

ISLAMIC REPUBLIC OF PAKISTAN
CIVIL AVIATION AUTHORITY
(OPERATIONS DIRECTORATE)

AIR NAVIGATION ORDER
PART-VIII
NO. 93.0003
ISSUE : 05
DATED: 7th February 2007

REQUIREMENT FOR ISSUE AND/OR RENEWAL
OF AERODROME CERTIFICATE

CONTENTS

- | | |
|---|--|
| 1. AUTHORITY | 9. OBLIGATION OF THE AERODROME OPERATOR |
| 2. SCOPE | 10. SAFETY MANAGEMENT SYSTEM AT CERTIFIED AERODROMES |
| 3. APPLICATION | 11. ACCESS TO AERODROME MOVEMENT AREA |
| 4. DEFINITIONS | 12. SPECIAL INSPECTIONS |
| 5. AERODROME CERTIFICATION REQUIREMENTS | 13. EXEMPTIONS |
| 6. AERODROME CERTIFICATION FEE | 14. DELEGATION OF POWERS |
| 7. AERODROME MANUAL | 15. SUPERCESSION |
| 8. INFORMATION TO BE INCLUDED IN THE AERODROME MANUAL | |

1. **AUTHORITY**

This Air Navigation Order (ANO) is issued by the Director General, Civil Aviation Authority (DGCAA), in pursuance of powers vested in him under Rule 4, Rule 60-A and Rule 360 of Civil Aviation Rules, 1994 (CARs 94).

2. **SCOPE**

This ANO provides general guidance on requirements, application process and responsibilities of the applicant concerning Aerodrome Certificate issued under Rule 60-A of Civil Aviation Rules, 1994.

3. **APPLICATION**

The provisions under this ANO shall apply to aerodromes where International Air Transport operations open to public use are conducted.

4. **DEFINITIONS**

The definitions in this section shall have the following meaning whenever they appear in these provisions. The definitions in CARs, 94 shall be applicable as and where required under this ANO.

- 4.1 **“Aerodrome Certificate”** means a certificate issued by the Director General under Rule 60-A of CARs, 1994, in accordance with terms & conditions prescribed in this ANO.
- 4.2 **“Aerodrome facilities and equipment”** means facilities and equipment inside or outside the boundaries of an aerodrome that are constructed or installed and maintained for the arrival, departure and surface movement of the aircraft.
- 4.3 **“Aerodrome Manual”** means a manual that forms part of the application for Aerodrome Certificate pursuant to this ANO and includes any amendments accepted/approved by the CAA.
- 4.4 **“Aerodrome Operator”** means in relation to Certificated Aerodrome, the Aerodrome Certificate holder.
- 4.5 **“Aerodrome Safety Manager”** means an ATS officer deployed as officer-in-charge of Aerodrome Safety Management System.
- 4.6 **“Air Navigation Order (ANO)”** means order issued by the Director General under CARs 94.
- 4.7 **“Authority”** means Pakistan Civil Aviation Authority.
- 4.8 **“Certified Aerodrome”** means an aerodrome which has been granted an aerodrome certificate.
- 4.9 **“Director General”** means Director General of the Authority.
- 4.10 **“Marker”** means an object displayed above the ground level in order to indicate an obstacle or delineate a boundary.
- 4.11 **“Marking”** means a symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information.

- 4.12 “**Obstacle**” means all fixed (whether temporary or permanent) and mobile objects, or parts thereof, that are located on an area intended for the surface movement of aircraft or extend above a defined surface intended to protect aircraft in flight.
- 4.13 “**Obstacle Free Zone (OFZ)**” means the airspace above the inner approach surface, inner transitional surfaces, and balked landing surface and that portion of the strip bounded by these surfaces, which is not penetrated by any fixed obstacle other than a low-mass and frangibly mounted one, required for air navigation purposes.
- 4.14 “**Obstacle Limitation Surface (OLS)**” means a series of surfaces, that define the volume of airspace at and around an aerodrome to be kept free of obstacles in order to permit the intended aeroplane operations to be conducted safely and to prevent the aerodrome from becoming unusable by the growth of obstacles around the aerodrome.
- 4.15 “**Runway strip**” means a defined area including the runway and stopway, if provided or intended to:
- a) reduce the risk of damage to aircraft running off a runway; and
 - b) protect aircraft flying over it during take-off or landing operations
- 4.16 “**Safety Management System (SMS)**” means a system for the management of safety at aerodromes including the organizational structure, responsibilities, procedures, processes and provisions for the implementation of aerodrome safety policies by an aerodrome operator, which provides for the control of safety at , and the safe use of, the aerodrome.
- 4.17 “**Taxiway strip**” means an area including a taxiway intended to protect an aircraft operating on a taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway.
- 4.18 “**Unserviceable area**” means a part of the movement area that is unfit and unavailable for use by aircraft.
- 4.19 “**Work areas**” means a part of an aerodrome in which maintenance or construction works are in progress.

