

Aerodrome Certification Procedures - Pakistan

2. Certificate Issuing Process

Approved by *Director General Civil Aviation Authority*

Version 0.4: April 2006

2.1 Certificate issuing process.

2.1.1 Key Elements of the Certificate Issuing Process

Purpose To ensure that aerodrome certificates are correctly and consistently issued using a common legal format nationally by describing the:

- Process for issuing aerodrome certificates
- Legislation governing their issue
- Staff responsibilities
- Forms and letters used.

2.1.2 Advisory Publications

Aerodrome Standards Manual – Pakistan (ASMP) first edition 2004, issue 01 dated 25 April 2005.

Air Navigation Order No. 93.0003

Aerodrome Inspector's Hand Book

ICAO Annex-14 Vol-1

ICAO Doc-9774

Sample Letters Grant of certificate
Refusal to grant certificate

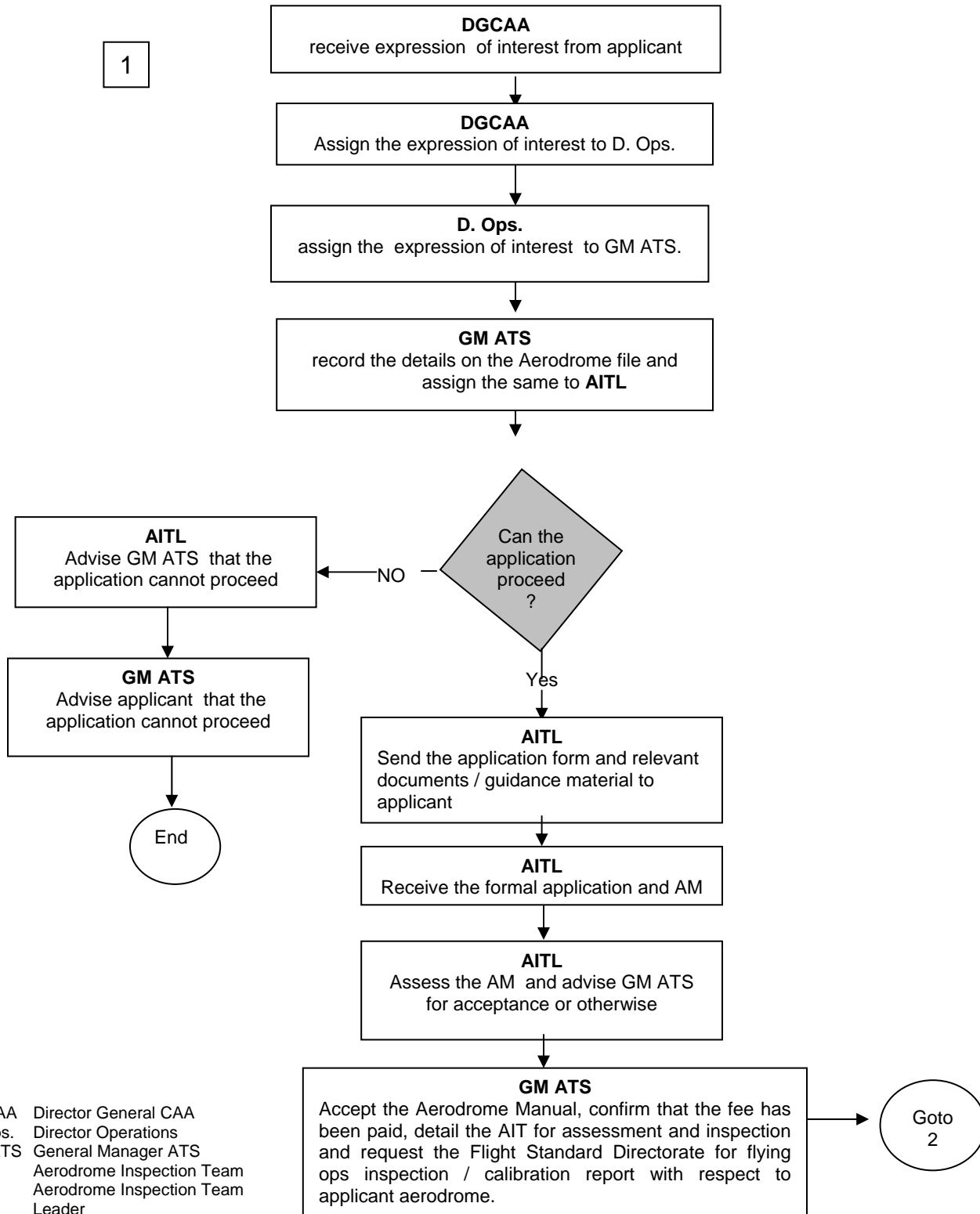
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2.1.2 Certificate Issuing Process Flowchart

