



Civil Aviation Safety Authority  
of Papua New Guinea

# Advisory Circular

## AC139-16

### Certification of Aerodromes

Initial Issue

07 April 2025

#### GENERAL

Civil Aviation Safety Authority of Papua New Guinea Advisory Circulars (AC) contain information about standards, practices and procedures that the Director has found to be an Acceptable Means of Compliance (AMC) with the associated rule.

An AMC is not intended to be the only means of compliance with a rule, and consideration will be given to other methods of compliance that may be presented to the Director. When new standards, practices or procedures are found to be acceptable, they will be added to the appropriate Advisory Circular.

#### PURPOSE

This AC provides guidance to applicants and aerodrome operators on the requirements and processes associated with the certification of aerodromes under Civil Aviation Rule Part 139. It outlines the expectations of the Civil Aviation Safety Authority (CASA PNG) regarding the content of an aerodrome manual, the certification process, and the conditions under which an aerodrome operator certificate may be granted, maintained, or varied.

#### RELATED CAR

This AC is specifically related to Rule 139.5 of the PNG Civil Aviation Rules Part 139, which outlines the requirement for an aerodrome operator to hold a certificate. The AC provides supporting guidance to help applicants understand and fulfil this requirement, including the processes and documentation needed for certification.

#### CHANGE NOTICE

This Advisory Circular (AC139-16) is the initial issue. It introduces the first version of guidance material to support the certification of aerodromes under PNG Civil Aviation Rule Part 139. There are no previous versions of this document.

## Table of Contents

Advisory Circular .....	1
Civil Aviation Safety Authority .....	1
AC139-1 .....	1
<b>CHAPTER 1 AERODROME CERTIFICATION .....</b>	<b>4</b>
1.1. Introduction .....	4
1.2. Requirement for Aerodrome Operating Certificate .....	4
1.3. Application for an Aerodrome Operating Certificate .....	4
1.4. Grant of an Aerodrome Operating Certificate .....	5
1.5. Endorsement of Conditions on an Aerodrome Certificate .....	5
1.6. Duration of an Aerodrome Operating Certificate .....	5
1.7. Surrender of an Aerodrome Operating Certificate.....	5
1.8. Amendment of an Aerodrome Certificate.....	5
<b>CHAPTER 2 AERODORME EXPOSITION .....</b>	<b>6</b>
2.1. Preparation of the Aerodrome Manual.....	6
2.2. Location of the Aerodrome Manual.....	6
2.3. Information to be Included in the Aerodrome Manual .....	6
2.4. Amendment of the Aerodrome Manual .....	7
2.5. Notification of Changes to the Aerodrome Manual.....	7
2.6. The Director's Acceptance/Approval of the Aerodrome Manual.....	7
<b>CHAPTER 3 OBLIGATIONS OF THE APPLICANT .....</b>	<b>8</b>
3.1. Compliance with PNG CAR Part 139 Standards and Requirements.....	8
3.2. Competence of Operation and Maintenance Personnel.....	8
3.3. Aerodrome Operation and Maintenance .....	8
3.4. Applicant's Safety Management System .....	8
3.5. Applicant's Internal Safety Audits and Safety Reporting .....	9
3.6. Access to the Aerodrome .....	9
3.7. Notifying and Reporting .....	9
3.8. Special Inspections .....	10
3.9. Removal of Obstructions from the Aerodrome Surface.....	10
3.10. Warning Notices .....	11
<b>CHAPTER 4 EXEMPTIONS .....</b>	<b>12</b>
<b>CHAPTER 5 CERTIFICATION PROCEDURES.....</b>	<b>13</b>
5.1. Introduction .....	13
5.2. Certification Process .....	13

---

5.3. Dealing with the Expression of Interest.....	13
5.4. Assessment of a Formal Application for an Aerodrome Operating Certificate.....	14
5.5. The Grant or Refusal of a Certificate .....	16
5.6. Promulgation in the AIP of the Certified Status and Details of the Aerodrome .....	16
5.7. SURRENDER OF AN AERODROME CERTIFICATE.....	17
Appendix 1 – Particulars to Be Included in An Aerodrome Manual.....	18
Appendix 2 – CA 139-01 Application Form.....	27
Appendix 3 – Sample Aerodrome Operating Certificate .....	30
Appendix 4 – Sample Aerodrome Operations Specification .....	31

## CHAPTER 1 AERODROME CERTIFICATION

### 1.1. Introduction

- 1.1.1 This advisory circular covers the requirement for aerodrome certification; application for issuance of an ADOC; grant of the ADOC; endorsement of conditions in the ADOC; duration of the ADOC; surrender of the ADOC; grant of an interim certificate and amendment of the ADOC.
- 1.1.2 The requirements in PNG CAR Part 139, apply to all aerodromes open to public use in accordance with the provisions of Article 15 of the Convention on International Civil Aviation. CASA PNG is responsible to ensure the safety and security at all aerodromes open to public use, including international operations. However, the requirement for certification may not be applicable to all aerodromes open to public use.
- 1.1.3 The requirement for an applicant or applicant to submit an application for an ADOC is set out in form CA 139-01, included in Appendix 2.
- 1.1.4 The applicant for an ADOC must be the operator of the aerodrome. An applicant can be:
- (a) the owner of the aerodrome;
  - (b) the actual person, or organisation, operating the aerodrome, and holding a lease or
  - (c) Other management arrangement with the owner of the land on which the aerodrome is located.

