AMENDMENT OF AN AERODROME CERTIFICATE.....	33
2.7.1	<i>Processing Amendments</i> .....	33
2.8	VOLUNTARY SURRENDER OF AN AERODROME CERTIFICATE .....	35
2.8.1	<i>Surrender of Aerodrome Certificate</i> .....	35
2.9	TYPES OF AERODROME CERTIFICATE .....	36
	<b>CHAPTER 3.0</b> .....	<b>37</b>
	<b>THE AERODROME MANUAL</b> .....	<b>37</b>





3.1	INTRODUCTION .....	37
3.2	INFORMATION TO BE INCLUDED IN THE AERODROME MANUAL .....	37
3.2.1	GENERAL .....	37
3.2.2	Particulars of the aerodrome site .....	38
3.2.3	Particulars of the aerodrome required to be reported to the Aeronautical Information Service (AIS) .....	38
3.2.4	Aerodrome dimensions and related information .....	39
3.2.5	Particulars of the aerodrome operating procedures and safety measures .....	40
3.2.5.1	Aerodrome reporting .....	40
3.2.5.2	Access to the aerodrome movement area .....	41
3.2.5.3	Aerodrome Emergency Plan .....	41
3.2.5.4	Rescue and Fire-Fighting .....	41
3.2.5.5	Inspection of the aerodrome movement area and obstacle limitation surface by the Aerodrome Operator .....	42
3.2.5.6	Visual Aids and Aerodrome Electrical Systems .....	42
3.2.5.7	Maintenance of the Movement Area .....	43
3.2.5.8	Aerodrome work safety .....	43
3.2.5.9	Apron Management .....	43
3.2.5.10	Apron Safety Management .....	44
3.2.5.11	Airside Vehicle Control .....	44
3.2.5.12	Wildlife Hazard Management .....	44
3.2.5.13	Obstacle Control .....	45
3.2.5.14	Removal of Disabled Aircraft .....	45
3.2.5.15	Handling of Hazardous Materials .....	45
3.2.5.16	Low-visibility operations .....	46
3.2.5.17	Protection of sites for Radar and Navigational Aids .....	46
3.2.5.18	Runway Incursion Prevention .....	46
3.2.5.19	Hazardous meteorological conditions .....	47
3.2.6	Details of the Aerodrome Administration and Safety Management System .....	47
3.2.6.1	Aerodrome Administration .....	47
3.2.6.2	Safety Management System (SMS) .....	47
3.2.7	Memorandum of Understanding between the Applicant and Designated Service Providers .....	48
<b>CHAPTER 4.0</b>	<b>.....</b>	<b>49</b>
<b>THE HELIPORT MANUAL</b>	<b>.....</b>	<b>49</b>
4.1	INTRODUCTION .....	49
4.2	INFORMATION TO BE INCLUDED IN THE HELIPORT MANUAL .....	49
4.2.1	General .....	49
4.2.2	Particulars of Heliport site .....	50
4.2.3	Particulars of the Heliport required to be reported to the Aeronautical Information Service (AIS) .....	50
4.2.4	Heliport operating procedures and safety measures .....	50
4.2.4.1	Heliport Administration .....	50
4.2.4.2	Heliport Emergency Plan .....	51
4.2.4.3	Visual Aids And Electrical Systems .....	51
4.2.4.4	Heliport Reporting Procedures .....	51
4.2.4.5	Access To Heliport Area .....	51
4.2.4.6	Heliport Serviceability Inspections .....	51
4.2.4.7	Control Of Vehicle And Persons On Manoeuvring Areas .....	52
4.2.4.8	Obstacle Control Measures .....	52
4.2.4.9	Measures to Protect Navigational Aids .....	52
4.2.4.10	Removal of Disabled Aircraft .....	52



4.2.4.11	Handling of Hazardous Materials .....	52
4.2.4.12	Heliport Rescue and Firefighting.....	52
4.2.4.13	ATC Coordination Procedures .....	53
4.2.4.14	Maintenance Of Heliport Area .....	53
4.2.5	<i>Quality Systems</i> .....	53
4.2.6	<i>Environmental Protection</i> .....	53
4.2.7	<i>Control, Amendment And Distribution</i> .....	54
<b>CHAPTER 5.0</b>	.....	<b>55</b>
<b>DEVELOPMENT AT CERTIFIED AERODROME</b>	.....	<b>55</b>
5.1	INTRODUCTION .....	55
5.2	PURPOSE .....	55
5.3	WHY NOTICE IS REQUIRED .....	55
5.4	PROJECT REQUIRING NOTICE .....	55
5.5	HOW TO SUBMIT NOTICE .....	56
5.6	MANAGEMENT OF THE DEVELOPMENT PROCESS.....	56
5.6.1	<i>Initial Actions</i> .....	56
5.6.2	<i>Consideration of major development</i> .....	57
5.6.3	<i>Airspace utilisation consideration</i> .....	59
5.6.4	<i>Coordination with interested persons</i> .....	59
5.6.5	<i>Determination</i> .....	59
5.6.6	<i>Planning Assistance</i> .....	60
5.6.7	<i>State and/or Local reporting requirements</i> .....	60
5.6.8	<i>Notice of Completion</i> .....	60
5.6.9	<i>Management Plan</i> .....	60
5.6.10	<i>Assessment of Risk</i> .....	60
<b>APPENDIX A</b>	.....	<b>62</b>
<b>FORM: AC-ARD 002-1</b>	.....	<b>62</b>
<b>APPENDIX B</b>	.....	<b>62</b>
<b>FORM: AC-ARD002-2</b>	.....	<b>64</b>
<b>APPENDIX A1</b>	.....	<b>64</b>
<b>FORM: HC -ARD001</b>	.....	<b>65</b>
<b>APPENDIX B1</b>	.....	<b>67</b>
<b>FORM: HC-ARD002</b>	.....	<b>67</b>
<b>APPENDIX C</b>	.....	<b>68</b>
<b>AERODROME CERTIFICATION PROCESS FLOWCHART</b>	.....	<b>68</b>
<b>APPENDIX D</b>	.....	<b>69</b>
<b>AERODROME CERTIFICATION PROCESS CHECK LIST</b>	.....	<b>69</b>
<b>APPENDIX E</b>	.....	<b>73</b>
<b>ADDITIONAL INFORMATION FOR DEVELOPMENT OF AERODROME</b>	.....	<b>73</b>
1.1	SITE SELECTION SURVEY.....	73
1.2	AERODROME DEVELOPMENT .....	73
1.3	A FINANCIAL PLAN OF COMPETENCE .....	73
<b>APPENDIX F</b>	.....	<b>74</b>
<b>APPLICATION FOR SEEKING EXEMPTION</b>	.....	<b>74</b>
<b>APPENDIX G</b>	.....	<b>75</b>
<b>EXEMPTION DOCUMENT FORMAT</b>	..... ERROR! BOOKMARK NOT DEFINED.	
<b>APPENDIX H</b>	.....	<b>76</b>
<b>EXPRESSION OF INTEREST</b>	.....	<b>76</b>







## ABBREVIATIONS

ACN	Aircraft Classification Number
AEP	Aerodrome Emergency Plan
AIP	Aerodrome Information Publication
AIS	Aeronautical Information Services
ASDA	Accelerate-Stop Distance Available
ATC	Air Traffic Control
ATS	Air Traffic Services
AT-VASIS	Visual Approach Slope Indicator System
BRS	Baggage Reconciliation System
DAAS	Directorate of Aerodrome and Airspace Standards
ELT	Emergency Locator Transmitter
FAAN	Federal Airports Authority of Nigeria
FATO	Final Approach and Take-Off Area
FIDS	Flight Information Display System
Ft	Feet
HAPI	Helicopter Approach Path Indicator
IBIS	International Bird strike Information System
ICAO	International Civil Aviation Organization
ILS	Instrument Landing System
IS	Implementing Standards
Km/h	Kilometer per hour
Kt	Knot
LDA	Landing Distance Available
LDAH	Landing Distance Available
NAMA	Nigerian Airspace Management Agency
NCAA	Nigeria Civil Aviation Authority
NIMET	Nigerian Meteorological Agency
NOTAMs	Notices to Airmen
OFZ	Obstacle Free Zone
PAPI	Precision Approach Path Indicator
PCN	Pavement Classification Number
R/T	Radio Telephony
RTOA	Rejected Take-Off Area
RTODAH	Rejected Take-Off Distance Available
RVR	Runway Visual Range
SMGCS	Surface Movement Guidance and Control Systems
TLOF	Touchdown and Lift-Off Area
TODA	Take-Off Distance Available
TORA	Take-Off Run Available
T-VASIS	Visual Approach Slope Indicator System
VOR	Very High Frequency Omni-directional Radio Range



## DEFINITION OF TERMS

### Definition

### Meaning

Accident

An occurrence associated with the operation aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, in which

a) a person is fatally or seriously injured as a result of being in the aircraft, or direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or direct exposure to jet blast, except when the injury are from natural causes, self-inflicted, or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew or;

b) the aircraft sustains damage or structural failure which adversely affects the structural strength, performance or flight characteristics of the aircraft, and would normally require major repair or replacement of the affected component except for engine failure or damage, when the damage is limited to the engine, its cowlings or accessories; or for damage limited to propellers, wing tips, antennas, tires, brakes, fairings, small dents or puncture holes in the aircraft skin; or

c) the aircraft is missing or is completely inaccessible.

Aerodrome

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

Aerodrome beacon

Aeronautical beacon used to indicate the location of an aerodrome from the air.

Aerodrome Certificate

The certificate to operate an aerodrome issued by the authority subsequent to the acceptance/approval of the aerodrome manual and compliance with other requirements of Part 12 of Nig.CARs [Vol I](#).

Aerodrome Elevation

The elevation of the highest point of the landing area.



Aerodrome facilities and equipment	Facilities and equipment, inside or outside the boundaries of an aerodrome that are constructed or installed, and maintained for the arrival, departure, and surface movement of aircraft.
Aerodrome Manual	The Manual that forms part of the application for an aerodrome certificate pursuant to these regulations, including any amendments thereto accepted/ approved by the Authority.
Aerodrome Operator	In relation to a certified aerodrome, means the holder of an Aerodrome Certificate.
Aerodrome Reference Point	The designated geographical location of an aerodrome.
<p><a href="#">Nigeria Civil Aviation Regulations Aerodrome Standards Manual (ASMRig.CARs Part 12 Vols I and II)</a></p>	A document containing the Aerodrome Standards and guidance materials consistent with the provisions of ICAO annex 14 volumes I and II pertaining to the planning, operations and maintenance of aerodrome services facilities and equipment, to be complied with, by the aerodrome operator.
Aeronautical beacon	An aeronautical ground light visible at all azimuths, either continuously or intermittently, to designate a particular point on the surface of the earth.
Aeronautical Ground Light	Any light specially provided as an aid to air navigation, other than a light displayed on an aircraft.
Aeronautical Information Circular (AIC)	A notice containing information that does not qualify for the origination of a NOTAM or for inclusion in the AIP, but which relates to flight safety, air navigation, technical, administrative or legislative matters.
Aeronautical Information Publication (AIP)	A publication issued by and with the authority of the Aeronautical Information Services and containing aeronautical information of a lasting character essential to air navigation.
Aeronautical Information Service (AIS)	A service established within the defined area of coverage responsible for the provision of aeronautical information and data necessary for the safety, regularity and efficiency of air navigation and, where appropriate, includes the personnel and facilities employed to provide information pertaining to the availability of air navigation services and their associated procedures necessary for the safety, regularity and efficiency of air navigation.