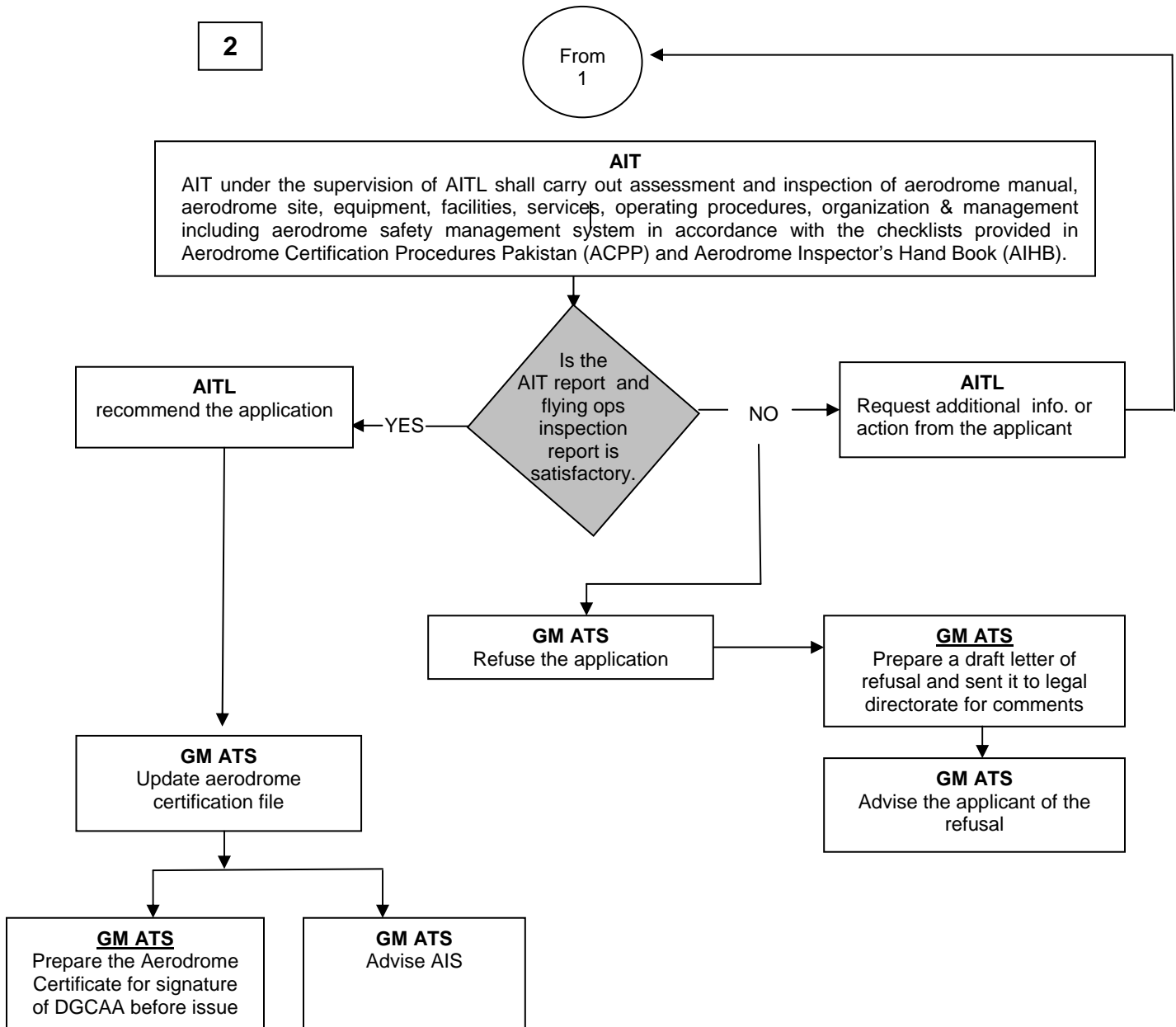


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2.2 Dealing with Expressions of Interest

2.2.1 Key Elements of the Process to deal with Expressions of Interest

Purpose

- To ensure that all expressions of interest from aerodrome operators are registered.
- To assign the task to Aerodrome Inspection Team.