### 1.2. Requirement for Aerodrome Operating Certificate

- 1.2.1. The operator of an aerodrome must, in accordance with rule 139.3(a)(1), be in possession of an aerodrome certificate if the aerodrome is intended to serve any aeroplane engaged in air operations to or from Papua New Guinea.
- 1.2.2. The operator of an aerodrome must, in accordance with rule 139.3(a)(2), be in possession of an aerodrome certificate if the maximum passenger-seating capacity of the aircraft employed in the operations exceeds 19 seats (20 seats or more), excluding any required flight crew member seat, and the aircraft is engaged in regular public transport for the carriage of passengers within Papua New Guinea.
- 1.2.3. The operator of an aerodrome for which an aerodrome certificate is not required may nevertheless apply for an aerodrome operating certificate (ADOC), for which a fee may be charged.

### 1.3. Application for an Aerodrome Operating Certificate

- 1.3.1. An applicant for an ADOC shall submit to the Director for approval an application in form CA 139-01. The application shall include:
- (a) the aerodrome exposition;
  - (b) the payment of the appropriate fee prescribed by the rule under the Civil Aviation Act 2000;
  - (c) the plan of the aerodrome and its facilities certified by registered surveyor; and
  - (d) evidence of lawful entitlement to use the land as an aerodrome.

## **1.4. Grant of an Aerodrome Operating Certificate**

- 1.4.1. Subject to the requirements in PNG CAR Part 139, the Director may approve the application and accept/approve the aerodrome manual submitted under rule 139.5(1) and grant an ADOC to applicant.
- 1.4.2. Before granting an ADOC, the Director must be satisfied that:
- (a) the applicant and his/her staff have the necessary competence and experience to operate and maintain the aerodrome and its services and facilities;
  - (b) the aerodrome exposition prepared for the applicant's aerodrome is in compliance with rule 139.97;
  - (c) the aerodrome facilities, services and equipment are in accordance with the standards and requirements specified in the PNG CAR Part 139;
  - (d) the aerodrome operating procedures make satisfactory provision for the safety of aircraft; and
  - (e) an acceptable safety management system is in place at the aerodrome.
- 1.4.3. The Director may refuse to grant an ADOC to an applicant. In such cases, the Director shall notify the applicant, in writing, of his/her reasons after making that decision.

## **1.5. Endorsement of Conditions on an Aerodrome Certificate**

- 1.5.1 After successful completion of the processing of the application and the inspection of the aerodrome, the Director, when granting the ADOC, will endorse the conditions for the type of use of the aerodrome and other details as shown in the sample Aerodrome Operation Specification in Appendix 4.

## **1.6. Duration of an Aerodrome Operating Certificate**

- 1.6.1 An ADOC shall remain in force until it is suspended or revoked or, alternatively, an ADOC shall be valid for a maximum period of five (5) years or until it is suspended or revoked, whichever is earlier.

## **1.7. Surrender of an Aerodrome Operating Certificate**

- 1.7.1 An ADOC holder must give the Director not less than 60 days written notice of the date on which the certificate is to be surrendered in order that suitable promulgation action can be taken.
- 1.7.2 The Director shall cancel the certificate on the date specified in the notice.

## **1.8. Amendment of an Aerodrome Certificate**

- 1.8.1. The Director may, provided that the requirements of rules 139.7 and 139.119 have been met, amend an ADOC 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; or
  - (c) the holder of the aerodrome certificate requests an amendment.

## CHAPTER 2 AERODROME MANUAL

### 2.1. Preparation of the Aerodrome Manual

- 2.1.1. The operator of a certificated aerodrome must have a manual, to be known as the aerodrome manual, for the aerodrome.
- 2.1.2. The aerodrome manual should:
  - (a) be typewritten or printed, and signed by the applicant;
  - (b) be in a format that is easy to revise;
  - (c) have a system for recording the currency of pages and amendments thereto, including a page for logging revisions; and
  - (d) be organized in a manner that will facilitate the preparation, review and acceptance/approval process.

### 2.2. Location of the Aerodrome Manual

- 2.2.1. The applicant should provide the Director with a complete and current copy of the aerodrome manual.
- 2.2.2. The applicant must in accordance with rule 139.101(1), keep at least one complete and current copy of the aerodrome manual at the aerodrome and one copy at the operator's principal place of business if other than the aerodrome.
- 2.2.3. The applicant must make the copy referred to in rule 139.101(1) available for inspection by authorized CASA PNG personnel.

### 2.3. Information to be Included in the Aerodrome Manual

- 2.3.1. The operator of a certified aerodrome must include the following particulars in an aerodrome manual, to the extent that they are applicable to the aerodrome, under the following parts:

#### **Part 1**

General information set out in Part 1 of the schedule of rules (see Appendix 1) on the purpose and scope of the aerodrome exposition; the legal requirement for an aerodrome certificate and an aerodrome manual as prescribed in PNG CAR Part 139; conditions for use of the aerodrome; the aeronautical information services available and the procedures for their promulgation; the system for recording aircraft movements and the obligations of the applicant as specified in Chapter 3 of this AC.

#### **Part 2**

Particulars of the aerodrome site as set out in **Part 2 of Appendix 1**.