Airport	This term is used interchangeably with aerodromes.
Apron	A defined area, on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fueling, parking or maintenance.
Apron Management Service	A service provided to regulate the activities and the movement of aircraft and vehicles on an apron.
Audit Programme Manager	This is the person appointed by the DAAS to coordinate the audit programme
Authority	This refers to the Nigerian Civil Aviation Authority.
Certified aerodrome	An aerodrome whose operator has been granted an Aerodrome Certificate.
Controlled aerodrome	An aerodrome at which air traffic control service is provided to aerodrome traffic.
Director-General	The Director-General of the Nigerian Civil Aviation Authority, who is also referred to as the Chief Executive Officer of the Nigerian Civil Aviation Authority.
Geoid	<p>The equipotential surface in the gravity field of the Earth which coincides with the undisturbed Mean Sea Level (MSL) extended continuously through the continents.</p> <p><i>Note - The geoid is irregular in shape because of local gravitational disturbances (wind tides, salinity, current, etc.) and the direction of gravity is perpendicular to the geoid at every point.</i></p>
Geoid undulation	<p>The distance of the geoid above (positive) or below (negative) the mathematical reference ellipsoid.</p> <p><i>Note - In respect to the World Geodetic System – 1984 (WGS-84) defined ellipsoid, the difference between the WGS-84 ellipsoidal height and orthometric height represents WGS-84 geoid undulation.</i></p>
Heliport	An aerodrome or a defined area on a structure intended to be used wholly or in part for the arrival, departure and surface movement of helicopters.
Instrument runway	One of the following types of runways intended for the operation of aircraft using instrument approach procedures:





a) *Non-precision approach runway.* An instrument runway served by visual aids and a non-visual aid providing at least directional guidance adequate for a straight-in approach.

b) *Precision approach runway, category I.* An instrument runway served by ILS and/or MLS and visual aids intended for operations with a decision height not lower than 60m (200 ft) and either a visibility not less than 800m or a runway visual range not less than 550m.

c) *Precision approach runway, category II.* An instrument runway served by ILS and/or MLS and visual aids intended for operations with a decision height lower than 60m (200 ft) but not lower than 30m (100 ft) and a runway visual range not less than 300m.

d) *Precision approach runway, category III.* An instrument runway served by ILS and/or MLS to and along the surface of the runway and:

A - intended for operations with a decision height lower than 30m (100ft), or no decision height and a runway visual range not less than 175m.

B - intended for operations with a decision height lower than 15m (50 ft), or no decision height and a runway visual range less than 175m but not less than 50m.

C - intended for operations with no decision height and no runway visual range limitations.

*Note 1 – See ICAO Annex 10, Volume 1, Part 1, ILS and/or MLS specifications for related*

*Note 2 – Visual aids need not necessarily be matched to the scale of non-visual aids provided. The criterion for the selection of visual aids is the conditions in which operations are intended to be conducted.*

Manoeuvring area	That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.
Marking	A symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information.
Minister	The Minister, Federal Ministry of Aviation.
Movement area	That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area





	and the apron(s).
Non-instrument Runway	A runway intended for the operation of aircraft using visual approach procedures.
NOTAM	A notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.
Obstacle	All fixed (whether temporary or permanent) or mobile object, or part thereof, that; <ul style="list-style-type: none"> <li>(a) are located in an area intended for the surface movement of aircraft, or</li> <li>(b) which extends above a defined surface intended to protect aircraft in flight, or</li> <li>(c) Stand outside those defined surfaces and that have been assessed as being a hazard to air navigation.</li> </ul>
Obstacle limitation Surfaces	A series of surfaces that define the volume of airspace at and around an aerodrome to be kept free of obstacles in order to permit the intended aircraft operations to be conducted safely and to prevent the aerodrome from becoming unusable by the growth of obstacles around the aerodrome.
Pavement Classification Number (PCN)	A number expressing the bearing strength of a pavement for unrestricted operations.
Precision approach Runway	See 'Instrument runway'.
Primary runway(s)	Runway(s) used in preference to others whenever conditions permit.
Road	An established surface route on the movement area meant for the exclusive use of vehicles.
Road-holding position	A designated position at which vehicles may be required to hold.
Runway	A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.



Runway End Safety Area (RESA)	An area symmetrical about the extended runway centre line and adjacent to the end of the strip primarily intended to reduce the risk of damage to an aeroplane undershooting or overrunning the runway.
Runway-holding Position	A designated position intended to protect a runway, an obstacle limitation surface, or an ILS/MLS Critical/sensitive area at which taxiing aircraft and vehicles shall stop and hold, unless otherwise authorized by the aerodrome control tower.
Runway strip	A defined area, including the runway and stopway, if provided, intended: <ol style="list-style-type: none"> <li>a) to reduce the risk of damage to aircraft running off a runway; and</li> <li>b) to protect aircraft flying over the area during take-off or landing operations.</li> </ol>
Safety Management System (SMS)	A system for the management of safety at aerodromes, including the organizational structure, responsibilities, procedures, processes and provisions for the implementation of aerodrome safety policies by an aerodrome operator, which provides for control of safety at, and the safe use of, the aerodrome.
Shoulder	An area adjacent to the edge of a pavement so prepared as to provide a transition between the pavement and the adjacent surface.
Sign	<ol style="list-style-type: none"> <li>a) <i>Fixed message sign</i>. A sign presenting only one message.</li> <li>b) <i>Variable message sign</i>. A sign capable of presenting several predetermined messages or no message, as applicable.</li> </ol>
Stopway	A defined rectangular area on the ground at the end of take-off run available prepared as a suitable area in which an aircraft can be stopped in the case of an abandoned take-off.
Take-off runway	A runway intended for take-off only.
Taxiway	A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including: <ol style="list-style-type: none"> <li>a) <i>Aircraft stand taxi-lane</i>. A portion of an apron designated</li> </ol>



as a taxiway and intended to provide access to aircraft stands only.

b) *Apron taxiway*. A portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron.

c) *Rapid exit taxiway*. A taxiway connected to a runway at an acute angle and designed to allow landing aeroplanes to turn off at higher speeds than are achieved on other exit taxiways thereby minimizing runway occupancy times.





## CHAPTER 1.0

### INTRODUCTION

#### 1.1 Nigerian Civil Aviation Laws and Regulations

Nigeria Civil Aviation Authority (NCAA), under the powers vested in it by the relevant Civil Aviation Act of 2006, has developed its own set of regulations based on Annex 14, Volumes I and II and related guidance material in the ICAO manuals. The Part 12 of Nig.CARs Vol I clearly provides the framework for certifying aerodromes within Nigeria.

#### 1.2 Role/Status of the Aerodrome Manual in the Certification Process

The aerodrome manual is a fundamental requirement of the certification process. It shall contain all the relevant information about the aerodrome as stipulated in the Nigeria Civil Aviation Regulations Part 12 Volume one (Nig.CARs Part 12 VOL I) for processing the application before granting an aerodrome certificate. The information presented in the aerodrome manual shall demonstrate that the aerodrome conforms to the certification standards and safety directives put forth by the Authority, and that there are no apparent shortcomings which would adversely affect the safety of aircraft operations. The manual shall be a reference document and provides a checklist of aerodrome certification standards to be maintained and the level of airside services at the aerodrome.

Information provided in the aerodrome manual will be the basis to assess the suitability of the aerodrome for the aircraft operations proposed and to judge an applicant's capability to be eligible to be granted a certificate. It is a basic reference guide for conducting site inspections for granting an aerodrome certificate and for subsequent continued surveillance/safety inspections. The aerodrome manual is a reference document agreed to between the aerodrome operator and the Authority with respect to the standards, conditions and the level of service to be maintained at the aerodrome.



## CHAPTER 2.0

### AERODROME CERTIFICATION PROCESS

#### 2.1 The Process

Enabling Regulations. The requirements for the certification of aerodromes are given in Part 12 of the Nigeria Civil Aviation Regulations (Nig.CARs Part 12 Vol I). A principal provision relating to the certification process is set forth as follows:

*Application for Aerodrome Certificate*—An application for the issuance of an Aerodrome Certificate shall be made to the Authority in the form and manner prescribed by the Authority. The application shall include:

- 1) the Aerodrome Manual and Statement of Compliance demonstrating that the aerodrome operator's Aerodrome manual is in compliance with the relevant provisions of the **Nig.CARs Part 12** ;
- 2) The survey plans of the Aerodrome including Obstacle Chart 'A' showing details of the aerodrome facilities and obstructions marked/lighted as specified in IS 12.4.2 (2);
- 3) Security clearance from the Federal Government;
- 4) Written approval from the town planning Authority;
- 5) Environmental Impact Assessment approval from the Ministry of Environment;
- 6) The appropriate fees as prescribed by the Authority;
- 7) Adequate insurance cover; and
- 8) Particulars of non-compliance with, or deviations from the Standards prescribed in **Nig.CARs Part 12 Vol I**.

*NOTE: The entire process has been subdivided into five major phases and applicants would be required to provide information and documents listed above in the order in which they would be requested during the certification process. The process is discussed in the paragraph below. Aerodromes that are required to be certified under Nig.CARs Part 12 Vol I must be in possession of an aerodrome certificate before commencing operations. Applicants wishing to construct and operate an aerodrome under Nig.CARs Part 12 Vol I should note that the process for the construction of aerodrome is an integral part of the aerodrome certification process and would not terminate after the construction of the aerodrome. Such applicants are under obligation to complete the rest of the entire process before commencing operations.*





Fundamentally, the aerodrome certification process comprises the following five phases:

- 1) The Authority dealing with the expression of interest by an intending applicant for an aerodrome certificate;
- 2) The Authority assessing the formal application;
- 3) The Authority assessing the aerodrome facilities and equipment;
- 4) The Authority issuing or refusing an aerodrome certificate; and
- 5) Promulgating the certified status of an aerodrome and the required details in the AIP.

### 2.1.1 Phase 1: The Authority dealing with expression of interest by an applicant

- (a) Following expression of interest, an applicant is requested to complete and submit Part 1- Aerodrome Certification application Form: AC-ARD002-1 to the DGCA (In triplicate) –See Appendix A for sample form.
- (b) The DGCA will direct DAAS to appoint an audit programme manager who will coordinate oversight and monitoring activities in respect of the entire process from initial site selection through planning and development stages to final completion to ensure that all certification requirements are fully satisfied. An Audit team should be formed appropriate to the size, scope and complexity of the operations anticipated.

#### ***Initial Site Assessment***

- (c) An initial assessment of the site(s) proposed by the applicant will then be carried out in order to determine and select a suitable site for establishing the aerodrome. Some of the factors to be considered in the selection of site for the development of an airport are discussed in Appendix E section 1.1 of this Advisory Circular No: NCAA-AC-ARD002. Additional guidance on site selection for airport development can be found in ICAO Doc 9184 Part 1 – Airport Master Planning.

The applicant is advised to engage a suitably qualified expert for the conduct of a site identification study prior to any site assessment by the Authority.

#### ***Referrals to Security, Land Use and Environmental Authorities***

- (d) The applicant should consult the relevant State entities to obtain their clearance with respect to environmental impact, land use and security issues. In this regard the applicant would be required to obtain and provide written approval from the appropriate authority in charge of land use in the area in which the airport is to be sited. The applicant will also be required to obtain and furnish the Authority with a letter from the relevant environmental authority confirming that





an environmental impact assessment has been satisfactorily conducted. He may be requested to provide a copy of the EIA report, in addition to the letter. Lastly, to ensure that there are no ulterior motives behind the intent of the applicant to operate the aerodrome, a security clearance would have to be obtained from the Federal Government and submitted to the Authority.

- (e) Within this phase, the applicant would also be requested to submit relevant information that would enable the Authority to determine whether the applicant is financially capable to operate the Aerodrome. **Appendix E section 1.2** contains guidance on the type of information to be provided.
- (f) Items required in paragraphs d and e above could be provided to the Authority in no particular order. They however constitute part of the requirements to be met in dealing with expression of interest
- (g) Fulfilment of the requirements in paragraphs c, d and e above imply that the site is acknowledged as suitable and acceptable by all relevant Authorities and that the applicant is of satisfactory integrity and is financial capable of operating the proposed aerodrome.

*Flow chart for the expression of interest is shown in **Appendix H***

#### **Certification Meeting**

- (h) A certification meeting will be held with the applicant in order to familiarise the applicant with the rest of the process. All certification documents will be made available to the applicant and these include the Nig. CARs Part 12 Vol I, and other relevant advisory circulars. The applicant would be advised to obtain other relevant publications issued by ICAO as necessary.

#### **Payment of Aerodrome Construction Fees**

- (i) The applicant would be advised of the appropriate fee to be paid as indicated in the “NCAA SCHEDULE OF FEES & CHARGES” and would be provided with Part 2 of the Application Form: AC-ARD002-2 for completion and submission. *See appendix B for a sample of application form.*

### **2.1.2 Phase 2: Authority assessing the formal application.**

#### **Submitting Application Form: AC-ARD 002-2**

- (a) On receipt of completed Form: AC-ARD002-2, Authority would acknowledge the receipt of the application, giving an indication of the likely date when the processing would be completed. The application should be submitted with the detailed drawings of the aerodrome and facilities to be provided. The aerodrome manual need not be submitted at this stage. The applicant may opt to submit his aerodrome manual after aerodrome development activities have been completed. If the applicant wishes to request deviation from any of the



requirements, he may submit his application for exemption along with the completed Form: AC-ARD002-2 or subsequently at a later date within this stage of the process. The operator shall also include the appropriate airspace classification requirement to facilitate internal coordination with the Authority's Air Navigation Service Department during the processing.