Legislative Control

ANO 93.0003
Para-5.3

- Authorizes CAA to refuse to grant an aerodrome certificate and requires reasons for the refusal.

Para 5.4

- Authorizes CAA to endorse condition on an aerodrome certificate.

Para 5.5

- Specifies the validity period of an aerodrome certificate.

Staff

GM ATS

*Aerodrome Inspector Team
Leader*

Responsibilities

Assigns the task to Aerodrome Inspection Team Leader.

Responds to the expression of interest

Forms

Application for an Aerodrome Certificate

Time frame

Expressions of interest should be responded to within 21 days of their receipt.

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2.2.2 Guidelines for Dealing with Expressions of Interest

GM ATS

GM ATS shall nominate the Aerodrome Inspection Team lead by the representative of Operations / ATC in the team.

1. Assign AITL to deal with the expression of interest.
2. Record the expression of interest details on the Aerodrome file.
3. Arrange a flying operations inspection:
 - a. Refer the application to the DFS for a flying operations inspection.
 - b. Make sure that Flying Operations Inspection report from the Flight Standard Directorate is received.

Note:- *In case of CAA owned airports, the periodical flight operations check reports issued by the Chief Flight Inspector (CFI) will suffice the requirements of sub para a & b above.*

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2.2.3 Procedures for Dealing with Expressions of Interest

AITL

1. If the application cannot proceed advise the GM ATS giving concrete reasons.
2. If the application can proceed, provide following documents to the applicant;
 - a) Application form.
 - b) ANO 93.0003 (current issue).
 - c) Aerodrome Standards Manual Pakistan.
 - d) Appendix-1 of ICAO Doc-9774 first edition 2001.
3. The applicant should also be advised to obtain or refer to the CARs-1994 to ensure that certification standards are understood and can be met.
4. Prepare estimate of processing charges for the complete aerodrome certification process required to be undertaken for applicant aerodrome.
5. Send the applicant formal quote indicating the amount of certificate fee, and processing charges which include the visit cost for Aerodrome Inspection Team (AIT), flying ops inspection cost, and all other costs estimated to be born by the CAA for the certification process (not applicable for CAA owned aerodromes).

Note:- The processing charges may vary subject to any revision by the HQCAA in the entitlements of AIT members, cost of flying ops inspection or any other reason considered valid for any enhancement to the processing charges by HQCAA.

6. Provide contact number/ mailing address for any correspondence during the certification process.

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2.3 Assessing a Formal Application

2.3.1 Key Elements of the Process of Assessing a Formal Application

Purpose

Legislative Controls

ANO 93.0003

- Assess the documentation that is supplied by the applicant to ensure that the application meets the requirements Rule 60A of CAR-1994, ANO 93.0003 and ASMP.

Staff

Aerodrome Inspector Team Leader

Responsibilities

Makes the initial assessment of the application

Ensures the completion of flying operations inspection by CFI, obtains cost incurred on flying operation inspection.

Forms

Certificate Issue Check list.
Aerodrome Inspector Check list.
Safety Management System(SMS) Check list.

Sample Letters

Not applicable

Timeframe

The initial assessment should be completed within 30 days of the receipt of the formal application.

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2.3.2 Guidelines for Assessing a Formal Application

Checklist

While processing the application, tick mark the activities successfully completed off the Certificate Issue Checklist.

Aerodrome Manuals

- Applicant must supply one copy of the Aerodrome Manual, alongwith application. In addition to the Aerodrome Manual, the applicant may be required to supply other supporting evidence to the AITL.
- The Aerodrome Manual must comply with ANO 93.0003, and ASMP (first edition 2004) regulations regarding its contents and completeness.
- The AITL must be satisfied that the aerodrome operator can properly maintain the aerodrome, and the contents of the manual may be used as evidence of this.

2.3.3 Procedures for Assessing a Formal Application

Aerodrome Inspector Team Leader

Note: *While processing the application, complete the relevant parts of the Certificate Issue Checklist to record activity satisfactorily completed to date.*

Upon receiving the completed Application form for an Aerodrome Certificate:

1. Make an initial assessment of the application:
 - a. Check that a copy of Aerodrome Manual is received.
 - b. Make sure that a flying operations inspection report is received in accordance with para 3b of section 2.2.6.

(See also :- Assessing the Applicant's Aerodrome Manual).

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2. Check the Aerodrome Manual and other supporting documentation indicate that the operator has given due consideration to operational safety matters.
3. Prepare a letter containing estimate for service and send it to the applicant.
4. When payment is received, check that it is correct and issue a receipt.