#### **Part 3**

Particulars of the aerodrome required to be reported to the aeronautical information service as set out in **Part 3 of Appendix 1**.

#### **Part 4**

The aerodrome operating procedures and safety measures as set out in **Part 4** of **Appendix 1**. This may include references to air traffic procedures such as those relevant to low visibility operations. Air traffic management procedures are normally published in the air traffic services manual with a cross-reference to the aerodrome manual.

#### **Part 5**

Details of the aerodrome manual and the safety management system as set out in **Part 5** of **Appendix 1**.

- 2.3.2. If, under rule 139.15, the Director exempts the applicant from complying with any requirement set out in rule 139.7, the aerodrome manual must show the identifying number given to that exemption by the Director and the date the exemption came into effect and any conditions or procedures subject to which the exemption was granted.
- 2.3.3. If a particular is not included in the aerodrome manual because it is not applicable to the aerodrome, the applicant must state in the manual the reason for non-applicability of the particular.

### **2.4. Amendment of the Aerodrome Manual**

- 2.4.1. The operator of a certificated aerodrome must alter or amend the aerodrome manual, whenever necessary, in order to maintain the accuracy of the information in the exposition.
- 2.4.2. To maintain the accuracy of the aerodrome manual, the Director may issue a written directive to an applicant requiring the operator to alter or amend the exposition in accordance with that directive.

### **2.5. Notification of Changes to the Aerodrome Manual**

- 2.5.1. An applicant must notify the Director, as soon as practicable, of any changes that the operator wishes to make to the aerodrome manual.

### **2.6. The Director's Acceptance/Approval of the Aerodrome Manual**

- 2.6.1. The Director shall accept/approve the aerodrome manual and any amendments thereto, provided these meet the requirements of PNG CAR Part 139.

## CHAPTER 3 OBLIGATIONS OF THE APPLICANT

The grant of an aerodrome certificate obliges the applicant to ensure the safety, regularity and efficiency of operations at the aerodrome, to allow CASA PNG authorized personnel access to the aerodrome to carry out safety audits, inspections and testing and to be responsible for notifying and reporting as prescribed.

### 3.1. Compliance with PNG CAR Part 139 Standards and Requirements

3.1.1. The applicant should comply with the standards and requirements specified in PNG CAR Part 139 and with any conditions endorsed in the ADOC and rule 139.15.

### 3.2. Competence of Operation and Maintenance Personnel

3.2.1. The applicant should employ an adequate number of qualified and skilled personnel to perform all critical activities for aerodrome operation and maintenance.

3.2.2. If the Director requires competency certification for the personnel referred to in rule 139.51, the applicant should employ only those persons possessing such certificates.

3.2.3. The applicant should establish and implement a training programme to upgrade the competency of the personnel referred to in rule 139.51.

### 3.3. Aerodrome Operation and Maintenance

3.3.1. Subject to any directives that the Director may issue, the applicant shall operate and maintain the aerodrome in accordance with the procedures set out in the aerodrome manual.

3.3.2. To ensure the safety of aircraft, the Director may give written directives to an applicant to alter the procedures set out in the aerodrome manual.

3.3.3. The applicant should ensure proper and efficient maintenance of the aerodrome facilities.

3.3.4. The ADOC holder shall coordinate with the ATS provider in order to be satisfied that appropriate air traffic services are available to ensure the safety of aircraft in the airspace associated with the aerodrome. The coordination shall cover other areas related to safety such as aeronautical information service, air traffic services, designated meteorological authorities, and security.

### 3.4. Applicant's Safety Management System

3.4.1. The applicant should establish a safety management system for the aerodrome describing the structure of the organization and the duties, powers and responsibilities of the officials in the organizational structure, with a view to ensuring that operations are carried out in a demonstrably controlled way and are improved where necessary.

3.4.2. The applicant should oblige all users of the aerodrome, including fixed-base operators, ground handling agencies and other organizations that perform activities independently at the aerodrome in relation to flight or aircraft handling, to comply with the requirements laid down by the applicant with regard to safety at the aerodrome. The applicant should monitor such compliance.



- 3.4.3. The applicant should require all users of the aerodrome, including fixed-base operators, ground handling agencies and other organizations referred to in rule 139.93(c), to cooperate in the programme to promote safety at, and the safe use of, the aerodrome by immediately informing it of any accidents, incidents, defects and faults which have a bearing on safety.

### **3.5. Applicant's Internal Safety Audits and Safety Reporting**

- 3.5.1. The applicant should arrange for an audit of the safety management system, including an inspection of the aerodrome facilities and equipment. The audit shall cover the applicant's own functions. The applicant should also arrange for an external audit and inspection programme for evaluating other users, including fixed-base operators, ground handling agencies and other organizations working at the aerodrome as referred to in rule 139.93(c).
- 3.5.2. The audits referred to in rule 139.93(c) shall be carried out every 12 months, or less, as agreed with the CASA PNG.
- 3.5.3. The applicant should ensure that the audit reports, including the report on the aerodrome facilities, services and equipment, are prepared by suitably qualified safety experts.
- 3.5.4. The applicant should retain a copy of the report(s) referred to in rule 139.93(c) for a period to be agreed with the CASA PNG. The CASA PNG may request a copy of the report(s) for its review and reference.
- 3.5.5. The report(s) referred to in rule 139.93(c) must be prepared and signed by the persons who carried out the audits and inspections.