#### ***Plans of the Aerodrome and Obstacle Chart***

- (b) The plans of the aerodrome should include documents incorporating concepts, plans and designs of the aerodrome facilities such as runway, taxiway, aprons, safety areas and strips, terminal and landside facilities including detailed obstacle chart. Detailed guidance on some of these subjects can be found in ICAO Docs 9157 series.

#### ***Particulars of proposed non-compliance with or deviation from requirements***

- (c) The particulars of proposed non-compliance or the application for exemption referred to in paragraph 2.1.2(a) shall be processed in line with the procedures discussed in Paragraph 2.2 of this Advisory Circular.

#### ***Approval of Aerodrome Drawings and Project Monitoring***

- (d) The Authority shall review the plans and drawings for the construction of the Aerodrome physical facilities to ensure that the requirements of the Authority's Nig.CARs Part 12 Vol I and related guidance documents are applied. Upon approval, the Authority shall monitor construction of the project and provide relevant professional advice where appropriate until satisfactory project completion.

#### ***Payment of Aerodrome Certification Fee***

- (e) When the aerodrome development stage is satisfactorily completed, the Authority will request the applicant to pay the appropriate aerodrome certification fees as indicated in the NCAA Regulations schedule of fees to cover further processing for the issuance of an aerodrome certificate. Proof of payment would be made available before the aerodrome manuals are received and evaluated.

#### ***Submission of Aerodrome Manuals***

- (f) The audit team will review the manuals and ensure the documents are in compliance with the requirements before moving to inspection phase.
- (g) The Audit Team will request the operator to submit all necessary approved documents (e.g. Airport Security manuals, FOA, et.c.)



***Memorandum of Understanding between the Applicant and designated Service Providers***

- (h) To ensure safety of aeroplane operations at the aerodrome and in the associated airspace, the applicant will be required to coordinate with designated service providers and arrange for the provision of aviation security services, air traffic control services and aeronautical meteorological services.
- (i) In this connection, the operator should submit to the Authority:
- i. A copy of the Letter of Agreement signed between the applicant and the prospective aviation security service provider at the aerodrome (this shall not apply to State owned aerodromes), and a copy of the approved airport security programme detailing the arrangement in place at the airport to ensure optimum implementation of aviation security measures.
  - ii. A copy of the letter of approval or authorization or reports of assessment conducted on prospective air traffic, aeronautical information, and communication, navigation and surveillance service provider(s), issued by the Authority following its assessment of the facilities, equipment, procedures personnel structure and organization of the service provider, and attesting to the availability of of satisfactory level of ATS, AIS and CNS facilities and services at the aerodromes.
  - iii. A copy of Letter of Agreement signed between the applicant and prospective air traffic service provider at the aerodrome setting out the technical terms under which the services are to be provided (Shall not apply to State owned aerodromes).
  - iv. A copy of Letter of Agreement signed between the applicant and prospective communication, navigation and surveillance service provider at the aerodrome setting out the technical terms under which the services are to be provided. (Shall not apply to State owned aerodromes).
  - v. A copy of the Letter of Agreement signed between the applicant and the prospective aeronautical information service provider at the aerodrome to ensure accurate, upto- date and timely information of aerodrome related safety condition is
- (j) Copies of the agreement should be provided as an attachment to the Aerodrome Manual
- (k) If all the above information provided by the applicant are verified by the Audit team as complete and accurate, the Authority will accept the Aerodrome Manual and associated documents proceed to the next phase of the certification process.



### 2.1.3 Phase 3: Authority Assessment of Facilities and Equipment:

#### *Physical Inspection/ Onsite Verification*

- (a) The audit team shall undertake a site visit for the purpose of assessing the aerodrome facilities, services and equipment to verify and ensure that they comply with the specified standards and practices. The assessment shall include the following areas:
- (i) Verification of aerodrome data to be reported to the aeronautical information service.
  - (ii) The checking of aerodrome facilities and equipment, which should include:
    - (1) Dimensions and surface conditions of:
      - Runway(s);
      - Runway shoulders;
      - Runway strip(s);
      - Runway end safety areas;
      - Stopway(s) and clearways;
      - Taxiway(s);
      - Taxiway shoulder(s);
      - Taxiway strips;
      - Aprons; and
      - Runway turn pads.
    - (2) The presence of obstacles in obstacle limitation surfaces at and in the vicinity of the aerodrome;
    - (3) The following aeronautical ground lights, including their flight check records:
      - Runway and taxiway lighting;
      - Approach lights
      - PAPI/APAPI or T-VASIS/AT-VASIS;
      - Apron floodlighting;
      - Obstacle lighting;
      - Pilot-activated lighting, if applicable; and



- Visual docking guidance systems;
  - (4) Standby power;
  - (5) Wind direction indicator(s);
  - (6) Illumination of the wind direction indicator(s);
  - (7) Aerodrome markings and markers;
  - (8) Signs in the movement areas;
  - (9) Tie-down points for aircraft;
  - (10) Ground earthing points;
  - (11) Rescue and fire-fighting equipment and installations;
  - (12) Aerodrome maintenance equipment, particularly for the airside facilities maintenance including runway surface friction measurement;
  - (13) Disabled aircraft removal equipment;
  - (14) Wildlife management procedures and equipment;
  - (15) Two-way radios installed in vehicles for use by the aerodrome operator in the movement area;
  - (16) The presence of lights that may endanger the safety of aircraft; and
  - (17) Fueling facilities.
- (iii) Competence of operational and maintenance personnel (refer to the NCAA-AC-ARD 031)
- (iv) Co-ordination with other service providers such as the Air Traffic Services, Meteorological Services, and Aeronautical Information Services
- (v) Safety Management System in place
- (vi) Coordination with other agencies working at the aerodrome, such as fixed base operators, ground handling agencies to ensure safety.
- (vii) System for notification and reporting of all relevant information to the AIS
- (viii) Procedures for reporting any penetrations of the aerodrome obstacle limitation surfaces, existence of any hazardous situation on or in the vicinity of the aerodrome, or closure of any part of the movement area, or of any work in progress that may have an impact on the safety of aircraft operations.





(ix) Aerodrome Inspection Programme

After the field verification, the audit team shall document and communicate deficiencies identified during the audit to the applicant and also request a corrective action plan from the applicant. The Authority's audit team shall monitor implementation of the corrective action plan.

**Insurance Cover**

Before proceeding to the next stage, the Authority would require the applicant to provide an insurance cover for protection against damage or injury or accident arising from any area of operations at the aerodrome.

**2.1.4 Phase 4: Grant/refusal of certificate**

- (a) If the corrective action plan is satisfactorily implemented by the applicant, the Authority would issue the applicant with an aerodrome certificate and endorse the conditions for the type of use of the aerodrome on the certificate. The grant of an aerodrome certificate obliges the aerodrome operator to ensure the safety, regularity and efficiency of operations at the aerodrome, to allow the Authority's authorised personnel access to the aerodrome to carry out safety audits, inspections and testing and to be responsible for notifying and reporting as prescribed.
- (b) If after being advised of the additional steps that must be taken to rectify the deficiencies in the corrective plan of action, the applicant is still not able to satisfy the requirements of the regulations, the Authority may refuse to grant a certificate. The refusal may be based on one or more of the following determinations, for which details should be given:
- i) The inspection of aerodrome facilities and equipment revealed that they do not make satisfactory provision for the safety of aircraft operations;
  - ii) The assessment of the aerodrome operating procedures revealed that they do not make satisfactory provision for the safety of aircraft operations;
  - iii) The assessment of the aerodrome manual revealed that it does not contain the particulars set out in the Authority's regulations; and
  - iv) The assessment of the above facts and other factors (to be listed) revealed that the applicant will not be able to properly operate and maintain the aerodrome as required by the regulation.





### 2.1.5 Phase 5: Promulgation in the AIP of the certified status and details of the aerodrome

Upon satisfactory completion of the certification process, information about the aerodrome should be provided by the Authority to the aeronautical information service for publication.

The aerodrome certification process has been summarised as illustrated in the table below. Phases/steps in column 1, description of the process involved in column 2, the status of the described action in column 3 and remarks in column 4. (**The letter A in column 3 means Applicable**).

**Table 2-1-1\_ THE PROCESS OF AERODROME CERTIFICATION**

### 2.1.6 FLOW CHART FOR CERTIFICATION OF AERODROME

The flow chart for certification process for an aerodrome that is already operational can be summarized as follows:

- (a) as soon as an aerodrome meets the legal criteria for certification, a meeting is held between the Authority and the aerodrome operator;
- (b) during this meeting, the Authority presents the certification process and deadlines to the aerodrome operator. The aerodrome operator develops the aerodrome manual as soon as it enters the initial certification process, so as to submit it no later than six months after the meeting;
- (c) during the six-month period the Authority:
  - i) completes the technical inspections so that the results are available for the on-site verification; and
  - ii) assembles the on-site verification team at least two months before the deadline for submission of the aerodrome manual and informs the aerodrome operator of the team members.

When all the conditions have been met, the aerodrome manual is accepted/approved no later than three months after it was first submitted. This period includes any



exchange of communication between the aerodrome operator and the Authority if needed – some information may be lacking at the beginning, thus preventing the Authority from accepting the manual at first.

During the period, the on-site verification team, together with the aerodrome operator, plans the time and dates of the on-site verification with the objective of allowing the aerodrome operator a four-month period to mitigate any deviations before the certification deadline.

As soon as the aerodrome manual is accepted, it is sent to the on-site verification team with all the procedures enclosed. The on-site verification and inspection reports should be sent by the Authority to the aerodrome operator no later than one month after the on-site verification/inspection closing meeting.

The aerodrome operator submits to the Authority corrective action plans no later than two months after having received the certification/inspection reports. The Authority and the aerodrome operator require two months minimum after the last report to agree to the corrective action plans before granting the certificate.

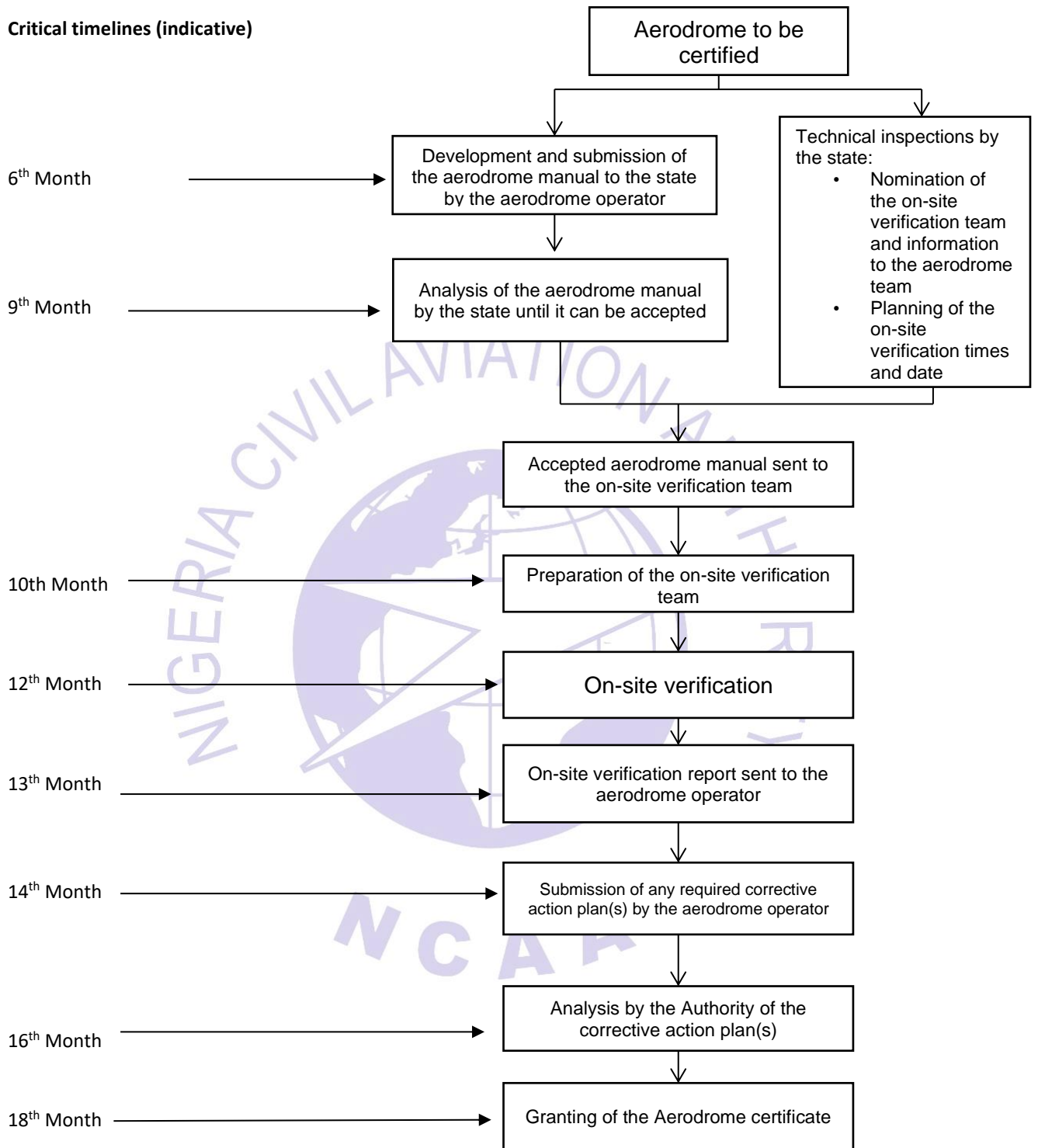
For aerodromes already operating, the overall process, until delivery of the certificate, could consequently last 18 months.