5. **AERODROME CERTIFICATION REQUIREMENTS**

- 5.1 An operator of an aerodrome intending to use the aerodrome for International Air Transport operation shall be in possession of an Aerodrome Certificate issued by the Director General.
- 5.2 An operator of an aerodrome referred in 5.1 shall apply to the Director General for issuance of an Aerodrome Certificate in accordance with procedure contained in this ANO.
- 5.3 The Director General may refuse or grant an Aerodrome Certificate giving reasons for the refusal.

- 5.4 The Director General may endorse such conditions, if needed, in public/national interest or flight safety at the time of issuance of Aerodrome Certificate or thereafter In addition to standards contained in Aerodrome Standards Manual of Pakistan, and this ANO.
- 5.5 An Aerodrome Certificate issued under Para 5.3 of this ANO shall be valid for a period of 03 years from the date of issue or renewal, unless suspended or cancelled earlier by the Director General.
- 5.6 An Aerodrome Certificate issued under this ANO shall require renewal after every 03 years from the date of issue.
- 5.7 An Aerodrome Operator shall apply for renewal of Aerodrome Certificate within 06 months prior to expiry of the certificate.
- 5.8 The Director General may amend / vary conditions of the Aerodrome Certificate as and when deemed appropriate, which shall be communicated to the Aerodrome Operator.
- 5.9 An Aerodrome Manual shall include all information as required under this ANO, Aerodrome Standard Manual of Pakistan and conditions endorsed / varied from time to time by CAA.
- 5.10 An aerodrome operator shall fully comply with the provisions of this ANO, failing which Aerodrome Certificate may be suspended or cancelled by the Director General under the provision of CARs 94 and this ANO.
- 5.11 An Aerodrome operator while applying for Aerodrome Certificate shall submit Aerodrome Manual developed in accordance with this ANO, Aerodrome Standards Manual Pakistan and any instructions issued by the Authority or Director General from time to time.
- 5.12 Aerodrome Certificate **is non-transferable**.
- 5.13 On the request of an Aerodrome Operator, the Director General may cancel the Aerodrome Certificate. Such request for cancellation must be made at least 30 days prior to the cancellation date, giving necessary justifications/reasons.

6. **Aerodrome Certification Fee**

- 6.1 Aerodrome operator shall, before grant of the certificate, pay Aerodrome Certification fee for:-
 - 6.1.1 Aerodromes with runway length upto 5000 feet-Rs. 500,000/-.
 - 6.1.2 Aerodromes with runway length above 5000 feet-Rs. 500,000 for 5000 feet, plus Rs.200,000 for every additional 1000 feet or part thereof.
 - 6.1.3 The fee chargeable for renewal of aerodrome certificate shall be 50% of the fee chargeable for grant of the certificate.

7. **AERODROME MANUAL**

7.1 An applicant of an Aerodrome Certificate shall provide to the Director General a copy of the Aerodrome Manual for that aerodrome. The Aerodrome Manual shall:-

- a) be type written or printed and signed by the Aerodrome Operator;
- b) be in a format that is easy to revise;
- c) have a system for recording the currency of page and amendments thereto including a page for logging revisions; and
- d) be organized in a manner that will facilitate the preparation, review and acceptance process.
- e) An Aerodrome Manual shall include following parts, as applicable:-

- PART-1: GENERAL
- PART-2: PARTICULARS OF THE AERODROME SITE.
- PART-3: PARTICULAR OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE (AIS).
 - 3.1 GENERAL INFORMATION.
 - 3.2 AERODROME DIMENSIONS AND RELATED INFORMATION.
- PART-4: PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES.
 - 4.1 AERODROME REPORTING.
 - 4.2 ACCESS TO THE AERODROME MOVEMENT AREA.
 - 4.3 AERODROME EMERGENCY PLAN.
 - 4.4 RESCUE AND FIRE FIGHTING
 - 4.5 INSPECTION OF THE AERODROME MOVEMENT AREA AND OBSTACLE LIMITATIONS SURFACE BY THE AERODROME OPERATOR.
 - 4.6 VISUAL AIDS AND AERODROME ELECTRICAL SYSTEM.
 - 4.7 MAINTENANCE OF THE MOVEMENT AREA.
 - 4.8 AERODROME WORKS-SAFETY.
 - 4.9 APRON MANAGEMENT

- 4.10 APRON SAFETY MANAGEMENT
- 4.11 AIRSIDE VEHICLE CONTROL
- 4.12 WILDLIFE HAZARD MANAGEMENT
- 4.13 OBSTACLE CONTROL
- 4.14 REMOVAL OF DISABLED AIRCRAFT.
- 4.15 HANDLING OF HAZARDOUS MATERIALS.
- 4.16 LOW VISIBILITY OPERATIONS
- 4.17 PROTECTION OF SITES FOR RADAR AND NAVIGATIONAL AIDS.

PART-5: AERODROME ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM

8. **INFORMATIONS TO BE INCLUDED IN THE AERODROME MANUAL**

8.1 Aerodrome Manual shall include all informations as required under CARs 94, this ANO, Aerodrome Standard Manual of Pakistan and conditions imposed from time to time by CAA.