Assessing the Applicant's Aerodrome Manual

Note: AIT will need to complete parts of the Aerodrome Manual assessment during the visit to the aerodrome described in Section 2.4 Assessing the Aerodrome Facilities.

5. Using the AIT checklist, determine whether the applicant's Aerodrome Manual complies with the requirements of ANO 93.0003 and ASMP (first edition 2004).
6. Using the Safety Management System checklist, determine whether the Aerodrome Safety Management Manual satisfactorily indicates that the applicant can properly operate and maintain the aerodrome in accordance with the regulation and standards.
7. If the Aerodrome Manual complies with the requirements of the ANO 93.0003 and ASMP, record on the Certificate Issue Checklist as manual is compliant :

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2.4 Assessing the Aerodrome Facilities

2.4.1 Key Elements of the Process of Assessing Aerodrome Facilities

- Purpose**
- Complete the assessment of the application by inspecting the facilities at the applicant's aerodrome to ensure that they comply with ASMP (first edition 2004).

<u>Staff</u>		<i>Responsibilities</i>
Aerodrome Inspection Team	ANO 93.0003	Assesses the aerodrome facilities during a visit to the aerodrome
Forms		AIT Checklists. Flying Operations Inspection report.
Timeframe		The visit to the aerodrome should be made within 90 days of the receipt of the application

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2.4.2 Guidelines for Assessing the Aerodrome Facilities

To complete the assessment, the Aerodrome Inspection Team must visit the aerodrome.

The AITL may request assistance from various needed specialists, eg flight standards, air traffic services, fire service officer, electrical engineering and so on to assess particular aerodrome facilities, including lighting and visual aids observation from the air by day & night, dangerous lights, communications and so on.

The facilities must comply with ASMP (first edition 2004).

2.4.3 Procedures for Assessing the Aerodrome Facilities

Aerodrome Inspection Team

1. Obtain copy of the Aerodrome Inspector's Handbook which contains relevant checklists.
2. With the other specialists as required, visit the aerodrome, inspect the facilities to ensure that they comply with ASMP (first edition 2004);
 - a. assess each item listed on the checklists.
 - b. record the results of the inspection on the appropriate checklists. Note comments, if required.
3. Complete the assessment of the Aerodrome Manual. (See Section 2.3.3 Assessing the applicant's Aerodrome Manual.)
4. At the end of the inspection, complete the relevant parts of the Certificate Issue Checklist to record activity satisfactorily completed to date.

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2.5 Issuing or refusing an Aerodrome Certificate

2.5.1 Key Elements in Issuing or Refusing an Aerodrome Certificate

Purpose

Legislative Controls

ANO 93.0003

- To advise the applicant of the results of the inspection.
- To complete the administrative action required when an application is approved.

Staff

GM ATS

Aerodrome Inspection Team Leader

Responsibilities

Maintains the Aerodrome Certification file.

Advises the applicant of the results of the inspection.
Prepare the aerodrome certificate, if appropriate.

Forms

Aerodrome Certificate Register
Grant of certificate sample letter
Refusal to grant certificate sample letter

Timeframe

The administrative action to issue the certificate should be completed within 30 days of approving an application.

The notification of the decision to refuse a certificate must be sent to the applicant within 14 days of a decision being made.

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2.5.2 Guidelines for Issuing or Refusing an Aerodrome Certificate

Issue of the Certificate Number

Certificate numbers will be issued in a manner to correspond with the number of file, which is opened by GM ATS for the applicant aerodrome.

Types of Notification

The applicant must be advised of the results of the inspection of the application for an aerodrome certificate. The advice may comprise:

- Notification that the application is successful.
- Advice that additional steps need to be taken by the applicant prior to further assessment of the application. (This advice is a variation of the notification that an application has been unsuccessful. The certificate may be granted if subsequent inspection shows that the applicant has corrected all deficiencies.)
- Notification that the application has been unsuccessful.

Note:

- For a successful application, conditions may be placed on an aerodrome certificate or through a separate letter in accordance with the ANO 93.0003. If conditions are being considered, the AITL should consult with the GM ATS HQCAA.
- Certificates are usually granted in perpetuity.

Refusal to Issue an Aerodrome Certificate

The decision to refuse an application may be a review able decision. Unsuccessful applicants must be advised in writing of the reasons for the refusal to grant the certificate. All notifications advising refusal to issue an aerodrome certificate should be reviewed by Legal Counsel for the CAA before being sent to the applicant.