*Note.— The SMS on-site verification can be disconnected from the aerodrome operator's on-site verification in regard to compliance with its operational procedures and in this case:*

- *the deadline for the submission of the SMS part of the aerodrome manual can be longer, but will nevertheless not exceed six additional months;*
- *the deadline for the SMS on-site verification can be longer, but the SMS on-site verification will nevertheless be conducted at least three months before the certification deadline to be in line with the required period of two months for the operator and the Authority to define an accepted corrective action plan.*



**Figure 2-1\_FLOW CHART FOR CERTIFICATION OF AERODROME**





This corrective action plan covers the on-site verification of the operator's certification and be combined with the corrective action plans related to the technical inspections and initial SMS on-site verification that follow the same methodology and which could have been sent before.

## 2.2 Exemption

Refer to NCAA-AC-ARD021 (EXEMPTION PROCESS) and NCAA-AC-ARD003 (AERONAUTICAL STUDIES) for guidance on exemption.

## 2.3 Aerodrome Operator's obligations - Post certification

- (a) An aerodrome that is granted a certificate under the applicable regulations needs to keep the certificate current and any change in the level of facilities, services and equipment needs to be brought to the attention of the Authority. Necessary amendment to the aerodrome manual must be carried out in consultation with the Authority with a final copy of the amendment pages forwarded to the Authority as required in the Nig.CARs Part 12 Vol I.
- (b) To meet the above obligations, the aerodrome operator is required to have continuous self-inspection and internal audit of the aerodrome facilities, services and equipment as well as of the aerodrome safety management system, including the aerodrome operator's own functions. The aerodrome operator shall also be required to arrange for an external audit and inspection programme for evaluating other users, including fixed-base operators, ground handling agencies and other organisations working at the aerodrome. Alternately, the internal audit results of these agencies may be acceptable if the results meet or exceed the minimum requirements and do not conflict with the aerodrome's own safety policies.
- (c) The certified aerodrome must have a programme of carrying out special inspections following an accident/incident at the aerodrome as well as after any construction/maintenance activity which will have a bearing on the operational safety of aircraft at the aerodrome.

## 2.2 Continued surveillance/oversight by the Regulator:

- (a) Periodic inspections and audits of the certified aerodrome by the Authority may be necessary to check/ensure that aerodrome certificate holders meet their obligations under the terms of the certificate and that the certified aerodrome continues to maintain the level of safety as at the time of certification. To this end, the Authority personnel may inspect and carry out tests on the aerodrome facilities, services and equipment, inspect the aerodrome operator's documents and records and verify the aerodrome operator's safety management system before the aerodrome certificate is renewed and, subsequently, at any other time, for the purpose of ensuring safety at the aerodrome. Any deviation from the agreed aerodrome manual will be brought to the attention of the aerodrome



operator for developing an action plan to resolve the situation that would have a bearing on the aerodrome's operational safety.

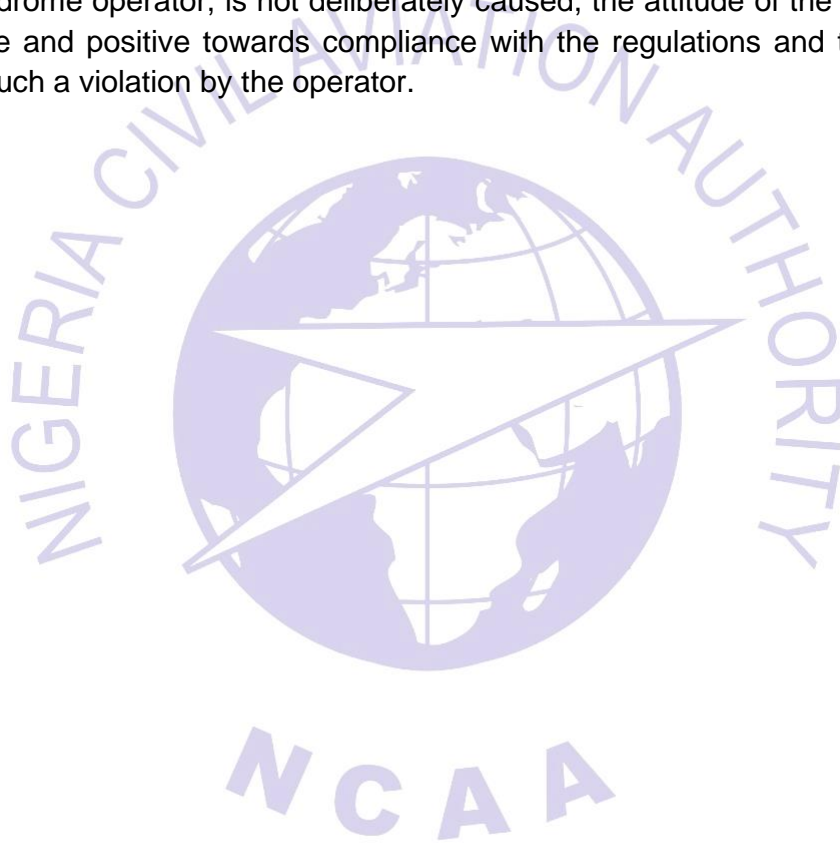
- (b) Such periodic inspections will be organised as follows:
- i) Pre-inspection briefing with aerodrome management, including coordination with air traffic control tower personnel.
  - ii) Administrative inspection of the aerodrome safety management system.
  - iii) Movement area inspection including the inspection and checking of runways and taxiways, markings, lighting, signs, shoulders, strips and runway end safety areas; checking for potentially hazardous conditions if construction work is in progress; checking ground vehicle operations in the movement area; checking for wildlife hazards and wildlife attractants; and checking landing direction indicators and wind direction indicators.
  - iv) Rescue and fire-fighting services, their training records; the category requirements; time response drill; checking the alarm system; checking and examining proximity suits, other protective clothing and fire-fighting and rescue tools.
  - v) Fuel facilities including spot checking, including fuel sampling, for compliance with the applicable requirements.
  - vi) Night inspections of runway, taxiway and apron lighting and signage; pavement markings; aerodrome beacons; wind direction indicator lighting; obstacle lighting and the marking and lighting of construction areas.
  - vii) Post inspection briefing with the aerodrome management, including the determination of appropriate enforcement action for non-compliance with the regulations.
- (c) Other safety functions which may require to be addressed by the aerodrome inspector are:
- i) a first-hand evaluation of full-scale airport emergency exercises to identify problems and deficiencies;
  - ii) the provision of guidance at the design and construction stages of aerodrome projects, particularly complex projects or where there is significant work that may impact compliance with the regulations;
  - iii) final inspection of completed projects involving complex or significant work to identify problems or deficiencies that need to be corrected in order to comply with the requirements of the regulations;
  - iv) the organisation of, and participation in, aerodrome safety seminars and other training programmes to promote a safety culture.





## 2.3 Compliance and Enforcement

Aviation safety at aerodromes depends primarily on voluntary adherence to these requirements by the aerodrome operators. Promoting compliance with the regulations through education, training and counselling is therefore of primary importance, and only when these efforts have failed should formal enforcement action be taken. Administrative action in the form of a warning letter or correction letter may be considered appropriate when legal action is deemed unnecessary. Administrative enforcement action is intended to bring the violation to the attention of the aerodrome operator, to document corrective action and to require future compliance. Such actions are warranted when the violation does not result in a significant unsafe condition, is not caused by incompetence or lack of required qualifications on the part of the aerodrome operator, is not deliberately caused, the attitude of the operator is constructive and positive towards compliance with the regulations and there is no history of such a violation by the operator.







## 2.4 Amendment of an Aerodrome Certificate

Provided that the requirements of Vol I of Nig.CARs Part 12.1.2.12 have been met, the Authority shall amend the aerodrome certificate when:

- (a) There is a change in the ownership or management of the aerodrome.
- (b) There is a change in the use or operation of the aerodrome;
- (c) There is a change in the boundaries of the aerodrome, or
- (d) The holder of the aerodrome certificate requests an amendment.

Detailed process for the amendment of aerodrome certificate is contained in Section 2.8.1 below.

### 2.7.1 Processing Amendments

Vol I of Nig.CARs Part 12.1.2.12 permits an aerodrome certificate to be amended by the Authority, if the following circumstances occur:

- Change in the ownership or management of the aerodrome;
- Change in the use or operation of the aerodrome;
- Change in the boundary of the aerodrome; or
- The holder of the aerodrome certificate requests an amendment.

#### (a) Key functions

The Director of Aerodrome and Airspace Standards (DAAS) is responsible for initiating the process for the amendment of the aerodrome certificate on the request of the Aerodrome Operator.

The application for the amendment of the aerodrome certificate submitted to DGCA shall be forwarded to the Assigned Aerodrome Inspector through DAAS and his immediate subordinates for necessary action. The workflow process shall be coordinated through DAAS who will track the progress of the application.

#### (b) Procedure

DAAS in consultation with his relevant subordinate and assigned inspectors shall:

- i) Check whether the request for an amendment to Aerodrome Certificate be made by the aerodrome operator.*



The aerodrome operator must make requests for consent to amend an aerodrome certificate. The Authority's policy is that requests for amendment of the aerodrome certificate must be made in writing.

**ii) Check reasons for an amendment of an Aerodrome Certificate.**

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

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

**iii) Check criteria for an amendment of an Aerodrome Certificate.**

- 1) Consent to an amendment may be given only if the Authority is satisfied with the reasons submitted by the aerodrome operator.
- 2) An amendment is appropriate when no significant variation will occur in the day-to-day operations of the aerodrome — that is, when:
  - Aerodrome Manual procedures remain substantially unaltered (Minor amendments — such as contact phone numbers etc. — are acceptable).
  - Aerodrome facilities remain substantially unaltered.
  - Key aerodrome operational personnel — such as Reporting Officers, Safety Officers and the like — remain in their positions or are replaced with staff of equivalent qualification, experience or skill levels.

**iv) Check criteria for non-consent to amend an Aerodrome Certificate**

- 1) Consent to amendment must be refused if the Authority is not satisfied with the reasons submitted by the aerodrome operator.
- 2) Generally, the Authority's policy is that consent to amendment should be refused when significant changes to operational aspects of the aerodrome are made — for example:
  - If the certificate document is conditionally endorsed or the amendment would require conditions to be endorsed on the certificate document;



- Reduction of runway, taxiway or apron facilities.
- If the DAAS believes that:
  - a significant revision to the Aerodrome Manual will be necessary as a result of the amendment.
  - the proposed staffing arrangements are not adequate or appropriate.

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

**v) Check for any reviewable decision**

- 1) A refusal to consent to an amendment may be reviewable.
- 2) NCAA's Legal Department should review any statement of reasons contained in a notice to the applicant before the notice is sent to the applicant.
- 3) After completion of the amendment of the aerodrome Certificate, the Assigned Aerodrome Inspector shall:
  - put copies of the documentation relating to the amendment of the Aerodrome Certificate in the aerodrome file;
  - update the Aerodrome Certificate Register; and
  - the DAAS notify AIS for issuing NOTAM and any changes to the details of the reporting officer and for amendment to publications;
  - Amend the Surveillance Plan.
- 4) Assigned Aerodrome Inspector shall use the Aerodrome Certificate Amendment Checklist to monitor and record all actions to process the amendment of the aerodrome certificate.