### **3.6. Access to the Aerodrome**

- 3.6.1. CASA PNG personnel so authorized by the Director may inspect and carry out assessments on the aerodrome facilities, services and equipment, inspect the applicant's documents and records and verify the applicant's safety management system before the ADOC is granted or renewed and, subsequently, at any other time, for the purpose of ensuring safety at the aerodrome.
- 3.6.2. An applicant should, at the request of the CASA PNG personnel referred to in 3.6.1, allow access to any part of the aerodrome or any aerodrome facility, including equipment, records, documents and operator personnel, for the purpose referred to in 3.6.1.
- 3.6.3. The applicant should cooperate in conducting the activities referred to in 3.6.1.

### **3.7. Notifying and Reporting**

- 3.7.1. An applicant should adhere to the requirement to notify and report to the Director, air traffic control and pilots within the specified time limits required by rule 139.75.
- 3.7.2. Notification of inaccuracies in aeronautical information service (AIS) publications. An applicant should review all Aeronautical Information Publications (AIPs), AIP Supplements, AIP Amendments, Notices to Airmen (NOTAMs), Pre-flight Information Bulletins and Aeronautical Information Circulars issued by AIS on receipt thereof and immediately after such reviews shall notify AIS of any inaccurate information contained therein that pertains to the aerodrome.

- 3.7.3. Notification of changes to the aerodrome facilities, equipment and level of service planned in advance. An applicant should notify AIS and the Director, in writing, at least 48 hours before effecting any change to the aerodrome facility or equipment or the level of service at the aerodrome that has been planned in advance and which is likely to affect the accuracy of the information contained in any AIS publication referred to in 3.7.2.
- 3.7.4. Issues requiring immediate notification. Subject to the requirements of rule 139.75, an applicant should give AIS and shall arrange for air traffic control and the Flight Operations Branch to receive immediate notice detailing any of the following circumstances of which the operator has knowledge:
- (a) obstacles, obstructions and hazards:
    - (1) any projections by an object through an obstacle limitation surface relating to the aerodrome; and
    - (2) the existence of any obstruction or hazardous condition affecting aviation safety at or near the aerodrome;
  - (b) level of service:
    - reduction in the level of service at the aerodrome as set out in any of the AIS publications referred to in rule 139.75;
  - (c) movement area:
    - closure of any part of the movement area of the aerodrome; and
  - (d) any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted.
- 3.7.5. Immediate notification to pilots. When it is not feasible for an applicant to arrange for the air traffic control and the flight operations unit to receive notice of a circumstance referred to in 3.7.4 in accordance with rule 139.75, the operator must give immediate notice direct to the pilots who may be affected by that circumstance.

### **3.8. Special Inspections**

- 3.8.1. An applicant should inspect an aerodrome, as circumstances require, to ensure aviation safety:
- (a) as soon as practicable after any aircraft accident or incident within the meaning of these terms as defined in the Papua New Guinea Civil Aviation Rule Part 12;
  - (b) during any period of construction or repair of the aerodrome facilities or equipment that is critical to the safety of aircraft operation; and
  - (c) at any other time when there are conditions at the aerodrome that could affect aviation safety.

### **3.9. Removal of Obstructions from the Aerodrome Surface**

- 3.9.1. An applicant should remove from the aerodrome surface any vehicle or other obstruction that is likely to be hazardous.

### **3.10. Warning Notices**

3.10.1. When low flying aircraft, at or near an aerodrome, or taxiing aircraft are likely to be hazardous to people or vehicular traffic, the applicant should:

- (a) post hazard warning notices on any public way that is adjacent to the manoeuvring area; or
- (b) if such a public way is not controlled by the applicant, inform the authority responsible for posting the notices on the public way that there is a hazard.

## CHAPTER 4 EXEMPTIONS

- 4.1. The Director may exempt, in writing, an applicant from complying with specific provisions of the PNG CAR Part 139.
- 4.2. Before the Director decides to exempt the applicant, the Director will take into account all safety related aspects.
- 4.3. An exemption is subject to the applicant complying with the conditions and procedures specified by the Director in the ADOC as being necessary in the interest of safety.
- 4.4. When an aerodrome does not meet the requirement of a standard specified in PNG CAR Part 139, the Director may determine, after carrying out aeronautical studies, only if and where permitted by the standards or requirements, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established under Part 139 standards and requirements.
- 4.5. Deviation from a standard or requirement and the conditions and procedures referred to in rule 139.121 shall be set out in an endorsement on the ADOC.

## CHAPTER 5 CERTIFICATION PROCEDURES

### 5.1. Introduction

- 5.1.1. The aerodrome certification procedures ensure full compliance with the Papua New Guinea Civil Aviation Rule Part 139. The procedures in this chapter are in compliance with the PNG CAR Part 139.
- 5.1.2. Adherence to PNG CAR Part 139 and standard procedures will ensure that aerodrome certificates are issued, refused, amended or surrendered in a consistent manner nationally. The use of a common legal format will also facilitate effective and consistent compliance with and enforcement of the act, regulations and rules.
- 5.1.3. The procedures in this chapter refer to the controlling regulation, PNG CAR Part 139 and the CASA PNG staff requirement for implementing each procedure is indicated.

