



# TECHNICAL GUIDANCE MATERIAL

## for Aerodrome Licensing / Certification

### Advisory Circular

**SUBJECT:** GUIDANCE ON AERODROME LICENSING / CERTIFICATION

**EFFECTIVE DATE:** 07 APRIL 2021

#### APPLICABILITY

Aerodromes used for international operations in accordance with the specifications contained in Annex 14 and CAR 139. Aerodromes open to public use by an aeroplane with a MCM exceeding 5700kg, used in commercial air transport operations as prescribed in CAR 139.01.1(2)

#### PURPOSE

CAR 139 set out the relevant regulatory requirements to be satisfied by the Aerodrome Operators for the licensing / certification of an aerodrome. This guidance material describes the regulations and procedures used by the SACAA to process applications for the issue or surrender of an aerodrome license. Furthermore, it describes the procedure which should be followed by an aerodrome operator for the application of an Aerodrome License / Certificate.

#### 1. REFERENCE

- i. ICAO Annex 14 – Volume I
- ii. ICAO Doc 9774 – Manual on Certification of Aerodromes.
- iii. ICAO Doc 9734 – Safety Oversight Manual
- iv. ICAO Doc 9859 – Safety Oversight Manual
- v. Civil Aviation Regulation Part 139 – Aerodromes and Heliports
- vi. Civil Aviation Regulation Part 140 – Safety Management

#### 2. TERMS AND ABBREVIATIONS

TERM	DEFINITION
Aerodrome	Defined area on land (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.
Aerodrome Facilities and Equipment	Facilities and equipment inside or outside the boundaries of an aerodrome constructed or installed and maintained for the arrival, departure and surface movement of aircraft.
Aerodrome License	Certificate issued by the Director of Civil Aviation Authority under CAR139.02.5 for

(Certificate)	an operation of an international aerodrome or airport.
Aerodrome Manual	A manual included in an application for aerodrome license / certificate in accordance with CAR139.02.11 and includes any amendments to the manual accepted by the SACAA.
Aerodrome Operator	In relation to licensed / certificated aerodromes, the Aerodrome Licence / Certificate holder.
Apron	Defined area on a land aerodrome intended to accommodate aircraft for purposes of loading or unloading of passengers, mail or cargo, fuelling, parking or maintenance.
Manoeuvring Area	That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.
Movement Area	That part of the aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s).
NOTAM	A notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.

ABBREVIATION	DESCRIPTION
AIP	Aeronautical Information Publication
CAR	Civil Aviation Regulation
DCA	Director of Civil Aviation
E: AI	Executive: Aviation Infrastructure
ICAO	International Civil Aviation Organisation
M: ADO	Manager: Aerodrome Operations
MCM	Maximum Certificated Mass
SACAA	South African Civil Aviation Authority
SM: ADFA	Senior Manager: Aerodromes & Facilities

### 3. LEGISLATIVE CONTROLS

Regulations regarding the licensing / certification of aerodromes are specified in CAR 139.

#### 3.1 Certificate Issue

3.1.1 **CAR 139.01.1(2)** – As prescribed aerodromes open to public use by an aeroplane with an MCM exceeding 5700kg used in commercial air transport operations.

3.1.2 **CAR 139.02.2** – An application for the issuing of an aerodrome licence, or an amendment thereof shall be made to the DCA in the prescribed form and accompanied by an aerodrome manual, plans of the aerodrome, written approval of the local government concerned, an environmental impact report, particulars of noncompliance or deviations from the appropriate design, operation or equipment standards and appropriate fee as prescribed in Par 187.

- 3.1.3 **CAR 139.02.4** – The DCA shall consider an application together with all information and other documents relating to such application. The DCA may grant the application if the DCA is satisfied that, the application complies with the requirements prescribed in regulations Part 139 Subpart 2.
- 3.1.4 **CAR 139.02.5** – An aerodrome licence / certificate shall be issued on the appropriate prescribed form and the licence shall specify the category for which the aerodrome is licensed; the restrictions, if any, relating to non-compliance with, deviations from the appropriate aerodrome design, operations or equipment standards and appropriate airspace classification requirements prescribed in Part 172.
- 3.1.5 **CAR 139.02.6** – An aerodrome licence / certificate shall be valid for a period determined by the DCA based on individual risk assessment, which period shall not exceed five years, calculated from the date of issuing or renewal.

