



**REQUIREMENT FOR ISSUANCE AND/OR RENEWAL  
OF AERODROME CERTIFICATE**

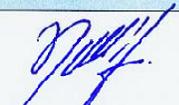
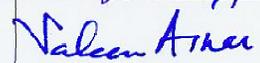
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**AIR NAVIGATION ORDER**

VERSION : 2.0  
DATE OF IMPLEMENTATION : 26-12-2014  
OFFICE OF PRIME INTEREST : Aerodrome Standards Branch  
(Directorate of Airspace & Aerodrome Regulations)



## REQUIREMENT FOR ISSUANCE AND/OR RENEWAL OF AERODROME CERTIFICATE

	NAME	DESIGNATION	SIGNATURE
PREPARED BY	MUHAMMAD NADEEM IQBAL KHAN	Sr. Joint Director Aerodrome Standards & Certification	
REVIEWED BY	LIAQUAT ALI SHAHZAD	Sr. Add. Director Aerodrome Standards	
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VERIFIED BY	ZUBAIR HUSSAIN PARACHA	Sr. Add. Director Legal (S&A)	
APPROVED BY	Air Marshal (Retd.) MUHAMMAD YOUSAF	Director General, Civil Aviation Authority	
TYPE OF DOCUMENT	AIR NAVIGATION ORDER (ANO).		
STATUS OF DOCUMENT	CONTROLLED		



**A. AUTHORITY:**

A1. This Air Navigation Order (ANO) has been issued by the Director General, Civil Aviation Authority (DGCAA), in pursuance of powers vested in him under Rule 4, 5, Rule 60-A, 334(3), 360 and all other enabling provisions of the Civil Aviation Rules, 1982 and 1994 (CARs 1994).

**B. PURPOSE:**

B1. The provisions under this ANO shall apply to all aerodromes, open to public use where International and Domestic Air Transport operations are conducted.

**C. SCOPE:**

C1. 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.

**D. DESCRIPTION:**

**D1. DEFINITIONS:**

The definitions in this section shall have the following meaning whenever they appear in these provisions. The definitions given in Civil Aviation Ordinance, 1960 and CARs 1994 shall be applicable as and where required under this ANO.

**D1.1 AERODROME:**

A defined area on land or water (including any buildings, installations, and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

**D1.2 AERODROME CERTIFICATE:**

A certificate issued by the Director General under Rule 60-A of CARs 1994, in accordance with terms & conditions prescribed in this ANO.

**D1.3 AERODROME FACILITIES AND EQUIPMENT:**

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.

**D1.4 AERODROME MANUAL:**

A manual that forms part of the application for Aerodrome Certificate pursuant to this ANO and includes any amendments accepted/approved by the CAA.

**D1.5 AERODROME OPERATOR:**

In relation to Certificated Aerodrome, the Aerodrome Certificate holder.

**D1.6 AERODROME SAFETY MANAGER:**

An official deployed as officer-in-charge of Aerodrome Safety Management System.

**D1.7 AIR NAVIGATION ORDER (ANO):**

Order issued by the Director General under CARs 1994.

**D1.8 AUTHORITY:**

Pakistan Civil Aviation Authority.



- D1.9 CERTIFIED AERODROME:**  
An aerodrome which has been granted an aerodrome certificate.
- D1.10 DIRECTOR GENERAL:**  
Director General of the Authority.
- D1.11 MARKER:**  
An object displayed above the ground level in order to indicate an obstacle or delineate a boundary.
- D1.12 MARKING:**  
A symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information.
- D1.13 OBSTACLE:**  
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.
- D1.14 OBSTACLE FREE ZONE (OFZ):**  
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 frangible mounted one, required for air navigation purposes.
- D1.15 OBSTACLE LIMITATION SURFACE (OLS):**  
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.
- D1.16 RUNWAY STRIP:**  
A defined area including the runway and stopway, if provided or intended to:
- D1.16.1 Reduce the risk of damage to aircraft running off a runway; and
- D1.16.2 Protect aircraft flying over it during take-off or landing operations
- D1.17 SAFETY MANAGEMENT SYSTEM (SMS):**  
A systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures.
- D1.18 TAXIWAY STRIP:**  
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.
- D1.19 UNSERVICEABLE AREA:**  
A part of the movement area that is unfit and unavailable for use by aircraft.
- D1.20 WORK AREAS:**  
A part of an aerodrome in which maintenance or construction works are in progress.
- D2. AERODROME CERTIFICATION REQUIREMENTS:**
- D2.1 An operator of an aerodrome intending to use the aerodrome for International / Domestic Air Transport operation shall be in possession of an Aerodrome Certificate issued by the Director General.