## **2.5 Voluntary surrender of an aerodrome certificate**

The Vol I of Nig.CARs Part 12.1.5.15 provides for the revocation of an aerodrome certificate if an aerodrome operator voluntarily gives notice in writing to the Authority.

### **2.8.1 Surrender of Aerodrome Certificate**

This section provides for the revocation of an aerodrome certificate at the request of an aerodrome operator as per Vol I of Nig.CARs. Part 12.3.10.



### (a) Key functions

The DAAS is responsible for initiating the process for the cancellation of the aerodrome certificate on the request of the Aerodrome Operators.

The application for the revocation of the aerodrome certificate submitted to DGCA shall be forwarded to the assigned aerodrome inspector through DAAS and immediate subordinates for necessary action.

### (b) Procedure

On receipt of the application, the (DAAS) through immediate subordinates will notify the Aerodrome Inspector(s) for action. On receipt of the application, the assigned aerodrome inspector(s) shall:

- i) Establish the credentials of the aerodrome operator requesting the revocation as the certificate holder.
- ii) On the notification of the intention to surrender the aerodrome certificate, check that the aerodrome operator has:
  - 1) Clearly stated, making a request for the cancellation of certificate.
  - 2) Specified when revocation should become effective.
  - 3) If no date is specified, the certificate revocation date is the **30days** from the date of notification.
- iii) If the aerodrome operator has not supplied the required information for a proper notification of intention to surrender the certificate, contact the operator and advise them to supply the necessary details in writing.
- iv) Determine whether the aerodrome is to continue to operate as an un-certificated aerodrome.

## 2.6 Types of Aerodrome Certificate

An applicant may be granted an aerodrome certificate for public or private use. In the case of the former the hours of availability of the aerodrome must be notified in the AIP and the aerodrome must be available to all persons on equal terms and condition.

A private certificate relates only to use of the aerodrome by the holder of the certificate and person specifically authorised by him. He is not obliged to notify the hours of availability in the AIP but, if he does so, the aerodrome must remain open throughout the notified hours irrespective of traffic requirements. If the hours are not notified, the availability of the aerodrome and its facilities can be shown in the AIP. Short closure shall be notified through a NOTAM.



## CHAPTER 3.0

### THE AERODROME MANUAL

#### 3.1 Introduction

The aerodrome manual is a fundamental requirement of the certification process. It shall contain all the relevant information about the aerodrome as stipulated in chapter 3 of the Nig.CARs Part 12 Vol I for processing the application before granting an aerodrome certificate.

#### 3.2 Information to be included in the Aerodrome Manual

- (a) Information provided in the aerodrome manual will be the basis to assess the suitability of the aerodrome for the aircraft operations proposed and to judge an applicant's capability to be eligible to be granted a certificate
- (b) The following sets out the items which should be included in the manual, though it is recognised that the need to include additional items will vary between aerodromes dependent upon the nature and scale of operations.

##### 3.2.1 General

General information, including the following:

- (a) Purpose and scope of the Aerodrome Manual;
- (b) The legal requirement for an Aerodrome Certificate and an Aerodrome Manual as prescribed in Vol I of Nig.CARs. Part 12.2.1.3 and 12.1.3.
- (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 services and procedures for timely and accurate effecting promulgation of AIP Amendment, AIP Supplement or NOTAM
- (e) The system for recording aircraft movements;
- (f) Obligations of the aerodrome operator;
- (g) A Statement of compliance presented in the format shown below to indicate the aerodrome manual is in compliance with EACH relevant clause of the Nig.CARs Part 12 Vol I;





**Table 3.2-1: Statement of Compliance Checklist**

Regulatory Reference	No.	Areas or items to be covered in the Manual including associated procedures or /arrangements as applicable	Aerodrome Manual Reference	Comments by the Aerodrome Operator		Aerodrome Safety Inspectors Comments
----------------------	-----	---	----------------------------	------------------------------------	--	--------------------------------------

- (h) Coordination policy or letters of agreement between ATS and Aerodrome operator on areas of coordination such as Aerodrome Emergency planning, Aerodrome condition reporting, Aerodrome Vehicle Operations etc.

**3.2.2 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 city or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome;
- (d) Particulars of the title of the aerodrome site. If the boundaries of the aerodrome are not defined in the title documents, particulars of the title to or interest in the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome should be provided.

**3.2.3 Particulars of the aerodrome required to be reported to the Aeronautical Information Service (AIS)**

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 and geoid undulation;



- (e) 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;
- (f) The aerodrome reference temperature;
- (g) Details of the aerodrome beacon; and
- (h) The name of the aerodrome operator and the address and telephone number at which the aerodrome operator may be contacted at all times.

### 3.2.4 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, stop-ways;
- (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 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);



- (m) Pavement surface type and bearing strength using the Aircraft Classification Number – Pavement Classification Number (ACN-PCN) method;  
**(Applicable until 28 November, 2024)**
- (m) Pavement surface type and bearing strength using the Aircraft Classification Rating – Pavement Classification Rating (ACR-PCR) method;  
**(Applicable as of 28 November, 2024)**
- (n) One or more pre-flight altimeter check locations established on an apron and their elevation;
- (o) Declared distances: Take-Off Run Available (TORA), Take-Off Distance Available (TODA), Accelerate-stop Distance Available (ASDA), Landing Distance Available (LDA);
- (p) disabled aircraft removal plan: the telephone/telex/facsimile 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; 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 aeroplane 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.*

### **3.2.5 Particulars of the aerodrome operating procedures and safety measures**

#### **3.2.5.1 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, including the following:

- (a) Arrangement 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 numbers, as provided by the Authority, of the office where changes are to be reported to the Authority.



### 3.2.5.2 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, including the following:

- (a) 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; and
- (b) 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.

### 3.2.5.3 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 for 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 and SITA 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.

### 3.2.5.4 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

*Note – This subject should also be covered in appropriate detail in the aerodrome emergency plan.*



### 3.2.5.5 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, including the following:

- (a) Arrangement 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) Arrangement and means of communicating with the aerodrome Air Traffic Control unit(ATC) 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) Arrangement for reporting the results of inspections and for taking prompt follow-up actions to ensure correction of unsafe conditions;
- (g) The names and roles of persons responsible for carrying out inspections, and their telephone number during and after working hours.
- (h) Procedure to monitor and report the condition of movement areas.
- (i) Procedures to report the presence of water on runway.
- (j) Procedures to report slippery runway condition

### 3.2.5.6 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) Arrangement for carrying out inspections during and outside the normal hours of aerodrome operation, and the checklist for such inspection;
- (b) Arrangements for recording the results 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, if any, and, if applicable, the particulars of any other method of dealing with partial or total system failure; and





- (e) 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.
- (f) Submission of sign and SMGCS plan.
- (g) Procedure to prevent aircraft from entering permanently closed runways and taxiways.

#### **3.2.5.7 Maintenance of the Movement Area**

Particulars of the facilities and procedures for the maintenance of the movement area, including:

- (a) Arrangements for maintaining the paved areas;
- (b) Arrangements for maintaining the unpaved runways and taxiways;
- (c) Arrangements for maintaining the runway and taxiway strips; and
- (d) Arrangements for the maintenance of aerodrome drainage.

#### **3.2.5.8 Aerodrome work 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 the aerodrome Air Traffic Control unit (ATC) 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-based operators, ground handling agents and aircraft operators who are to be notified of the work.
- (d) A distribution list for work plans, if required.
- (e) Procedure to return a runway to operational status after pavement overlay

#### **3.2.5.9 Apron Management**

Particulars of the apron management procedures, including the following:

- (a) arrangements between Air Traffic Control(ATC) and the apron management units;
- (b) arrangements for allocating aircraft parking positions;



- (c) arrangements for initiating engine start and ensuring clearance of aircraft push-back; and
- (d) marshalling service.

### 3.2.5.10 Apron Safety Management

Procedures to ensure apron safety, including:

- (a) protection from jet blasts;
- (b) enforcement of safety precautions during aircraft refueling operations;
- (c) apron sweeping;
- (d) apron cleaning;
- (e) arrangements for reporting incidents/accidents on an apron; and
- (f) arrangements for auditing the safety compliance of all personnel working on the apron.

### 3.2.5.11 Airside Vehicle Control

Particulars of the procedure for the control of surface vehicles on or in the vicinity of the movement area, including the following:

- (a) details of the application of traffic rules (including speed limits and the means of enforcing the rules); and
- (b) the method of issuing driving permits for operating vehicles in the movement area.

### 3.2.5.12 Wildlife Hazard Management

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:

- (a) arrangements for assessing wildlife hazards;
- (b) arrangements for implementing wildlife control programmes; and
- (c) the names and roles of the persons responsible for dealing with wildlife hazards, and their telephone numbers during and after working hours.



### 3.2.5.13 Obstacle Control

Particulars setting out the procedures for:

- (a) monitoring the obstacle limitation surfaces and Type A Chart for obstacle 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 any subsequent addition or removal of obstacles for action as necessary, including amendment of the AIS publications.

### 3.2.5.14 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 aerodrome operator and the holder of the aircraft certificate of registration;
- (b) arrangements for notifying the holder of the certificate of registration;
- (c) arrangements for liaising with the aerodrome Air Traffic Control unit (ATC);
- (d) arrangements for obtaining equipment and personnel to remove the disabled aircraft; and
- (e) the names, role and telephone numbers of persons responsible for arranging for the removal of disabled aircraft

### 3.2.5.15 Handling of Hazardous Materials

Particulars of the procedures for the safe handling and storage of hazardous material on the aerodrome, including the following:

- (a) 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; and
- (b) 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.*



### 3.2.5.16 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 names and telephone numbers, during and after working hours, of the persons responsible for measuring the runway visual range.

### 3.2.5.17 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 nav aids installations;
- (b) arrangements for ground maintenance in the vicinity of these installations; and
- (c) arrangements for the supply and installation of signs warning 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 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.*

### 3.2.5.18 Runway Incursion Prevention

Particulars of the facilities, equipment and procedures in place to prevent runway incursion, including:

- (a) integration of markings, lights, and signs as a whole into the runway incursion prevention plan, taking account of different traffic intensities and visibility conditions
- (b) control of the movement of persons and vehicles on the manoeuvring area



### 3.2.5.19 Hazardous meteorological conditions

Particulars for the dissemination of information by the meteorological service provider including the following:

- (a) descriptions of the procedures of handling hazardous meteorological conditions such as thunderstorm, strong surface winds and gusts, sandstorms;
- (b) procedures describing the actions to be taken and defining the responsibilities and criteria for suspension of operations on the runway;
- (c) procedure for coordination of aerodrome operator with the meteorological service provider in order to be advised of any significant meteorological conditions.

## 3.2.6 Details of the Aerodrome Administration and Safety Management System

### 3.2.6.1 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;
- (c) airport committees; and
- (d) particulars of staff training and competency, including the specifications of staff qualifications and experience, training and programme for upgrading of skills provided to staff on safety-related duties, and where necessary, the certification system for testing their competency.

### 3.2.6.2 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:

- (a) the safety policy, insofar as applicable, on the safety management process and its relation to the operational and maintenance process;
- (b) the structure or organization of the SMS, including staffing and the assignment of individual and group responsibilities for safety issues;
- (c) SMS strategy and planning, such as setting safety performance target, 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, Vol I of Nig.CARs Part 12.1.4.4, standards, rules or orders.

- (d) SMS 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 programmes);
- (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 aerodrome pavements and aerodrome lighting. The system should enable easy retrieval of record including charts; and
- (i) the incorporation and enforcement of safety-related clauses in the contracts for construction work at the aerodrome

### 3.2.7 Memorandum of Understanding between the Applicant and Designated Service Providers

To ensure safety of aircraft operations at the aerodrome and in the associated airspace, the applicant will be required to coordinate with designated service providers and arrange for the provision of air traffic control services and

In this connection, the Aerodrome Operator should submit to the Authority:

- (a) A copy of memorandum of understanding on Aviation security signed by the Aerodrome Operator and FAAN (where such expertise is not available at the aerodrome), and a copy of airport security programme detailing the arrangement in place at the airport to ensure optimum implementation of aviation security measures.
- (b) A copy of memorandum of understanding or agreement signed with NAMA setting out the technical terms under which air traffic services are to be provided.
- (c) A copy of memorandum of understanding or agreement signed with NIMET setting out the technical terms under which aeronautical meteorological services are to be provided.