The notification of refusal to grant a certificate must be sent to the applicant within 14 days of making the decision. Applicant must take steps to correct any deficiencies before an aerodrome certificate can be issued to them are responsible for advising the CAA when the work has been completed.

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Additional Costs

The applicant is responsible for meeting all the costs of processing the application. The applicant must be sent an additional invoice if the costs of processing the application exceed the estimate.

2.5.3 Procedures for Issuing or Refusing an Aerodrome Certificate

GM ATS

1. GM ATS shall supervise each action of the AIT, while dealing with application for issuance of Aerodrome certificates.

Aerodrome Inspection Team

1. Advise the GM ATS of the outcome of the inspection.
2. Collate all associated paperwork on the Aerodrome File on the completion of all previous steps.
3. Review the quote and, if necessary, arrange for payment of outstanding costs.
4. Notify the applicant of the outcome of the inspection through GM ATS. The notification may be that:
 - The applicant needs to take steps to rectify specified deficiencies prior to approval
 - The application for a certificate is approved
 - The application is refused.
5. If the aerodrome operator needs to rectify specific deficiencies before the application can be considered further, following steps shall be taken through GM ATS:
 - a. Advise the applicant of the steps he or she needs to take — for example, amend the Aerodrome Manual or make changes to facilities in order to comply with standards.


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- b. Attach the revised estimate for any additional costs for the processing of the application for the aerodrome certificate.
 - c. Send the letter and, if relevant, the estimate for previously unforeseen costs to the applicant.
 - d. After payment of the additional costs, reassess the deficiencies.
6. If the application is approved:
- a. Ensure all costs are paid before taking any further action.
 - b. Prepare the Aerodrome Certificate, and draft covering letter for perusal/signature of DGCAA before issue.
 - c. Despatch the Aerodrome Certificate and covering letter duly signed by the DGCAA.

Certificate Number: _____	Date of issue _____
	
<h3>Aerodrome Certificate</h3>	
This is to certify that _____ is authorized to use _____ for international Operations upto Aerodrome reference code _____ or below:-	
<p><i>“This certificate is issued under the provisions of Rule 60A of Civil Aviation Rules, 1994. The operation and use of the aerodrome is subject to the provisions of Pakistan Civil Aviation Authority Ordinance, 1982 (Ordinance XXX of 1982), the Civil Aviation Rules 1994, and any relevant Air Navigation Order(s) and directive(s), including condition(s) endorsed time to time by the Pakistan Civil Aviation Authority. This certificate will remain valid until _____ unless suspended or cancelled”.</i></p>	
Signature _____	

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7. If grounds exist for refusing the application, AITL shall take following action through GM ATS :

- a. Prepare a refusal to grant certificate letter stating reasons, and advising the applicant that he or she may appeal the decision.
- b. Forward the refusal to grant certificate letter to legal counsel for review of the statement of reasons.
- c. On receipt of the draft letter from legal counsel, make a final decision and advise the applicant accordingly and forward the final letter to the applicant.

Note: The notification of refusal to grant must be sent to the applicant within **14 days** of making the decision.

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2.6 Advising Relevant Branches of CAA about the Newly certified Aerodrome

2.6.1 Key Elements of the Process of Advising AIS and the Industry of a Newly Certificated Aerodrome

- Purpose**
- To ensure that all other relevant branches of CAA, and the aviation industry are notified of the aerodrome's certificated status and details.

Staff

Responsibilities

GM ATS

Notifies the relevant organisations of the aerodrome's certificated status.
Places copies of the Aerodrome Certificate in the concerned aerodrome file.

Timeframe

CAA internally and the aviation industry externally must be notified of the newly certificated aerodrome at the same time as the certificate is issued

2.6.2 Guidelines to Advising AIS and the Industry of a Newly Certified Aerodrome

Information relating to a newly certificated aerodrome may be included in an AIP and be advised by NOTAM. The aerodrome should be incorporated into a surveillance program.

2.6.3 Procedures for Advising Relevant Branches of CAA and the Industry of a Newly Certified Aerodrome

GM ATS

1. Notify the Aeronautical Information Service (AIS), providing information about the aerodrome for inclusion in AIP and NOTAM.
2. Notify NOTAM Office of nominated reporting officers.
3. Notify the relevant quarters of the certificated status of the aerodrome.
4. Place a copy of the Aerodrome Certificate in the concerned aerodrome File.

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5. Complete an aerodrome Profile Sheet and place a copy on the Aerodrome File. Incorporate the aerodrome into the aviation safety surveillance plan in accordance with local procedures.