### **3.2 Certificate Surrender**

**CAR 139.02.6(4)** – The holder of a licence which is cancelled, shall, within 30 days from the date on which the licence is cancelled, surrender such licence to the DCA.

### **3.3 Certificate Transfer**

**CAR 139.02.7** – Subject to the provisions of the sub-regulation (2), an aerodrome licence shall not be transferable. A change of ownership of the licence shall be deemed to be a change of significance and requires a new licence referred to in regulation 139.02.7(2).

### **3.4 Certificate Amendment**

**CAR 139.02.4** – The DCA shall consider an application together with all information and other documents relating to such application. The DCA may grant the application if the DCA is satisfied that, the application complies with the requirements prescribed in regulations Part 139 Subpart 2.

## **4. LICENSING / CERTIFICATION PROCESS**

The aerodrome certification process comprises of:

- 4.1 Phase 1:** Dealing with the expression of interest by an intending applicant for the aerodrome certificate.
- 4.2 Phase 2:** Assessing the formal application, including evaluation of the Aerodrome Manual.
- 4.3 Phase 3:** Assessing the aerodrome facilities and equipment.
- 4.4 Phase 4:** Issuing or refusing an aerodrome certificate; and
- 4.5 Phase 5:** Promulgating the certified status of an aerodrome and the required details in the AIP.

## **5. DESCRIPTION:**

### **5.1 Phase 1:**

**Dealing with the expression of interest by an intending applicant for the aerodrome licence:**

- 5.1.1 Dealing with the expression of interest shall include a flight operations assessment by the DCA and/or the relevant authorities as well as National Airspace Committee as per CAR 11.05.1 to ensure that the operation of an aerodrome at the location specified in the application will not endanger the safety of aircraft operations. If the

result of this assessment is negative, then there is no need to proceed any further, and the applicant should be advised accordingly.

- 5.1.2 The flight operations assessment shall take into consideration the proximity of the aerodrome to other aerodromes and landing sites, including military aerodromes; obstacles and terrain; any excessive operational restriction requirements; any existing restrictions and controlled airspace; and any existing instrument procedures.
- 5.1.3 CAR 139.02.2 requires that an application for an aerodrome certificate be accompanied by an environmental impact assessment report. The processing of the expression of interest will therefore include referrals from the Local Authorities for necessary clearance.
- 5.1.4 Where the results of the above assessments are positive, the DCA shall advise the applicant in writing to complete and submit a formal application for an aerodrome certificate in accordance with the requirements of CARs Part 139 Subpart 2.

## **5.2 Phase 2:**

### **Assessing the formal application, including evaluation of the Aerodrome Manual:**

- 5.2.1 The DCA must be satisfied that the aerodrome operator has the necessary competence and experience to comply with the relevant regulatory provisions, orders and directives.
- 5.2.2 To ensure uniformity, the standard application form for an aerodrome certificate is available on the SACAA website: <http://www.caa.co.za/>;
- 5.2.3 An assessment of the Aerodrome Manual submitted by the applicant will be conducted to determine whether the manual complies with the requirements of Part 139.02.11 of the regulations; and
- 5.2.4 An assessment of the safety management system that indicates that the applicant will be able to operate and maintain the aerodrome properly.