# CHAPTER 4.0

## THE HELIPORT MANUAL

### 4.1 Introduction

The Heliport manual is a fundamental requirement of the certification process. It shall contain all the relevant information about the heliport as stipulated in Nig.CARs Part 12.1. Vol II for processing the application before granting a Heliport Certificate.

### 4.2 Information to be included in the Heliport Manual

- (a) Information provided in the Heliport manual will be the basis to assess the suitability of the heliport for the aircraft operations proposed and to judge an applicant's capability to be eligible to be granted a certificate
- (b) The following sets out the items which should be included in the manual, though it is recognised that the need to include additional items will vary between heliports dependent upon the nature and scale of operations.

#### 4.2.1 General

General Information Including The Following;

- (a) name of heliport owner/operator, and address and telephone number(s) at which the owner/operator can be contacted at all times;
- (b) purpose, and scope of the heliport manual;
- (c) conditions for use of the heliport including operational limitation and restriction;
- (d) available aeronautical information system and procedures for its promulgation;
- (e) system for recording helicopter movements ;
- (f) obligations of the heliport operator;
- (g) a Statement of compliance presented in the format shown below to indicate the Heliport manual is in compliance with EACH relevant clause of the Nig.CARs Part 12 Vol II;

**Table 4.2-1: Statement of Compliance Checklist**

<a href="#">Aerodrome Standards Manual Nig.CARs Part12 Vol II</a> Ref No:	Requirement of the Regulations/ Aerodrome Standards <a href="#">Manual Nig.CARs Part 12 Vol II</a>	Compliance Method Heliport Manual Ref No:	Comments by Heliport Operator(if applicable)	Status	Aerodrome Safety Inspector's comment



- (h) Coordination policy or letters of agreement between ATS and Heliport operator on areas of coordination such as Aerodrome Emergency planning, etc.

#### 4.2.2 Particulars of Heliport site.

General Information, including the following;

- (a) A plan of the heliport showing the main heliport facilities and heliport boundaries;
- (b) A plan showing distance of heliport from the nearest city and airport;
- (c) Particulars of the title of the heliport site.

#### 4.2.3 Particulars of the Heliport required to be reported to the Aeronautical Information Service (AIS).

- (a) the name and type of the heliport ;
- (b) the location of the heliport to the nearest town or aerodrome ;
- (c) the geographical co-ordinates of the heliport reference point and elevation determined by reference to the World Geodetic System 1984 (W GS - 84) reference datum ;
- (d) the heliport dimensions and related information (FATO/TLOF – type, dimension, slope, true bearing, designation number and bearing strength in tonnes;) ;
- (e) the declared distances (take-off distance available; rejected take-off distance available; and landing distance available.) ;
- (f) information about visual aids systems ( markings and lighting; wind direction indicator; VAGS; HAPI.) ;
- (g) the operational status of associated facilities services, navigational aids and heliport conditions.
- (h) details of heliport beacon (where provided).

#### 4.2.4 Heliport operating procedures and safety measures.

##### 4.2.4.1 Heliport Administration

Particulars of the helideck administration, including –

- (a) the helideck organizational chart showing the name and position of key personnel;
- (b) the duty-list and responsibilities of key personnel, in particular the Heliport Manager and Heliport Duty Officer; and
- (c) the name and telephone number of the Heliport Manager ;



#### 4.2.4.2 Heliport Emergency Plan

Particulars of the heliport emergency plan, including the following:

- (a) plans for dealing with emergencies occurring at the heliport;
- (b) details of test for equipment to be used in emergencies, including frequency of those tests; and details of exercise to test the emergency plan, including the frequency of those exercises.

#### 4.2.4.3 Visual Aids And Electrical Systems

Particulars of procedures for the inspection and maintenance, aeronautical lights (Including obstacle lights), signs, markers and electrical systems:

- (a) arrangements for inspection;
- (b) reporting and recording of inspection findings;
- (c) correction of deficiencies;
- (d) arrangements for routine maintenance; and
- (e) arrangements secondary power supply.

#### 4.2.4.4 Heliport Reporting Procedures

Particulars of procedures for notifying any changes to the infrastructure, facilities and operational procedures, including:

- (a) Arrangement for reporting changes; and
- (b) Recording of changes

#### 4.2.4.5 Access To Heliport Area

Procedure for the preventing of the unauthorized entry of person(s) into the heliport area including facilities provided to prevent such occurrence.

#### 4.2.4.6 Heliport Serviceability Inspections

Particulars of procedures for the inspection of the heliport area and obstacle limitation surfaces, including:

- (a) details of inspection intervals and times;
- (b) inspection checklist and logbook; and
- (c) reporting of inspection findings and correction of unsafe conditions.



#### 4.2.4.7 Control Of Vehicle And Persons On Manoeuvring Areas

Where available, particulars of the procedure for the control of persons and vehicles on the movement areas.

#### 4.2.4.8 Obstacle Control Measures

Particulars setting out the procedures for :

- (a) controlling obstacles within the authority of owner;
- (b) monitoring development within the obstacle limitation surfaces; and
- (c) coordination for controlling new developments in vicinity of the heliport;

#### 4.2.4.9 Measures to Protect Navigational Aids.

Particulars of the procedures for the protection of sites for radio navigational aids:

- (a) arrangements for controlling activities in vicinity of navaids installations;
- (b) arrangements for ground maintenance of these installations; and
- (c) arrangements for the installation of signs warning of radiation.

#### 4.2.4.10 Removal of Disabled Aircraft

Particulars of the procedures for removing of a disabled aircraft, including –

- (a) role of heliport owner and holder of the aircraft certificate of registration;
- (b) arrangements for notifying holder of the aircraft certificate of registration; and
- (c) arrangements for obtaining equipment and personnel to remove aircraft.

#### 4.2.4.11 Handling of Hazardous Materials

Particulars of the procedures for safe handling and storage of hazardous materials, including:

- (a) arrangements for special areas on the helideck for storage of inflammable liquids (including aviation fuel) and other hazardous material; and
- (b) method for the delivery, storage, dispensing and handling of hazardous material.

#### 4.2.4.12 Heliport Rescue and Firefighting.

- (a) particulars of the category ;
- (b) vehicles where necessary;
- (c) extinguishing agents ;
- (d) Firefighting and Rescue equipment.





#### 4.2.4.13 ATC Coordination Procedures

Particulars of procedures for coordination with Air Traffic Services Unit(s), including:

- (a) procedures for arrivals;
- (b) procedures for departures; and
- (c) communication facilities provided.

#### 4.2.4.14 Maintenance Of Heliport Area

Particulars of procedures for the inspection and maintenance of heliport area –

- (a) arrangements for inspection;
- (b) maintenance of paved areas;
- (c) maintenance of markings; and
- (d) maintenance of drainage.

#### 4.2.5 Quality Systems

Particulars of quality systems with emphasis on operations, maintenance and quality of service delivery to helicopter operators and heliport users including:

- (a) Scale for weighing baggage, passengers and freight;
- (b) safety briefing room equipped with video machine, TV, tapes chairs etc;
- (c) procedure for screening (hand held metal detector or walk through metal detector or x-ray machine) of passengers boarding or before entry into the helicopter, and
- (d) procedure for checking and carriage of dangerous goods

#### 4.2.6 Environmental Protection.

Particulars of procedures for environmental protection

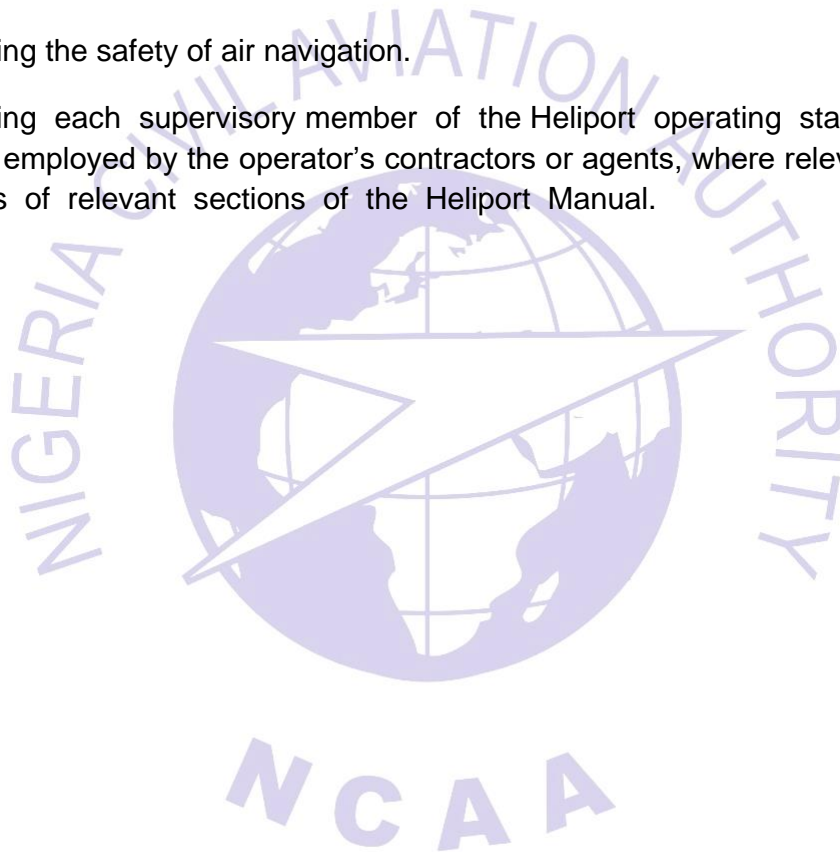
- (a) arrangement for preventing contamination of the land upon which they occupy, and any pollution that results from their activities is managed and cleaned up.
- (b) arrangement for training the RFF personnel or assigned person to undertake a fuel spill response.
- (c) arrangement for ensuring that fueling is performed with precautions to prevent spill onto the soil or into drainage systems. Aircraft, vehicles or component washing is performed in designated areas, where run-off can be collected and diverted from spillage or leakage onto soil.



- (d) arrangement for ensuring that all waste oils, fuels, chemicals and hazardous waste are stored, handled or disposed in accordance with environmental laws.
- (e) arrangement for mitigation against the impact of noise pollution within residential areas around heliports vicinity.

#### 4.2.7 Control, Amendment And Distribution

- (a) The procedures for control, amendment and distribution of the heliport manuals including:
  - (b) maintaining the accuracy of the Heliport Manual;
  - (c) ensuring the safe and efficient operation of aircraft at the Heliport; or
  - (d) ensuring the safety of air navigation.
- (e) ensuring each supervisory member of the Heliport operating staff including those employed by the operator's contractors or agents, where relevant, have copies of relevant sections of the Heliport Manual.





## CHAPTER 5.0

### DEVELOPMENT AT CERTIFIED AERODROME

#### 5.1 Introduction

The Nigeria Civil Aviation Authority (NCAA) must be informed in advance of any development proposed at certified aerodromes. The Nig.CARs Part 12.1.4.10 (Vol I) requires an aerodrome operator to notify the Authority in writing before effecting any change to the aerodrome facility or equipment or level of service.

#### 5.2 Purpose

The purpose of this chapter is to advise those persons proposing to alter the status or use of an airport of the requirement to notify the Authority of their plans. It also outlines some of the airspace utilization factors that should be considered early in the planning stages.

#### 5.3 Why notice is required

Prior notice is required to assure conformity to plans and policies for, and allocations of, airspace by the Authority. The Authority, after receiving such notice, will advise as to the effect of the proposed construction or alteration would have on the use of the navigation airspace by aircraft.

#### 5.4 Project requiring notice.

Nig.CARs Part 12.6.5 (Vol I) requires that any Aerodrome Operator who intends to change any of the following shall notify the Authority of such plans:

- (a) Construct, realign, alter, activate or deactivate any runway or other aircraft landing or take-off area of an airport.
- (b) Construct, realign, activate, deactivate, abandon, or discontinue using a taxiway associated with a landing or takeoff area on a public- use airport.
- (c) Change the status of an airport from private use to public use or from public use to another status.
- (d) Change any traffic pattern or traffic pattern altitude or direction.
- (e) Change status from instrument flight rules (IFR) to visual flight rules (VFR) or VFR to IFR or;
- (f) Change any utility infrastructure



## 5.5 How to submit notice

Notice shall be submitted to the Authority at least:

- (a) in cases prescribed in the paragraph above, 30 days in advance of the day that work is to begin; or
- (b) Notwithstanding paragraph (a) above of this section, in an emergency involving essential public service, public health, or public safety or when the delay arising from the 30-day advance notice requirement would result in an unreasonable hardship, an operator may provide notice to the Authority (NCAA) by telephone or other expeditious means as soon as practicable in lieu of submitting written notice.