8.2 **Revision of information.**

8.2.1 The operator of a Certified Aerodrome must alter or amend the Aerodrome Manual, as and when any change/instruction is issued in order to maintain the accuracy of the manual.

8.2.2 CAA may issue written directive to Aerodrome Operator requiring the operator to alter or amend the Manual in accordance with the directive.

8.3 **Notification of changes.**

An Aerodrome Operator must notify the Director General in writing of any changes made in the Aerodrome Manual.

9. **OBLIGATIONS OF THE AERODROME OPERATORS.**

9.1 The Aerodrome Operator shall comply with the standards specified in Aerodrome Standards Manual, Civil Aviation Rules 1994, this ANO, directives issued from time to time by the Director General and with such terms & conditions as endorsed in the Aerodrome Certificate.

9.2. An Aerodrome Operator shall remove from the surface of the aerodrome any vehicle or other obstruction that is likely to be hazardous for the operation of the aircraft.

- 9.3 When low flying aircraft, at or near an aerodrome, or taxing aircraft are likely to be hazardous to people or vehicular traffic, the Aerodrome Operator shall:
- a) Display hazard warning notices on any public way that is adjacent to the maneuvering area; or
 - b) if the Aerodrome Operator does not control such a public way, inform the authority responsible for displaying / posting the notices on the public way that there is a hazard.

10. **SAFETY MANAGEMENT SYSTEM AT CERTIFIED AERODROMES.**

- 10.1. A certified Aerodromes shall have “Aerodrome Safety Management System (ASMS)” in operation.
- 10.2 Aerodrome operator of a certified aerodrome shall prepare manual on Aerodrome Safety Management System (ASMS) for the Aerodrome and submit the same to the Director General.
- 10.3 The Director General will provide necessary guidance for the establishment of Aerodrome Safety Management System and preparation of ASMS manual.
- 10.4 Aerodrome operator shall establish a fully functioning Aerodrome Safety Management System comprising Aerodrome Safety Manager and Aerodrome Safety Inspectors.
- 10.5 Aerodrome Safety Manager and Aerodrome Safety Inspectors shall ensure that the Aerodrome Safety management System is operating in accordance with ASMS manual.
- 10.6 Aerodrome Safety Manager and Aerodrome Safety Inspectors shall be responsible for the safety inspections and surveillance of the aerodrome as described in ASMS manual.

11. **ACCESS TO AERODROME MOVEMENT AREAS**

- 11.1 Personnel authorized by the Authority or Director General may, at any time, inspect and carry out tests of the aerodrome facilities, services and equipment, inspect aerodrome operator’s documents and records, and verify aerodrome operator’s safety management system before the Aerodrome Certificate is granted or renewed and subsequently at any other time, for the purpose of ensuring safety at the aerodrome.
- 11.2 An Aerodrome Operator shall on demand of personnel referred in regulation 11.1 above, allow access to any part of the aerodrome or any aerodrome facility including equipment, documents, records and operators personnel, for the purpose set out in regulation 11.1.
- 11.3 The Aerodrome Operator shall co-operate in conducting the activities referred to in 10.1 and 10.2 above.

12. **SPECIAL INSPECTIONS**

12.1 The Authority or Director General may inspect an aerodrome at any time, as required, to ensure aviation safety in the following events:-

12.1.1 As soon as practicable, after an aircraft accident or incident within the meaning of the terms defined in ICAO Annex-13, CARs 94 and the States Notification Procedures for notifying incidents and accidents.

12.1.2 During any period of construction or repair of the aerodrome facilities or equipment that is critical to the safety of aircraft operations; and

12.1.3 At any other time when there are conditions at the aerodrome that could affect aviation safety.

12.2 Aerodrome operator shall carry out special inspections periodically, as may be required by the certificate or as directed by the Authority or Director General and shall submit reports accordingly.

13. **EXEMPTIONS**

13.1 The Authority or Director General may exempt, in writing an Aerodrome Operator from complying with all or any provisions of this ANO for the reasons recorded separately.

13.2 An exemption will be subject to the Aerodrome Operator's complying with the conditions and procedures specified by the Authority or Director General and as deemed necessary in the interest of safety.

13.3 Where an aerodrome does not meet the standards specified in Aerodrome Standard Manual Pakistan, **the Authority or Director General may determine after carrying out aeronautical studies,** the conditions and procedures that are necessary to ensure a level of safety equivalent to the established standards.

13.4 Any exemption granted by the Authority or Director General shall be included in the relevant part of Aerodrome Manual.

14. **DELEGATION OF POWERS**

14.1 The Authority or Director General may, in pursuance of Rule 5 of CARs, 94, delegate the powers exercisable under CARs,94 and this ANO to any sub-ordinate officer of the Authority subject TO all applicable limitations.

15. **SUPERCESSION**

15.1 This ANO supercedes Issue-04, dated 4th March 2006.

(**FAROOQ REHMATULLAH**)
Director General,
Civil Aviation Authority Pakistan.