

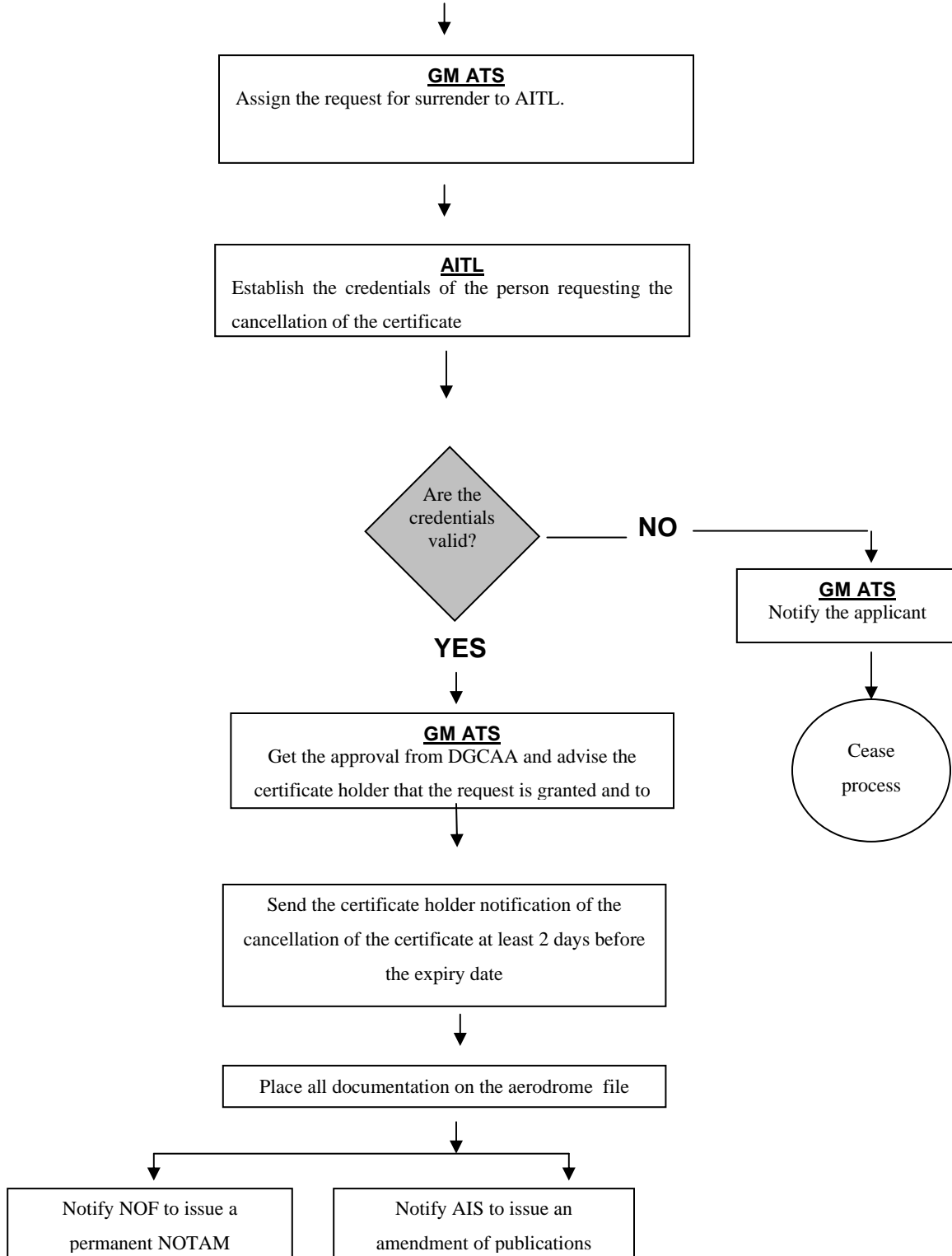
# Aerodrome Certification Procedures - Pakistan

## 3 Surrender of Aerodrome Certificate

Approved by *Director General Civil Aviation Authority*

Version 0.4: April 2006

### 3.1.2 Surrender Process Flowchart



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### 3.2 Receiving Notification from the Aerodrome Operator

#### 3.2.1 Key elements of the Process of Receiving Notification from the Aerodrome Operator

**Purpose**

**Legislative**

**Controls**

ANO 93.0003

Para 5.11

- Provide the procedures for processing the receipt of a request for surrender of an aerodrome certificate.

**Staff**

**Responsibilities**

GM ATS

Assigns the request for a cancellation to Head of Aerodrome Inspector Team.

Aerodrome Inspection Team Leader

Confirms the credentials of the person making the request to cancel.

Confirms the surrender date of effect.