### 5.2. Certification Process

- 5.2.1. The aerodrome certification process will comprise:
  - (a) dealing with the expression of interest by an intending applicant for the ADOC;
  - (b) assessing the formal application, including evaluation of the aerodrome manual;
  - (c) assessing the aerodrome facilities and equipment;
  - (d) issuing or refusing an aerodrome certificate; and
  - (e) promulgating the certified status of an aerodrome and the required details in the AIP.

### 5.3. Dealing with the Expression of Interest

- 5.3.1. Aerodromes that are required to be certified in accordance with rule 139.3 must be in possession of an ADOC before commencing operations. Dealing with the expression of interest should include a flight operations assessment by the CASA PNG and/or the relevant authorities 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 at this initial stage.
- 5.3.2. The flight operations assessment should 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.
- 5.3.3. There may be other State legislation or regulations covering subjects such as environmental protection, which may require the approval of a competent authority from those areas of expertise. The processing of the expression of interest should also include referrals to those competent State entities for their clearance with the necessary documentation, e.g. an environmental impact study carried out by the applicant.
- 5.3.4. Should the results of the above assessment be positive, the Director will advise the applicant in writing to:

- (a) submit a formal application for an ADOC in accordance with the requirements of rule 139.5. The CASA PNG should provide the applicant with the prescribed application form CA 139-01, a copy of the PNG CAR Part 139, including its schedule(s), and any other relevant advisory circular or publication that the CASA PNG may have issued; and

5.3.5. In the letter to the applicant, the contact person in the CASA PNG will be indicated.

5.3.6. CASA PNG Staff Requirement - The CASA PNG staff requirement for carrying out the activities described in 5.3.1 to 5.3.5 may include, but not be limited to, aerodrome inspectors, airspace policy specialists, rescue and fire-fighting inspectors and visual aids specialists.

## **5.4. Assessment of a Formal Application for an Aerodrome Operating Certificate**

5.4.1. Rule 139.7 specifies the responsibilities of the Director before he/she can grant an ADOC. The Director specifies the requirements for issuing an ADOC and the need for operational safety considerations. The Director must be satisfied that the applicant has the necessary competence and experience to comply with the PNG CAR Part 139 standards and requirements.

5.4.2. To ensure uniformity, form CA 139-01 should be used for applying for an ADOC.

Note. — A sample of form CA 139-01 is given in Appendix 2 for guidance purposes.

5.4.3. The assessment, by the Director's delegate, of the formal application should include the following:

- (a) a flight operations assessment if that was not carried out during the time of dealing with the expression of interest. This assessment should also include an aeronautical study pursuant to rule 139.15 if there is a deviation from a standard or requirement;
- (b) an assessment of the aerodrome manual submitted by the applicant to determine whether:
  - (1) the manual complies with the requirements of rule 139.97 and the schedule of these rule (see Appendix 1). All verifications that can be completed or initiated in the office should be carried out, including the aerodrome data to be published by the aeronautical information service, and the adequacy of the aerodrome operating procedures; and
  - (2) the management system, including the safety management system, indicates that the applicant will be able to operate and maintain the aerodrome properly; and

(c) a site visit as detailed in 5.4.4.

5.4.4. A site visit shall be undertaken for the purpose of assessing the aerodrome facilities, services and equipment to verify and ensure that they comply with the Part 139 standards and requirements. This should include:

- (a) on-site verification of aerodrome data; and
- (b) 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 shoulders;
  - taxiway strips; and
  - aprons;
- (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) runway sweepers and snow removal equipment;
- (14) disabled aircraft removal equipment;

- (15) wildlife management procedures and equipment;
- (16) two-way radios installed in vehicles for use by the applicant in the movement area;
- (17) the presence of lights that may endanger the safety of aircraft; and
- (18) fuelling facilities.

5.4.5. **CASA staff requirement** - The CASA PNG staff requirement for carrying out the assessment of the formal application for an aerodrome certificate may include aerodrome inspectors, airspace policy specialists, rescue and fire-fighting inspectors and visual aids specialists.

## 5.5. The Grant or Refusal of a Certificate

5.5.1. The Director will notify his/her decision to issue or refuse to issue a certificate. The Director shall endorse conditions, in the interest of safety, on an ADOC being issued.

5.5.2. Based on the results of the assessment of the formal application for a certificate, the Director will notify the applicant whether the application was successful or unsuccessful. If the application was unsuccessful, the applicant will be advised of the additional steps that need to be taken by the applicant prior to certification. For example, the aerodrome manual may need to be amended to incorporate any changes to the aerodrome facilities and equipment that may be required in order to comply with the standards and practices specified in the regulations.

5.5.3. If the application was successful, the ADOC, incorporating conditions pursuant to rule 139.7, as applicable, shall be granted to the applicant after an identifying number has been allocated.

*Note.— Appendix 3 contains a sample ADOC.*

5.5.4. If after being advised of the additional steps that must be taken to rectify the shortcomings referred to in 5.5.2, the applicant is still not able to satisfy the requirements of rule 139.7, the Director 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:

- (a) the inspection of aerodrome facilities and equipment revealed that they do not make satisfactory provision for the safety of aircraft operations;
- (b) the assessment of the aerodrome operating procedures revealed that they do not make satisfactory provision for the safety of aircraft operations;
- (c) the assessment of the aerodrome manual revealed that it does not contain the particulars set out in rule 139.97 and CAR Part 139 Matrix; and
- (d) 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 rule 139.51.