However, the proponent shall provide full notice, in writing when otherwise requested or required by the Authority.

## 5.6 Management of the Development process

The primary objective of the Authority is to improve safety in partnership with the stakeholders in the industry, and ensure that the frequency of fatal accidents does not increase in line with forecast traffic growth.

### 5.6.1 Initial Actions

- (a) To initiate the development procedure, the certificate holder should appoint a project co-coordinator who shall liaise with the Authority representative. The Authority's representative shall prepare specific case file which will be opened for the project. The aerodrome project manager shall communicate directly with the Authority representative about the development, throughout the duration of the project.
- (b) For major projects an Initial Development Meeting (IDM) will be held to brief the Authority on the project. The aerodrome management will be responsible for providing a written brief and minutes (for this and subsequent meetings). It is important that all areas affected by the development are covered at the IDM and that all necessary disciplines within the Authority are invited to attend.
- (c) Although consultants may attend development meetings, the Authority will only deal directly with the aerodrome certificate holder or their management representatives, at least one of whom should always be in attendance. The Authority will not deal with consultants directly unless the DG (NCAA) agrees that this is absolutely necessary for the advancement of a project.



## 5.6.2 Consideration of major development

- Focal contact point for project
- Scope of the development
- Proposed timescale
- Work safety Plan
- Temporary Air Traffic Control (ATC) Procedures during the development
- ATC line of sight requirements
- Air Traffic Procedures post development
- Temporary Operational Procedures during development
- Aerodrome Ground lighting briefing
- Low visibility Procedures (where applicable)
- Instrument Approach and Departure Procedures and Minima
- Bird hazard implications
- Environmental impact
- Any special safety measures
- Work plan
- Aerodrome manual amendments
- Contractors involved
- Airspace issues.

A safety plan that addresses all the following:

- Minimum disruption of standard operating procedure for aeronautical activity
- Clear routes for firefighting and rescue stations to active airport operations (AOAs) and safety areas
- The airport operator must meet test response time specified in Vol I of Nig.CARs Part 12.2.9.2(z) at all time so that construction activities cannot be permitted to prevent Airport Operator (AO) from meeting response time
- Chain of notification and authority to change aspects of the construction plan
- Initiation, currency and cancellation of NOTAMs
- Suspension or restructuring of aircraft activity on AOA,
- Threshold displacement and appropriate temporary marking and lighting.





- Installation and maintenance of temporary lighting and marking for closed or diverted aircraft route on active airport operations and safety areas,
- Revised vehicular control procedure or additional equipment and manpower
- Marking/lighting of construction equipment.
- Storage of construction equipment and materials not in use
- Designation of personnel parking and transportation to and from the work site.
- Marking and lighting of construction offices
- Location of contractor plants
- Designation of waste areas and disposal
- Debris clean-up responsibilities and schedule
- Identification of construction personnel and equipment
- Location of access road
- Security controls on temporary gates and relocation fencing
- Noise pollution
- Blasting regulation and control
- Dust control
- Location of utilities
- Provision of temporary utilities and/or immediate repairs in the event of utility disruption
- Location of power and control lines for electronic/visual NAVAIDS
- Additional security measures required in existing regulation
- Marking and lighting of aerodrome co-coordinator as and when they are deemed closed airfield pavement areas
- Phasing of work.

Further guidance on the preparation of work safety plan is given in the Authority's Advisory Circular - NCAA - AC-ARD006 (Plan of Construction Operations).



### 5.6.3 Airspace utilisation consideration

The operator will conduct an aeronautical study to determine the effect of the airport proposal on the safe and efficient use of aerodrome by aircraft. Some of the factors considered in the study are:

- Existing or contemplated traffic patterns of neighbouring airports;
- The effects the proposed action would have on the existing aerodrome structure.
- The effects that existing or proposed manmade objects and natural objects within the affected area would have on the airport proposal.

### 5.6.4 Coordination with interested persons.

- (a) As part of the review of the aeronautical study, the Authority may consult with interested persons regarding the substance of the proposal. This coordination may be accomplished through interviews, conferences, informal airspace meetings, or through the distribution of circulars describing the proposal and offering a prescribed period of time within which the public may submit comments on the proposal.
- (b) Developing meetings will be arranged between the Authority's representative and the aerodrome coordinator as and when they are deemed necessary by either party. Subsequent meetings may not involve all the participants from the IDM, but major participants including at least one representative of the licensee must attend. It may also be useful to arrange at least one meeting at the aerodrome. This is essential in the case of major aerodrome development.

### 5.6.5 Determination.

The Authority shall review the aeronautical study conducted by the operator subjecting it to safety and public interest tests. Further guidance on the conduct of aeronautical studies is given in the Authority's Advisory Circular NCAA-ARD003-Aeronautical Studies.

The purpose of a review of the aeronautical study is given to the proponent in the form of the Authority's determination. These determinations will indicate the following:

- Identification of the objectionable aspects of a project or action and specify the conditions which must be met and sustained to preclude an objectionable determination.
- That the project will not adversely affect the safe and efficient use of airspace by aircraft (reasons for issuing such a determination will be given).



### 5.6.6 Planning Assistance.

The Authority's Inspectors are available to provide assistance during project planning stages on the feasibility of a project from an airspace utilization standpoint. Prospective applicants are encouraged to take advantage of this service, particularly on new airport projects, before money is expended for acquisition of real property or for elaborate engineering plans. Such service is informal in nature and the proposal will not be circulated to the public for comments unless specifically requested by the applicant.

### 5.6.7 State and/or Local reporting requirements.

An Authority's determination does not relieve the proponent of responsibility for compliance with any local law, ordinance or regulation, or state or other federal regulation.

### 5.6.8 Notice of Completion.

The proponent of an airport proposal shall notify the Authority by "Letter" within 15 days after completion of the project.

### 5.6.9 Management Plan

The Authority will wish to see in support of a development project a plan which may include any or all of the following:

#### Instrument Approach and Departure Procedures.

- (a) Should the proposed development have any effect on the Instrument Approach, Missed Approach and Visual Manoeuvring (Circling), including Standards Instrument Departures (SIDs) and Standard Arrival Routes (STARs), details should be submitted to the Authority. It is important that details are submitted sufficiently in advance of the IDM for the full impact to be considered by the appropriate departments. Survey information must be provided if procedures need to be changed.
- (b) In order to achieve adequate notification time scales for the Authority, the IDM should be **at least six (6) months** before the date at which the Works are planned to start. This is particularly important for major construction projects that include the installation of new ATC facilities, or the installation of new aerodrome lighting. For an ILS upgrade or developments that include alterations to instrument Approach Procedures, the Authority should be notified a **minimum of six (6) months** before completion of the project.

### 5.6.10 Assessment of Risk

- (a) All development is expected at least to meet the criteria detailed in the Nig.CARs Part 12.2.6.2 (Vol I), which are minimum standards. During the planning process existing variations on the aerodrome certificate should be



examined to determine whether they can be removed or improved as part of the development.

- (b) However, there may be circumstances when a safety significant development is deemed essential but:
- It falls outside the scope of the Nig.CARs Part 12 Vol I and regulation;
  - The Nig.CARs Part 12 Vol I requirements cannot be met ; or
  - An existing variation cannot be corrected.
- (c) In these circumstances an aeronautical study showing clearly that alternative conditions and procedures that provide an acceptable level of safety will be put in place.
- (d) The type of aeronautical study undertaken will vary depending upon the safety criticality of the development. It should be noted that the submission of a risk or safety assessment does not automatically guarantee approval of a project.
- (e) The aerodrome operator cannot proceed with development unless the study has been made and a determination has been issued which indicates that there are unobjectionable aspects of the project. Guidance on the conduct of aeronautical studies and the granting of exemptions is given in **NCAA -AC-ARD003** and **section 2.2** of this AC respectively.



# APPENDIX A

## FORM: AC-ARD 002-1

FORM:AC-ARD 002-1

**APPLICATION FOR ISSUANCE OF AN AERODROME CERTIFICATE**

**PART 1**

PURPOSE OF THE APPLICATION NEW AERODROME

INITIAL CERTIFICATE (AC No.....)

RENEWAL CERTIFICATE (AC No.....)

**1. PARTICULARS OF THE APPLICANT**

FULL NAME.....

ADDRESS.....

.....

.....

.....POSTAL CODE.....

POSITION.....

PHONE .....FAX..... E-MAIL.....

**2. PARTICULARS OF THE AERODROME**

AERODROME NAME.....

REAL PROPERTY DESCRIPTION.....

.....

.....

GEOGRAPHICAL COORDINATES OF THE AERODROME REFERENCE POINT

LATITUDE.....LONGITUDE.....

(in degrees, minutes and tenths of minutes and in WGS-84 format)

ELEVATION OF THE SITE.....

LOCATION (NEAREST TOWN).....

**3. IS THE APPLICANT THE OWNER OF THE AERODROME SITE ?**

YES  NO

IF NO, PLEASE PROVIDE

(a) Details of right held in relation to the site;

(b) Name and address of the owner of the site and written evidence that permission has been obtained for the site to be used by the applicant as an aerodrome and

(c) Survey plan of the Area (Topography)

FORM:AC-ARD 002-1

Page 1 of 2





4. DETAILS OF AERODROME INCLUDING THE LARGEST TYPE OF AIRCRAFT EXPECTED AND PROPOSED OPERATING HOURS

The Largest type of aircraft expected.....

Proposed Operating hours.....

Type of surface.....

Dimension of Runway.....

Intended commencement date of Aerodrome Operations.....

Other Information.....

5. IS THE AERODROME TO BE USED FOR REGULAR PUBLIC TRANSPORT OPERATIONS ?

YES  NO

6. DETAILS TO BE SHOWN ON THE AERODROME CERTIFICATE

AERODROME NAME.....

AERODROME OPERATOR.....

ADDRESS.....

.....

7. DECLARATION

On behalf of the Aerodrome Operator shown above, I hereby apply for a Certificate to Operate the Aerodrome.

My authority to act on behalf of the applicant is:

.....

.....

.....

Sign.....Date.....

Name of person making the declaration.....

APPROVED

DISAPPROVED

DIRECTOR GENERAL OF CIVIL AVIATION/CEO

.....  
Date



# APPENDIX B

## FORM: AC-ARD002-2

### APPLICATION FOR THE ISSUANCE OF AN AERODROME CERTIFICATE

#### Particulars of the Applicant

##### FULL

NAME.....

ADDRESS.....

PHONE..... DATE.....

##### AERODROME

NAME.....

##### AERODROME CERTIFICATE

NO.....

Pursuant to the Provisions contained in Part 12 of Nig CARs, the following documents and materials are provided in support of this application:

1. The Aerodrome Manual and Statement of Compliance demonstrating that the aerodrome operator's Aerodrome Manual is in compliance with the relevant provisions of the Aerodrome standards Manual.
2. The Survey plans of the Aerodrome Including obstacle Chart 'A' showing details of the aerodrome facilities and obstructions marked/lighted as specified in IS 12.4.2(2);
3. Security clearance from the Federal Government;
4. Written approval from the town planning authority;
5. Environmental Impact Assessment Approval from the Ministry of Environment;
6. The appropriate fee as prescribed by the Authority;
7. Adequate insurance cover;
8. Particulars of non-compliance with, or deviations from the standards prescribed in Nig.CARs Part 12.

*Note: To private aerodrome/helipad operator a statement of solvency financial state will be required.*

FORM:AC-ARD 002-2

To be completed by NCAA

Received

.....Date..... by:

Name and

Title:.....



# APPENDIX A1

## FORM: HC -ARD001

### APPLICATION FOR ISSUANCE OF AN HELIPORT CERTIFICATE

#### PART 1

PURPOSE OF THE APPLICATION

NEW AERODROME

INITIAL CERTIFICATE (AC No \_\_\_\_\_)

RENEWAL CERTIFICATE (AC No \_\_\_\_\_)

#### 1. PARTICULARS OF THE APPLICANT

FULL NAME.....

ADDRESS.....

.....

.....

..... POSTAL CODE.....

POSITION.....

PHONE..... FAX..... E - MAIL.....

#### 2. PARTICULARS OF THE HELIPORT SITE

Heliport Name.....