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- D2.2 An operator of an aerodrome referred in D2.1 shall apply to the Director General for issuance of an Aerodrome Certificate in accordance with procedure contained in this ANO.
- D2.3 The Director General may grant or refuse to grant an Aerodrome Certificate giving reasons for the refusal.
- D2.4 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.
- D2.5 An Aerodrome Certificate issued under Para D2.3 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.
- D2.6 An Aerodrome Certificate issued under this ANO shall require renewal after every 03 years from the date of issue.
- D2.7 An Aerodrome Operator shall apply for renewal of Aerodrome Certificate within 06 months prior to expiry of the certificate.
- D2.8 The Director General may amend / vary conditions of the Aerodrome Certificate as and when deemed appropriate, which shall be communicated to the Aerodrome Operator.
- D2.9 An Aerodrome Manual shall include all information as required under this ANO, Aerodrome Standards Manual of Pakistan and conditions endorsed / varied from time to time by the Authority / Director General.
- D2.10 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 provisions of CARs 1994 and this ANO.
- D2.11 As part of the certification process, Aerodrome operator shall prepare and submit an aerodrome manual which shall include all pertinent information on the aerodrome site, facilities, services, equipment, operating procedures, organization and management in accordance with this ANO and Aerodrome Standards Manual of Pakistan including a safety management system, for approval/acceptance prior to granting the aerodrome certificate.
- D2.12 Aerodrome Certificate **is non-transferable**. However if the ownership of a certified aerodrome changes, the aerodrome certificate issued can be changed in the name of new ownership/management.
- D2.13 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.
- D2.14 In case any changes are being made on/at the aerodrome, the operator of the aerodrome must update and incorporate the changes in the Aerodrome Manual, which may be verified by the aerodrome inspectors in the visit to follow.

### **D3. AERODROME CERTIFICATION FEE:**

- D3.1 Aerodrome operator shall, before issue of the certificate, pay Aerodrome Certification fee for:-
- D3.1.1 Aerodromes with runway length up to 5000 feet – **Rs. 500,000/-**.



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- D3.1.2 Aerodromes with runway length more than 5000 feet – **Rs. 500,000/-** for 5000 feet, plus **Rs.200,000** for every additional 1000 feet or part thereof.
- D3.2 The fee chargeable for renewal of aerodrome certificate shall be 50% of the fee chargeable for issue of the certificate.

### **D4. AERODROME MANUAL:**

- D4.1 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:-

- D4.1.1 be type written or printed and signed by the Aerodrome Operator;
- D4.1.2 be in a format that is easy to revise;
- D4.1.3 have a system for recording the currency of page and amendments thereto including a page for logging revisions; and
- D4.1.4 be organized in a manner that will facilitate the preparation, review and acceptance process.

- D4.2 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

The contents of Safety Management System, shall be part of the Aerodrome Manual, prepared in accordance with the guidance given in Appendix 4 to chapter 5 of Safety Management Manual third edition 2013 (Doc 9859).



**D5. INFORMATION TO BE INCLUDED IN THE AERODROME MANUAL:**

D5.1 Aerodrome Manual shall include all information as required under CARs 1994, this ANO, Aerodrome Standards Manual of Pakistan and conditions imposed from time to time by the Authority / Director General.

**D5.2 REVISION OF INFORMATION:**

D5.2.1 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.