5.5.5. The applicant is required to bear the costs of aerodrome certification pursuant to rule 139.5(2).

## 5.6. Promulgation in the AIP of the Certified Status and Details of the Aerodrome

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



## **5.7. Surrender of An Aerodrome Certificate**

- 5.8.1. Section 56 of the Civil Aviation Act 2000 provide for the cancellation of an aerodrome certificate if an applicant voluntarily gives notice in writing to the Director.
- 5.8.2. Upon receipt of the notice, the Director shall:
- (a) verify the credentials of the operator requesting cancellation as the certificate holder;
  - (b) verify that the notification received from the applicant meets the requirements of rule 139.9.
  - (c) check that the information provided by the applicant includes the following:
    - (1) if the aerodrome is to remain open, an appropriate NOTAM has been promulgated to advise the change of status; and
    - (2) if the aerodrome is to be closed to all traffic, sufficient safety measures have been taken by the applicant, such as the removal of wind socks and markings, the provision of appropriate closed markings, unserviceability markers and such other visual aids as necessary.
- 5.8.3. If the application for cancellation of the certificate is found to be in order, the Director shall issue a letter cancelling the certificate effective from the date specified in the notice given by the certificate holder.
- 5.8.4. If the aerodrome is to remain open for use as an uncertified aerodrome, the Director shall ensure that the safety requirements at such aerodromes are met.
- 5.8.5. The aeronautical information service should be advised to take appropriate action regarding the uncertified status of the aerodrome or the closure of the aerodrome, as the case may be, in accordance with PNG CAR Part 139.

## Appendix 1 – Particulars to Be Included in An Aerodrome manual

### Part 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 Part 139;
- (c) conditions for use of the aerodrome - a statement to indicate that the aerodrome shall at all times, when it is available for the take-off and landing of aircraft, be so available to all persons on equal terms and conditions;
- (d) the available aeronautical information system and procedures for its promulgation;
- (e) the system for recording aircraft movements; and
- (f) obligations of the applicant.

### Part 2 Particulars of the Aerodrome Site

General information, including the following:

- (a) a plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator;
- (b) a plan of the aerodrome showing the aerodrome boundaries;
- (c) a plan showing the distance of the aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome; and
- (d) particulars of the 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.

### Part 3 Particulars of the Aerodrome Required to be Reported to the Aeronautical Services Information (AIS)

#### P.3.1 General Information

- (a) the name of the aerodrome;
- (b) the location of the aerodrome;
- (c) the geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System — 1984 (WGS-84) reference datum;
- (d) the aerodrome elevation 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 applicant and the address and telephone numbers at which the applicant may be contacted at all times.

### **P.3.2 Aerodrome Dimensions and Related Information**

General information, including the following:

- (a) runway - true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone;
- (b) length, width and surface type of strip, runway end safety areas, stopways;
- (c) length, width and surface type of taxiways;
- (d) apron surface type and aircraft stands;
- (e) clearway length and ground profile;
- (f) visual aids for approach procedures, viz. approach lighting type and visual approach slope indicator system (PAPI/APAPI and T-VASIS/AT-VASIS); marking and lighting of runways, taxiways, and aprons; other visual guidance and control aids on taxiways (including runway holding positions, intermediate holding positions and stop bars) and aprons, location and type of visual docking guidance system; availability of standby power for lighting;
- (g) the location and radio frequency of VOR aerodrome checkpoints;
- (h) the location and designation of standard taxi routes;
- (i) the geographical coordinates of each threshold;
- (j) the geographical coordinates of appropriate taxiway centre line points;
- (k) the geographical coordinates of each aircraft stand;
- (l) the geographical coordinates and the top elevation of significant obstacles in the approach and take-off 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 PNG CAR Part 175);
- (m) pavement surface type and bearing strength using the Aircraft Classification Rating - Pavement Classification Rating (ACR-PCR) method;

- (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 e-mail address of the aerodrome coordinator for the removal of a disabled aircraft on or adjacent to the movement area, information on the capability to remove a disabled aircraft, expressed in terms of the largest type of aircraft which the aerodrome is equipped to remove; and
- (q) rescue and fire-fighting: the level of protection provided, expressed in terms of the category of the rescue and fire-fighting services, which should be in accordance with the longest 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.*

## **Part 4 Particulars of the Aerodrome Operating Procedures and Safety Measures**

### **P4.1 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) arrangements for reporting any changes to the Director 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 CASA PNG, of the place where changes are to be reported to the Director.

### **P4.2 Access to the Aerodrome Movement Area**

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

- (a) the role of the applicant, the aircraft operator, aerodrome fixed-base operators, the aerodrome security entity, the CASA PNG 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.

### **P4.3 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 tests 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.

### **P4.4 Rescue and Firefighting**

Particulars of the facilities, equipment, personnel and procedures for meeting the rescue and firefighting requirements, including the names and roles of the persons responsible for dealing with the rescue and firefighting services at the aerodrome.

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

### **P4.5 Inspection of the Aerodrome Movement Area and Obstacle Limitation Surface by the Applicant**

Particulars of the procedures for the inspection of the aerodrome movement area and obstacle limitation surfaces, including the following:

- (a) arrangements for carrying out inspections, including runway friction and water-depth measurements on runways and taxiways, during and outside the normal hours of aerodrome operations;
- (b) arrangements and means of communicating with air traffic control during an inspection;
- (c) arrangements for keeping an inspection logbook, and the location of the logbook;
- (d) details of inspection intervals and times;
- (e) inspection checklist;
- (f) arrangements for reporting the results of inspections and for taking prompt follow-up actions to ensure correction of unsafe conditions; and

- (g) the names and roles of persons responsible for carrying out inspections, and their telephone numbers during and after working hours.