Real Property Description.....

.....

.....

Geographical Coordinates of the Heliport Reference Point

Latitude..... Longitude.....

(in degrees, minutes and tenths of minutes and in WGS - 84 format)

Elevation of the site.....

Location (Nearest Town).....

#### 3. IS THE APPLICANT THE OWNER OF THE HELIPORT SITE?

Yes  No

If no, Please provide

(a) Details of rights held in relation to the site;

(b) Name and address of the owner of the site and written evidence that permission has been obtained for the site to be used by the applicant as an Heliport and

(c) Survey plan of the Area (Topography)



**4. DETAILS OF HELIPORT INCLUDING THE LARGEST TYPE OF AIRCRAFT EXPECTED AND PROPOSED OPERATING HOURS**

The largest type of aircraft expected.....  
 Proposed Operating hours.....  
 Type of surface.....  
 Dimension of Heliport.....  
 Intended commencement date of Heliport Operations.....  
 Other Information.....

**5. IS THE HELIPORT TO BE USED FOR REGULAR PUBLIC TRANSPORT OPERATIONS?**

Yes  No

**6. DETAILS TO BE SHOWN ON THE HELIPORT CERTIFICATE**

Heliport Name.....  
 Heliport Operator.....  
 Address.....  
 .....

**7. DECLARATION**

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

My authority to act on behalf of the applicant is:

.....  
 .....

Sign.....Date.....

Name of person making the declaration.....

- APPROVED
- DISAPPROVED

DIRECTOR GENERAL/CEO

.....  
Date



# APPENDIX B1

## FORM: HC-ARD002

### APPLICATION FOR THE ISSUANCE OF A HELIPORT CERTIFICATE

#### Particulars of the Applicant

Full Name.....

Address.....

Phone ..... Date .....

Heliport Name .....

Heliport Certificate No .....

Pursuant to the provisions contained in Part 12 of Nig.CARs, the following documents and materials are provided in support of this application:

1. The operator’s Heliport Manual;
2. The plans of the Heliport;
3. Security clearance from the Federal Government(DSS);
4. Written approval from the town planning authority;
5. Environmental Impact Assessment approval from the Ministry of Environment;
6. The appropriate airspace classification requirements;
7. The appropriate fee as prescribed by the Authority; and
8. Adequate insurance cover.

*Note: To private aerodrome/heliport operator a statement of financial solvency will be required.*

\_\_\_\_\_  
To be completed by NCAA

Received by:-

\_\_\_\_\_ Date: \_\_\_\_\_

**Name and Title:** \_\_\_\_\_

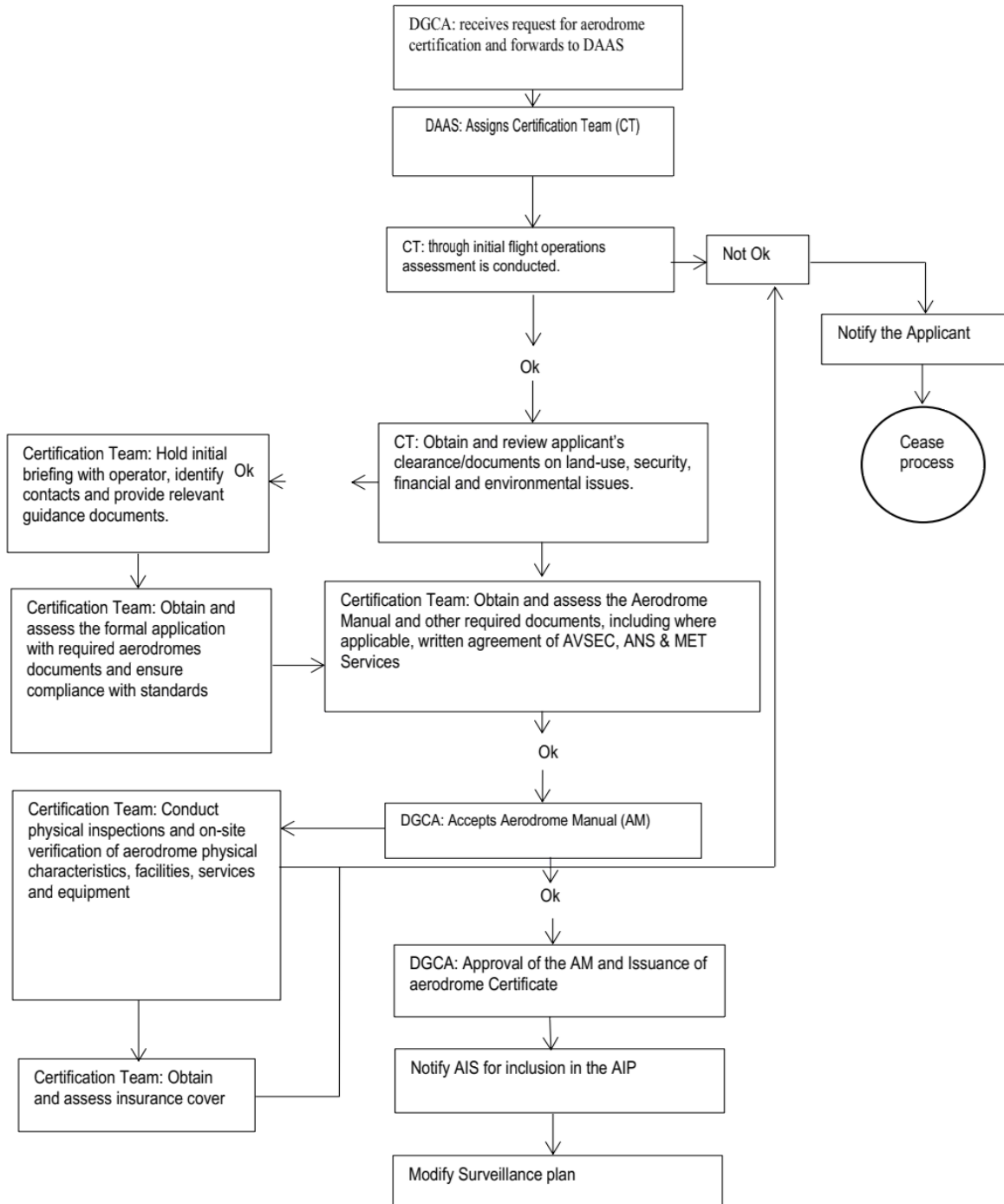
*Note: Certification of Heliport is identical to certification of Aerodrome hence the process of aerodrome certification is adopted for Heliport with minor variations due to the size, complexity and level of operations involved.*





# APPENDIX C

## AERODROME CERTIFICATION PROCESS FLOWCHART





## APPENDIX D

### AERODROME CERTIFICATION PROCESS CHECK LIST

NAME OF OPERATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

PHASE	ACTIVITY	COMPLIANCE STATUS	OUTSTANDING ISSUES	REMARKS
<b>1.0</b>	<b>Dealing with Expression of Interest</b>			
1.1	Receive Part 1 of application.			
1.2	Determine scope of intended operation.			
1.3	Select key personnel to review application.			
1.4	Conduct initial assessments and request necessary external clearance/approvals			
1.5	If application is in compliance, forward to DAAS for approval, if not determine continuance.			
1.6	Initial briefing with operator to review requirements for certification.			
1.7	Obtain fees for development works			
1.8	Identify requirements for submission of Part 2 of application.			
<b>2.0</b>	<b>Assessment of Application</b>			
2.1	Receive Part 2 of application with required documents.			



2.2	Identify key contacts with the operator			
2.3	Review document supporting application and ensure compliance			
2.4	Obtain fee for certification			
2.5	Consult with operator and other government agencies as needed and ensure regular monitoring of development works till completion			
2.6	Obtain and review aerodrome manuals and other requisite documents			
2.7	Ensure all documents and agreements are in compliance before moving to inspection phase			
<b>3.0</b>	<b>Assessment of facilities and equipment</b>			
3.1	Verify availability of inspectors.			
3.2	Verify availability of operator's key contacts			
3.3	Coordinate travel and logistics.			
3.4	Submit proposed schedule to operator.			
3.5	Select appropriate checklist. Provide training where needed. Schedule and conduct on-site opening briefing with operator.			



3.6	Brief team and establish work schedule.			
3.7	Begin on-site inspection.			
3.8	Document and brief operator regarding non-compliance.			
3.9	Review status of corrective action plans.			
3.10	Verify and document corrective action taken.			
3.11	Brief operator regularly on status of inspection.			
3.12	Ensure all checklists have been completed.			
3.13	Resolve open issues and obtain insurance cover			
3.14	Conduct closing briefing with team.			
3.15	Conduct closing briefing with operator.			
<b>4.0</b>	<b>Certification</b>			
4.1	Verify all items are closed or acceptable variance has been granted.			
4.2	Prepare Aerodrome Certificate for issuance.			
4.3	Determine Special Conditions			
4.4	Present packet to DG for issuance of Aerodrome Certificate			



5.0	<b>Post Certification</b>			
5.1	Identify appropriate inspectors to develop surveillance plan. Notify AIS of certified status			
5.2	Develop surveillance plan.			
5.3	Begin surveillance phase.			

**Inspection Team:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Audit Programme Manager:** .....

**Date:** .....

**Name and Title**







## APPENDIX E

### ADDITIONAL INFORMATION FOR DEVELOPMENT OF AERODROME

#### 1.1 Site Selection Survey

The applicant is required to carry out a site selection survey of the site(s) under consideration. The survey is to ensure that the operation of an aerodrome at the specified location will not endanger the safety of aircraft operations.

Relevant data upon which the survey should be based include: Reliable wind distribution statistics that extend over as long a period as possible, preferably not less than five years. The observation should be made at least eight times daily and spaced at equal intervals of time; Noise contour/exposure map indicating the areas around aerodrome vicinities likely to be exposed to significant or unacceptable levels of noise, based on projected aircraft operations; and Soil investigation report.

The survey should take into consideration the proximity of the aerodrome to other aerodromes and landing sites; any excessive operational restriction requirements; any existing restrictions and controlled airspace; and any existing instrument procedures.

An applicant is advised to employ the services of a consultant with proven track record, experience and expertise in the conduct of site selection studies.

The applicant is also required to carry out an Environmental Impact Assessment (EIA) of the site. The primary purpose of the EIA report is to ensure that due cognizance is given to the policies and goals defined in Environment Protection Act and that they are integrated into the proposed aerodrome project. The report shall provide fair, full and explicit discussion of significant environmental impact and shall inform decision makers and the public of the reasonable alternatives which would avoid or minimise adverse impacts or enhance the quality of the environment.

#### 1.2 Aerodrome Development

Any aerodrome operator who intends to embark on construction/development of aerodrome is advised to employ the services of a consultant/agent with proven track record, experience and expertise in aerodrome development projects.

#### 1.3 A Financial Plan of competence



## APPENDIX F

### APPLICATION FOR SEEKING EXEMPTION (In Duplicate)

**1.0 DETAILS OF APPLICANT**

- 1.1 Name of Aerodrome:
- 1.2 Airport Certificate Number:
- 1.3 Full name of applicant (in capital letters):

**2.0 DETAILS OF EXEMPTION SOUGHT**

- 2.1 Relevant provisions of Nig.CARs I Part 12 for which exemption is sought:
- 2.2 The category under which exemption sought (**TEMPORARY/ PERMANENT**):
- 2.3 Reasons why the exemption is needed *(The reasons provided should be detailed and self-explanatory)*:
- 2.4 Period for which exemption is required:
- 2.5 If the exemption will affect a particular kind of operation, the details thereof:
- 2.6 For temporary exemption, the action plan for rectification and review of non-compliance, including the mitigation measures adopted for ensuring the safety during the exemption period:
- 2.7 For permanent exemption, the mitigation measures adopted to ensure safety of aircraft operation. Complete safety assessment report shall be enclosed:

I hereby certify that the forgoing information is correct in every respect and no relevant information has been withheld. I also undertake the responsibility for annually reviewing the conditions or mitigation measures and any other resultant non-compliance in particular when any significant changes in the aerodrome activity and development are proposed.

SIGNATURE OF APPLICANT DATE.....  
 NAME.....(in capital letters)  
 POSITION HELD..... (With official seal)

- Note:**
- i) *It is an offence to make any false representation with the intent to deceive, for the purpose of procuring exemption*
  - ii) *Application not completed in all respect and not accompanied with relevant enclosures is likely to be reject.*



# APPENDIX G

RESERVED





## APPENDIX H

### EXPRESSION OF INTEREST