D5.2.2 The Authority / Director General, as and when deemed expedient, may issue written directive to Aerodrome Operator requiring the operator to alter or amend the Manual in accordance with the directive.

**D5.3 NOTIFICATION OF CHANGES:**

D5.3.1 An Aerodrome Operator must notify the Director General in writing of any changes made in the Aerodrome Manual.

**D6. OBLIGATIONS OF THE AERODROME OPERATORS:**

D6.1 The Aerodrome Operator shall comply with the standards specified in Aerodrome Standards Manual of Pakistan, Civil Aviation Rules, 1994, this ANO, directives issued from time to time by the Authority / Director General and with such terms & conditions as endorsed in the Aerodrome Certificate.

D6.2. An Aerodrome Operator shall remove from the surface of the aerodrome any vehicle or other obstruction that is likely to be hazardous for operation of the aircraft.

D6.3 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:

D6.3.1 Display hazard warning notices on any public way that is adjacent to the maneuvering area; or

D6.3.2 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.

**D6.3.3 Coordination between aeronautical information services and aerodrome authorities:**

D6.3.3.1 To ensure that aeronautical information services units obtain information to enable them to provide up-to-date pre-flight information and to meet the need for in-flight information, arrangements shall be made between aeronautical information services and aerodrome authorities responsible for aerodrome services to report to the responsible aeronautical information services unit, with a minimum of delay:

D6.3.3.1.1 Information on the status of certification of aerodromes and aerodrome conditions (Para 1.4, 2.9, 2.10, 2.11 and 2.12 of ASMP).



D6.3.3.1.2 the operational status of associated facilities, services and navigation aids within their area of responsibility;

D6.3.3.1.3 any other information considered to be of operational significance.

**D7. SAFETY MANAGEMENT SYSTEM AT CERTIFIED AERODROME:**

- D7.1. A certified Aerodrome shall have “Aerodrome Safety Management System (ASMS)” in operation.
- D7.2 Aerodrome operator shall establish a fully functioning Aerodrome Safety Management System comprising Aerodrome Safety Manager and Aerodrome Safety Inspectors.
- D7.3 Aerodrome operator shall ensure that Aerodrome Safety Management System is operating in accordance with ANO-010-DRAN-1.0 (safety oversight of air navigation services and aerodromes), ANO-002-DRAS-1.1 (Runway Safety Programme) and MNL-001-MSAA-1.0 (Safety Management System Manual).
- D7.4 Aerodrome Inspectors of Aerodrome Standards Branch (DAAR), Regulatory Division shall be the only responsible Inspectors for the Safety Oversight Audit / Surveillance of certified aerodromes.

**D8. ACCESS TO AERODROME MOVEMENT AREAS:**

- D8.1 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.
- D8.2 An Aerodrome Operator shall on demand of personnel referred in Para D8.1 above, allow access to any part of the aerodrome or any aerodrome facility including equipment, documents, records and operator’s personnel, for the purpose set out in Para D8.1.
- D8.3 The Aerodrome Operator shall co-operate in conducting the activities referred to in Para D8.1 and Para D8.2 mentioned above.

**D9. SPECIAL INSPECTIONS:**

- D9.1 The Authority or Director General may inspect an aerodrome at any time, as required to ensure aviation safety, in the following events:-
  - D9.1.1 As soon as practicable after an aircraft incident or accident reporting within the meanings of terms defined in ANO-001-SBXX-1.0, ANO-002-SBXX-1.0 and Rule 270, Rule 271 of CARs 1994.
  - D9.1.2 During any period of construction or repair of the aerodrome facilities or equipment that is critical to the safety of aircraft operations; and
  - D9.1.3 At any other time when there are conditions at the aerodrome that could affect aviation safety.
- D9.2 Aerodrome operator shall carry out special inspections periodically, as may be required by the certificate or as directed by the Authority or Director General.
- D9.3 The General Manager Aerodrome Standards along with Aerodrome Inspectors of Aerodrome Standards Branch (DAAR) shall conduct the Safety Oversight Audit of the



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Aerodromes which has already been granted Aerodrome Certificate during which the inspectors may impose operating instructions or sanctions at the certified aerodromes.