Forms

Checklist for Cancellation by Surrender

Timeframe

**Certificate surrender action is to be completed by 60 days from the date notified to the CAA.**

#### 3.2.2 Guidelines for Receiving Notification from the Aerodrome Operator

1. An aerodrome operator may voluntarily choose to surrender an aerodrome certificate.
2. An aerodrome operator must give CAA at least 60 days written notice of the cancellation date.
3. CAA may cancel the certificate, provided the request is made by the aerodrome operator.
4. If the aerodrome operator contacts CAA for advice on the cancellation process prior to sending the formal notification, information should be provided as to the operational consequences that may result if a surrender is made and the aerodrome certificate subsequently cancelled as a result.

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5. The surrender or cancellation of an aerodrome certificate may affect:
- Certain air transport operations at the aerodrome
  - Continuing general aviation safety
  - CAA aerodrome surveillance activity.

### **3.2.3 Procedures for Receiving Notification from the Aerodrome Operator**

#### **GM ATS**

1. Assign an Aerodrome Inspector Team to deal with the request to surrender the aerodrome certificate.

#### **Aerodrome Inspection Team Leader**

1. Establish the credentials of the person requesting the cancellation as the certificate holder.
2. On the notification of the intention to surrender the aerodrome certificate, check that the aerodrome operator has:
  - a. Clearly stated that a request is being made for the surrender of a certificate.
  - b. Specified when cancellation should become effective.  
If no date is specified, the certificate cancellation date is the date 60 days from the date of posting the notification.
3. 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 him to supply the necessary details in writing.
4. Determine whether the aerodrome is to continue to operate as an un-certificated aerodrome.

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### 3.3 Assessing a Surrender Request

#### 3.3.1 Key Elements of the Process of Assessing a Request to Surrender a Certificate

##### Purpose

**Legislative Controls**  
ANO 93.0003

- To ensure that a request for surrender of the aerodrome certificate by the aerodrome operator is properly made.
- To ensure that aerodrome certificates are consistently surrendered using a common legal format nationally
- To ensure that the safety of aviation is not compromised at an aerodrome where the certificate has been surrendered.

##### Staff

Aerodrome Inspection  
Team Leader

##### *Responsibilities*

Determines that the request is from the aerodrome certificate holder.

##### Sample Letters

Letter of cancellation by surrender

##### Timeframe

**The applicant must receive the notification of cancellation prior to the date nominated by the aerodrome operator**

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### **3.3.2 Guidelines for Assessing the Request to Surrender a Certificate**

CAA must cancel an aerodrome certificate when it is properly requested and public Interest is not impaired.

### **3.3.3 Procedures for Assessing the Request to Surrender a Certificate**

#### **Aerodrome Inspection Team Leader**

1. Using the Checklist for Cancellation by Surrender:
  - a. Check that the aerodrome operator has given at least 60 days notice.
  - b. Check that the operator has provided sufficient information:
    - Are there air transport operations at the aerodrome requiring specific and immediate notification to the FOI?
    - Are there any changes to reporting officer details?
    - If the aerodrome is to be closed to all aircraft, have sufficient safety measures been taken? For example, will the windsock and boundary markers be removed?
    - Will unserviceability markers be displayed for a period?
2. If the request is properly made and approval of DGCAA has been sought, prepare a letter to the aerodrome operator:
  - a. Notifying acceptance of surrender and the consequent cancellation of the certificate
  - b. Directing him to return the original certificate document to the CAA to enable cancellation of the certificate (as necessary).
  - c. Advising him or her to carry out any actions necessary in the interests of aviation safety.
3. Prepare letter of cancellation for signature of DGCAA. Send the letter of cancellation to the aerodrome operator before the nominated surrender date (if specified). Place a copy in the appropriate aerodrome file.

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4. When you have the original certificate document:
  - a. Mark it as cancelled by completing the following actions using ink:
    - Draw a line through the document.
    - Write Cancelled and the date of the cancellation on the document.
    - Sign the document as approving delegate.
  - b. Place the original certificate document on the appropriate aerodrome file.

### **GM ATS**

1. Update the Aerodrome file.

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### 3.4 Notifying CAA System

#### 3.4.1 Key Elements of the Process of Notifying relevant CAA Branch

##### Purpose

**Legislative** • To ensure that the safety of aviation is not compromised at an aerodrome after a certificate has been surrendered.

**Controls**  
ANO 93.0003

- To advise members of the aviation industry to take appropriate action if they wish to continue using the aerodrome.

##### Staff

**GM ATS**

##### **Responsibilities**

Notifies relevant CAA branches and the aviation industry that an aerodrome is no longer certificated.

**Forms**

None

**Sample Letters**

None

**Timeframe**

**CAA internal services and the aviation industry must be notified of the surrender of the aerodrome certificate two days before the certificate expires.**

#### 3.4.2 Procedures for Notifying CAA System

##### Assigned Aerodrome Inspector

1. Notify NOTAM Office (NOF):
  - ◆ To issue a permanent NOTAM notifying that the aerodrome is no longer certificated, and of any consequent restrictions on it's use.
2. Notify the Aeronautical Information Service (AIS) to issue an amendment of publications.
3. Amend aerodrome file and surveillance records.