#### **P4.6 Visual Aids and Aerodrome Electrical Systems**

Particulars of the procedures for the inspection and maintenance of aeronautical lights (including obstacle lighting), signs, markers and aerodrome electrical systems, including the following:

- (a) arrangements for carrying out inspections during and outside the normal hours of aerodrome operation, and the checklist for such inspections;
- (b) arrangements for recording the result of inspections and for taking follow-up action to correct deficiencies;
- (c) arrangements for carrying out routine maintenance and emergency maintenance;
- (d) arrangements for secondary power supplies, 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.

#### **P4.7 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.

#### **P4.8 Aerodrome Works - Safety**

Particulars of the procedures for planning and carrying out construction and maintenance work safely (including work that may have to be carried out at short notice) on or in the vicinity of the movement area which may extend above an obstacle limitation surface, including the following:

- (a) arrangements for communicating with air traffic control during the progress of such work;
- (b) the names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the work, and arrangements for contacting those persons and organizations at all times;

- (c) the names and telephone numbers, during and after working hours, of the aerodrome fixed-base operators, ground handling agents and aircraft operators who are to be notified of the work;
- (d) a distribution list for work plans, if required.

#### **P4.9 Apron Management**

Particulars of the apron management procedures, including the following:

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

#### **P4.10 Apron Safety Management**

Procedures to ensure apron safety, including:

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

#### **P4.11 Airside Vehicle Control**

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

- (a) details of the applicable 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.

#### **P4.12 Wildlife Hazard Management**

Particulars of the procedures to deal with the danger posed to aircraft operations by the presence of birds or mammals in the aerodrome flight pattern or movement area, including the following:

- (a) arrangements for assessing 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.

#### **P4.13 Obstacle Control**

Particulars setting out the procedures for:

- (a) monitoring the obstacle limitation surfaces and Type A Chart for obstacles in the take-off surface;
- (b) controlling obstacles within the authority of the operator;
- (c) monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces;
- (d) controlling new developments in the vicinity of aerodromes; and
- (e) notifying the Director 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.

#### **P4.14 Removal of Disable 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 applicant 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 air traffic control unit;
- (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.

#### **P4.15 Handling of Hazardous Materials**

Particulars of the procedures for the safe handling and storage of hazardous materials 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 solids, 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.*

#### **P4.16 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.

#### **P4.17 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 of hazardous microwave radiation.

*Note 1. — In writing the procedures for each category, clear and precise information should be included on:*

*— when, or in what circumstances, an operating procedure is to be activated;*

*— how an operating procedure is to be activated;*

*— actions to be taken;*

*— the 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.*

### **Part 5 Aerodrome Manual and Safety Management System**

#### **P5.1 Aerodrome Manual**

Particulars of the aerodrome manual, including the following:

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

#### **P5.2 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 targets, allocating priorities for implementing safety initiatives and providing a framework for controlling the risks to as low a level as is reasonably practicable keeping always in view the requirements of the standards and requirements in PNG CAR Part 139;
- (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 programme);
- (f) measures for safety promotion and accident prevention and a system for risk control involving analysis and handling of accidents, incidents, complaints, defects, faults, discrepancies and failures, and continuing safety monitoring;
- (g) the internal safety audit and review system detailing the systems and programmes for quality control of safety;
- (h) the system for documenting all safety-related airport facilities as well as airport operational and maintenance records, including information on the design and construction of aircraft pavements and aerodrome lighting. The system should enable easy retrieval of records including charts;
- (i) staff training and competency, including the review and evaluation of the adequacy of training provided to staff on safety-related duties and of the certification system for testing their competency; and
- (j) the incorporation and enforcement of safety-related clauses in the contracts for construction work at the aerodrome.

## Appendix 2 – CA 139-01 Application Form



CIVIL AVIATION SAFETY AUTHORITY  
OF PAPUA NEW GUINEA

### Application for Issue or Renewal of an Aerodrome Operating Certificate under CAR Part 139

1. Applicant/Aerodrome Details

(a) Legal name of applicant/organisation:			
(b) Name of Aerodrome:			
(c) Trading name (if any):			
(d) Client No. (if known):			
(e) Postal Address: (Address for Service, Ref Civil Aviation Act Section 48)			
	Telephone:	Fax:	
	Email:		
(f) Business Address: (if different from above)			
	Telephone:	Fax:	
	Email:		
(g) Your reference:			
	(order number/contact person or other reference)		

2. Reason for Application – Mark appropriate box

Initial Issue: <input type="checkbox"/>	Renewal: <input type="checkbox"/>
--	--------------------------------------

3. Questionnaire

	Yes* No
(a) Has the organisation been convicted for any transport safety offence in the last five years or is the organisation presently facing charges for a transport safety offence? <input type="checkbox"/> <input type="checkbox"/>	
(b) Has the organisation previously had an application for an aviation document rejected or has an aviation document held by the organisation been suspended or revoked? <input type="checkbox"/> <input type="checkbox"/>	

\*If answering "Yes", please provide details on separate sheets enclosed in a sealed envelope marked "Confidential, Director, Civil Aviation Safety Authority". Include organisation name, client number (if known) and the type of certificate applied for.