- D9.4 General Manager Aerodrome Standards or the Aerodrome Inspectors of Aerodrome Standards Branch (DAAR) shall carry out surprise inspections, as and when required at least once in a year, of all certified aerodromes.

### **D10. EXEMPTIONS / WAIVERS:**

- D10.1 The Authority or Director General may exempt, in writing an Aerodrome Operator from complying with all or any provisions / requirements of this ANO for the reasons recorded separately. Such exemptions / waivers shall be granted on case to case basis as per ANO-006-DRAS-1.0, subject to such conditions relating to safety / other related matters as may be specified. Compliance with requirement under CARs 1994 is excluded from the purview of this Para.
- D10.2 As mentioned above, 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.
- D10.3 When an aerodrome does not meet the standards specified in Aerodrome Standards Manual of Pakistan, the **Authority or Director General may determine** the condition and procedures that are necessary to ensure a level of safety equivalent to the established standards after evaluating the report of aeronautical studies / safety assessment conducted by the aerodrome operator.
- D10.4 Any exemption granted by the Authority or Director General shall be included in the relevant part of Aerodrome Manual.
- D10.5 The Authority has the right to exempt all or any aerodrome from any issue pertaining to safety and aerodrome certification subject to the conditions that operator has satisfied and given a timeline to remove the deficiencies for which exemption has been sought.

### **D11. DELEGATION OF POWERS / AUTHORITY:**

- D11.1 The Authority or Director General may, in pursuance of Rule 5 of CARs 1994, delegate the powers exercisable under CARs 1994 and this ANO to any sub-ordinate officer of the Authority subject to all applicable limitations. Similarly, the Director General may also delegate sufficient legal authority to aerodrome inspectors allowing them to carry out annual and surprise safety audits, inspections and testing as and when required.

### **D12. COMPLIANCE AND ENFORCEMENT**

- D12.1 The goal of CAA Pakistan Regulatory Oversight Program as a component of safety programme is to encourage Service Provider to exceed the minimum regulatory requirement and voluntarily improve safety of the highest possible level. It is the responsibility of aerodrome operators to comply with the requirements of the aerodrome certification regulations. Promoting compliance with the regulations through education, training and counseling is therefore of primary importance, and only when these efforts have failed should formal enforcement action be taken. Sanctions can be administrative or legal depending on the severity of the violation of the regulations and its impact on aviation safety.
- D12.2 Administrative action is taken in the form of warning letter or correction letter when the violation does not result in significant unsafe condition, is not caused by incompetence or lack of required qualification on the part of aerodrome operator, is not deliberately caused, the attitude of the operator is constructive and positive towards compliance with the regulation and there is no history of such a violation by the operator.



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- D12.3 Formal legal enforcement action may be warranted to prevent future violations of the regulations. Such action may include the issuance of cease-and-desist orders and injunctions and the imposition of sanctions after the act to deter violations. Such sanctions may include revocation, suspension or amendment of the certificate. Legal enforcement actions are pursuant to appropriate statutory provisions in CARs 1994.
- D12.4 In determining the appropriate type and measure of sanction to be applied, the factors to be considered may include the nature of the violation, whether it was deliberate or inadvertently caused; the potential or actual hazard to aviation safety created by the violation; the aerodrome operator's level of responsibility; records of previous violations; the operator's attitude toward the violation, including whether the operator voluntarily disclosed the violation and whether action was taken to correct it; the impact of the proposed sanction on the violator and its value as a deterrent to other operators in similar situations.
- D12.5 Certificate-related legal sanctions can have a significant impact on air services and may also have other repercussions. Since the public interest and aviation safety are the principal objectives of aerodrome certification regulations, recourse to the imposition of sanctions may be warranted only after all other means of resolving safety violations have failed to ensure compliance.
- D12.6 Suspension of an aerodrome certificate may be considered if:
- D12.6.1 It is in the interest of operational safety;
  - D12.6.2 all other means for timely correction of the unsafe condition or ensuring safe aircraft operations have not yielded the required results;
  - D12.6.3 the technical proficiency or qualifications of the aerodrome operator to perform the duties to meet the critical safety requirements in accordance with the regulations are found inadequate;
  - D12.6.4 the operator resists or is unwilling to take action to correct or mitigate the condition affecting aviation safety; or
  - D12.6.5 the operator willfully fails to perform an already agreed upon corrective action and suspension of the certificate is the last resort to avoid unsafe operations in the aerodrome movement area.
  - D12.6.6 the aerodrome operator's safety management system is found to be inadequate;
- D12.7 Revocation of an aerodrome certificate may be warranted if the aerodrome operator:
- D12.7.1 is incapable or unwilling to carry out corrective action or has committed/repeated serious violations;
  - D12.7.2 has demonstrated a lack of responsibility, such as deliberate and flagrant acts of non-compliance or falsification of records jeopardizing aviation safety; or
  - D12.7.3 has made it convincingly clear that the continued operation of the aerodrome will be detrimental to the public interest.