## **5.3 Phase 3:**

### **Assessing the Aerodrome facilities and equipment:**

- 5.3.1 An on-site inspection shall be undertaken by CAA aerodrome inspectors for the purpose of assessing the aerodrome facilities, services and equipment to verify and ensure that they comply with the specified standards and requirements.
- 5.3.2 The on-site inspection shall include:
  - a) On-site verification of aerodrome data; and
  - b) Checking of aerodrome facilities and equipment, which shall include:
    - i. dimensions and surface conditions of:
      - runway(s)
      - runway shoulders
      - runway strip(s)
      - runway end safety areas
      - stopway(s) and clearways
      - taxiway(s)
      - taxiway shoulders
      - taxiway strips; and
      - aprons.
    - ii. the presence of obstacles in obstacle limitation surfaces at and in the vicinity of the aerodrome
    - iii. 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.
- iv. standby power
- v. wind direction indicator(s)
- vi. illumination of the wind direction indicator(s)
- vii. aerodrome markings and markers
- viii. signs in the movement areas
- ix. tie-down points for aircraft
- x. ground earthing points
- xi. rescue and firefighting
- xii. equipment and installations
- xiii. aerodrome maintenance equipment, particularly for the airside facilities maintenance including runway surface friction measurement
- xiv. runway sweepers
- xv. disabled aircraft removal equipment
- xvi. wildlife management procedures and equipment
- xvii. two-way radios installed in vehicles for use by the aerodrome operator in the movement area
- xviii. the presence of lights that may endanger the safety of aircraft; and
- xix. fuelling facilities.

#### 5.4 Phase 4:

##### Issuing or refusing an aerodrome license:

- 5.4.1 The DCA shall notify the applicant of the decision to issue or refuse the application for a license
- 5.4.2 The DCA may impose operational restrictions in the interest of safety, on an aerodrome license being issued
- 5.4.3 The DCA shall issue a license /certificate in the prescribed form and manner where the DCA is satisfied that:
  - a) the applicant and the personnel of the applicant are adequate in number and have the necessary competency and experience to operate and maintain an aerodrome
  - b) the Aerodrome Manual prepared for the aerodrome and submitted with the application contains all the relevant information
  - c) the aerodrome facilities, services and equipment are established in accordance with approved standards and recommended practices
  - d) the aerodrome operating procedures make satisfactory provision for the safety of aircraft; and
  - e) an approved safety management system is in place.

#### 5.5 Phase 5

##### Promulgating the licensed (certified) status of an aerodrome and the required details in the AIP:

- 5.5.1 CAR 139.02.21 requires an aerodrome operator to provide particulars of the aerodrome (as stated in the Aerodrome Manual) for publication in the AIP
- 5.5.2 Upon satisfactory completion of the licensing process, an aerodrome operator shall provide particulars of the aerodrome as stated in the aerodrome manual to the aeronautical information service for publication in the AIP.

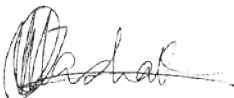


## 6. COMPLIANCE AND ENFORCEMENT

- 6.1 CAR 139.02.6(2) – The licence shall remain in force until it expires or is suspended or downgraded by an authorised officer, inspector or authorised person, or cancelled by the DCA

- 6.2 CAR 185.04.1(1)** An authorised officer, inspector or authorised person may endorse, suspend, downgrade or vary a registration, certificate, approval, licence or authorisation issued under these Regulations, if –
- 6.2.1 immediate endorsement, suspension, downgrade or varying is necessary in the interests of aviation safety.
- 6.2.2 an authorised officer, inspector or authorised person is prevented by the holder of the registration, certificate, approval, licence or authorisation from carrying out any safety inspection and audit or from performing any of the functions that the authorised officer, inspector or authorised person is permitted to perform in terms of the Act and these Regulations; or
- 6.2.3 it is evident that the holder of the registration, certificate, approval, licence or authorisation does not comply with the relevant requirements prescribed in the Regulations, after such holder has been given at least 14 days within which to comply therewith.

The notice of endorsement, suspension, downgrade or varying must be given in writing, and must comply with the provisions of section 117 of the Act.

An authorised officer, inspector or authorised person who has endorsed, suspended, downgraded or varied a registration, certificate, approval, licence or authorisation shall within 7 days, submit a report in writing to the DCA with a proof that a copy thereof has been submitted to the person concerned, stating the reasons why, in his or her opinion, such registration, certificate, approval or authorisation should be withdrawn or restored.

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