4. Aeroplanes for which the aerodrome facilities are intended

Aeroplanes having a certificated seating capacity in excess of 20 passengers <input type="checkbox"/>	Aeroplanes above 5700 kg maximum Certificated take-off weight <input type="checkbox"/>
Aeroplanes at or below 5700 kg maximum certificated take-off weight <input type="checkbox"/>	Helicopters <input type="checkbox"/>

5. Aerodrome Limitations

Brief summary of any limitations on the use of the aerodrome:

Senior Persons

For initial issue or for a change of Senior Persons, a separate form CASA FPP must accompany this application for each of the senior persons nominated below.

List of Senior Persons and their areas of responsibility (Ref CAR Part 139.51(a)(1) and (2))

6. Declaration

This application is made for and on behalf of the applicant or organisation identified above. I certify that I am empowered by the applicant or organisation to ensure that all activities undertaken by the applicant or organisation can be financed and carried out in accordance with the standard required by the Authority.

Full name of (proposed) Chief Executive: .....

Signature of (proposed) Chief Executive: .....

Date of Application: ..... Client No.: (if known).....

Notes:

The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under Section 304 of the Civil Aviation Act 2000 and is subject, in the case of a person other than an individual, to a maximum fine of K100, 000.

The completed application should be submitted to:  
The Director of Civil Aviation  
Civil Aviation Safety Authority  
PO Box 1941 BOROKO,  
National Capital District,  
Papua New Guinea

---

OFFICE USE ONLY

1. Received by: ..... 2. Date Received: ..... 3. Job No.: .....

4. Completed by: ..... 5. Certificate issue date: .....

---

Form: CA 139-01      Page: 2 of 2 Revision: 10      Effective: 01/01/18

## Appendix 3 – Sample Aerodrome Operating Certificate



# Aerodrome Operating Certificate

ADOC139/[NO.]

This is to certify that

[CERTIFICATE HOLDER]

is authorized under the provisions of Civil Aviation Rule Part 139, Subpart A, B, C, and D, to operate [Name] Airport serving any aeroplane having a seating configuration of 20 seats or more, excluding any required flight crew member seat, and engaged in regular air operations and other associate activities as defined in the organization's exposition.

This certificate is not transferable and shall come into force on the 1<sup>st</sup> day of [Mmmm Yyyy] and remain in force until the [dd]<sup>[st/th]</sup> day of [Mmmm Yyyy] unless otherwise suspended or revoked.

Granted this the [d]<sup>[st/nd/rd/th]</sup> day of [Mmmm Yyyy]

\_\_\_\_\_  
[Full Name]  
Director of Civil Aviation

This Certificate is granted pursuant to Civil

Aviation Rule Part 139 REV[YMMDD]

## Appendix 4 – Sample Aerodrome Operations Specification

ADOC Holder:		ADOC No:	139 / _____
Aerodrome:		File No:	AGA93 – _____ – 11

<b>A. BUSINESS TRADING NAME(S)</b>						
1	ADOC Holder					
2	Other Business Trading Names					
<b>B. ADDRESS FOR SERVICE</b>						
1	Post Office Address					
2	Telephone					
3	Email					
<b>C. LOCATION</b>						
1	Physical Location (Address)					
2	ICAO Location Indicator					
3	Geographical Location (ARP)	Latitude:		Longitude:		
<b>D. NOMINATED SENIOR PERSONS</b>						
No	Title per CAR Part 139	Name		Company	Title	FPP
1	Aerodrome Chief Executive					
2	Aerodrome Chief Executive					
<b>Senior Persons</b>						
3	Aerodrome Manager					
4	Aerodrome Manager					
5	Aerodrome Manager					
6	Aerodrome Safety Officer					
7	Aerodrome Safety Officer					
8	Aerodrome Fire Chief					
9	AvSec Manager					
10	Safety Quality Manager					
<b>E. ACCEPTANCE OF AERODROME MANUAL</b>						

No	Manual Name	Version	Accepted	Date Accepted	Remarks		
1	Aerodrome Manual						
2	Aerodrome Emergency Plan						
3	Rescue and Firefighting Manual						
4	Wildlife Control Program						
5	Aerodrome Security Programme						
6	Security Awareness Programme						
7	Safety Management Manual						
8	Quality Management Manual						
<b>F. AUTHORISED SPECIFICATION</b>							
1	Critical Aircraft Type:			ARFL:		Wingspan:	
		OMGWS:			Eye to Wheel Height (EWH):		
2	Aerodrome Reference Code:						
3	Design Aircraft:			CBR:		ACN:	
4	RWY Pavement Strength (PCN):						
5	Main Runway Approach Type	RWY	:		RWY	:	
6	Hours of Operation:						
7	RFF Level of Protection:			Overall length:		Fuselage Width:	
8	Aerodrome Control Service:						
9	Apron Management Service:						
10	Security Designation:						
11	International Designation:						



G. AERODROME LIMITATIONS		
1		
2		
3		
4		
5		

H. EXEMPTIONS					
No.	Exemption No.	Rule Exempted	Description	Validity	Con. Ref
1					
2					
3					
4					
5					

I. CONDITIONS					
1					
2					
3					
4					
5					