### **D13. AMENDMENTS AND MODIFICATIONS:**

- D13.1 Amendments and modifications to this ANO may be processed and incorporated through Director Airspace and Aerodrome Regulations (DAAR), HQCAA in consultation with Legal Services Branch, HQCAA as and when required or deemed appropriate.



**D14. IMPOSITION OF FINANCIAL PENALTIES:**

D14.1 Any Contravention, infringement or violation of the provisions or requirements by the aerodrome operator under this ANO, may entail imposition of financial penalties under CARs 1994.

**E. EVIDENCES (ACRONYMS / RECORDS / REFERENCES):**

**E1. ACRONYMS:**

ANO	AIR NAVIGATION ORDER
AIS	AERONAUTICAL INFORMATION SERVICE
AI	AERODROME INSPECTOR
ATL	AUDIT TEAM LEADER
ASMP	AERODROME STANDARDS MANUAL OF PAKISTAN
ASMS	AERODROME SAFETY MANAGEMENT SYSTEM
CAA	CIVIL AVIATION AUTHORITY
CARs	CIVIL AVIATION RULES 1994
DAAR	DIRECTOR AIRSPACE AND AERODROME REGULATIONS
DGCAA	DIRECTOR GENERAL CIVIL AVIATION AUTHORITY
APM	AIRPORT MANAGER
GM (AS)	GENERAL MANAGER AERODROME STANDARDS

**E2. RECORDS:**

E2.1 NIL

**E3. REFERENCES:**

- E3.1 Civil Aviation Authority Rules (**CARs 1994- Rule 60-A**)
- E3.2 Aerodrome Standards Manual of Pakistan (**MNL-003-DRAS-2.0**)
- E3.3 Civil Aviation Authority Rules (**CARs 1994- Rules 4, 5, 334(3), 360**)
- E3.4 Civil Aviation Ordinance 1960 and 1982
- E3.5 Safety oversight of air navigation services and aerodrome (**ANO-010-DRAN-1.0**)
- E3.6 Runway Safety Programme (**ANO-002-DRAS-1.1**)
- E3.7 Safety Management System Manual (**MNL-001-MSAA-1.0**)

**IMPLEMENTATION:**

This Air Navigation Order (ANO-001-DRAS) version 2.0 supersedes; Requirement for Issuance And / Or Renewal of Aerodrome Certificate (ANO-001-DRAS-1.0) Dated 31<sup>st</sup> October 2011 and shall be implemented with effect from **26<sup>th</sup> December 2014**.

**(MUHAMMAD YOUSAF)**  
Air Marshal (Retd.)  
Director General,  
Pakistan Civil Aviation Authority

Dated: - 31 December 2014

**(MUHAMMAD SALEEM ATHAR)**  
Director Airspace & Aerodrome Regulations

Dated- 29 December 2014  
File No. HQCAA/1116/062/ARAS