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## **APPLICATION FOR ISSUANCE OF AN AERODROME CERTIFICATE**

### **1.0 GENERAL**

#### **PURPOSE**

The purpose of this advisory circular (AC) is to describe in detail the procedures for application and process for issuance of an aerodrome certificate. This Advisory Circular sets out the relevant regulatory requirements to be satisfied by the Aerodrome Operators for the certification of an aerodrome.

#### **REFERENCES**

The Civil Aviation (Aerodromes) Regulations.

Manual of Aerodrome Certification Procedures

ICAO Annex 14 Volumes I and II

ICAO Doc 9774 – Manual on Certification of Aerodromes.


ICAO Doc 9734 – Safety Oversight Manual

ICAO Doc 9859 – Safety Management Manual

#### **APPLICABILITY**

This AC is applicable to aerodromes in category A.

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## **APPLICANT FOR AN AERODROME CERTIFICATE.**

The applicant for an aerodrome certificate should be the operator of the aerodrome who can either be:

- a) the owner of the land on which the aerodrome is located;
- b) the occupier of the land on which the aerodrome is located; or
- c) the person or organization operating the aerodrome.

If the applicant is not the owner or occupier of the land on which the aerodrome is located, written consent of the owner or occupier of the land will be required.

### **2.0 AERODROME CERTIFICATION FEES**


The applicant should liaise with the Authority or refer to the relevant Aeronautical Information Publication (AIP) for the applicable fees and costs of assessment which will have to be borne by the applicant.

An applicant will have to pay, at the time of submitting the application a certificate processing fee. The approved fees which have been notified through the Aeronautical Information publication

The applicant may contact the Authority to obtain a quote for the appropriate fees.

### **3.0 APPLICATION FOR ISSUANCE OF THE AERODROME CERTIFICATE**

Applications forms for an aerodrome license or certificate can be downloaded from the Authority website or can be obtained directly from the Authority.

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An application for an aerodrome certificate shall be made to the Director General in the prescribed form and accompanied by two copies of an aerodrome manual, plans of the aerodrome, written approval of relevant government authorities, approval from the authority responsible for environmental management, proof of financial capability, charges as prescribed by the Authority, particulars of non-compliance or deviations from the appropriate design, operation or equipment standards.

The applicant must submit two copies of the aerodrome manual which upon approval shall be returned to the applicant with one copy retained by the Authority for the purpose of continuous surveillance.

The legal requirements for aerodrome certification are contained the applicable Civil Aviation (Aerodromes) Regulations. These regulations are available on the TCAA website ([www.tcaa.go.tz](http://www.tcaa.go.tz)) The hard copy of the regulations may also be purchased from the Authority or any other relevant government authorities.


#### **4.0 DOCUMENTS REQUIRED FOR CERTIFICATION**

##### **Aerodrome Manual**

One of the requirements for application of an aerodrome license or certificate is the preparation and submission of an aerodrome manual. The Civil Aviation (Aerodromes) regulations prescribes the requirements, contents and amendments of an aerodrome manual. The specific details of an aerodrome manual are further described in the Schedules to the regulations. It is important that the aerodrome operating procedures proposed for the aerodrome are appropriate for the circumstances of the aerodrome and are commensurate with the level of aircraft activities.

The Aerodrome Manual is a living document, subject to change from time to time. It is recommended that the Manual be prepared and published in a manner that allows for ease of amendment. The aerodrome manual control must include an appropriate

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system to record changes, provide a checklist for currency and maintain a distribution register for on-going distribution of amendments.

Information to be provided to the Authority when applying for an aerodrome certificate as specified in the regulations.

### **Aerodrome Data**

Furthermore, the applicant is required to provide a list of aerodrome data for promulgation in the Aeronautical Information Publication once the aerodrome is duly certificated. This information is intended to provide pilots and other users of the aerodrome with up to date data on the aerodrome and it is therefore important that the promulgated information is accurate.


Some of the aerodrome data such as the aerodrome coordinates, runway orientation, elevation of the run-ways thresholds and obstacle limitation surfaces and free zones require detailed measurement and survey in accordance with specified standards. It is important that the person or persons carrying out the task have the appropriate qualification(s), experience and knowledge to do so.

## **5.0 CONDITIONS THAT MUST BE SATISFIED TO OBTAIN A CERTIFICATE**

Before a certificate is granted, the Authority will need to be satisfied that:

- a) the Aerodrome Manual contains all of the particulars specified by the applicable Civil Aviation (Aerodromes) Regulations.
- b) the aerodrome's personnel, facilities and equipment are in accordance with the standards and requirements practices specified in the applicable Civil Aviation (Aerodrome) regulations;
- c) the aerodrome's operating procedures, as documented in the Aerodrome Manual, make satisfactory provision for the safety of aircraft; and
- d) the applicant will be able to properly operate and maintain the aerodrome.

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In assessing an application, the Authority will be looking particularly for evidence that:

- a) the aerodrome movement area conforms to the standards in the regulations;
- b) the aerodrome operational information to be promulgated in the AIP has been correctly gathered, and verified.
- c) the aerodrome operating procedures show a clear understanding of the responsibilities of the operator and are adequate for the particular aerodrome concerned;
- d) personnel employed at the aerodrome have the appropriate skills, experience and training.
- e) The aerodrome has complied with other relevant laws of the United Republic of Tanzania and especially the laws relating to environmental management act.

## **APPLICATION FOR AN EXEMPTION**

Under certain unavoidable circumstances, an aerodrome with a facility which is not in compliance with all the standards may be accepted for certification. This aerodrome operator will have to apply for exemption from the particular regulation and will have to conduct an aeronautical study or safety assessment as appropriate and provide proof to the Authority that the facility may be used without compromising safety of the aircraft.


### **6.0 Authority APPROVAL PROCESS**

The aerodrome certification process comprises of the following phases

Phase 1: Dealing with the expression of interest by an intending applicant for the aerodrome certificate

Phase 2: Assessing the formal application, including evaluation of the Aerodrome Manual

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Phase 3: Assessing the aerodrome facilities and equipment

Phase 4: Issuing or refusing an aerodrome certificate; and

Phase 5: Promulgating the certified status of an aerodrome and the required details in the AIP.


**Phase 1: Dealing with the expression of interest by an intending applicant for the aerodrome certificate**

Dealing with the expression of interest shall include a flight operations assessment report done by Aerodrome operator and submitted with formal application to the Authority 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 shall be advised accordingly.

The flight operations assessment shall 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.

In addition, the regulations require that an application for an aerodrome certificate be accompanied by referrals or clearances from relevant government entities/authorities including a certificate from National Environment Management Council (NEMC).

Where the results of the above assessments are positive, the Authority shall advise the applicant in writing to complete and submit a formal application for an aerodrome certificate in accordance with the requirements.

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## **Phase 2: Assessing the formal application, including evaluation of the Aerodrome Manual**

The Authority has to be satisfied that the aerodrome operator has the necessary competence and experience to comply with the relevant regulatory provisions and requirements.

To ensure uniformity, the standard application form for an aerodrome certificate is available on the TCAA website: [www.tcaa.go.tz](http://www.tcaa.go.tz)

An assessment of the Aerodrome Manual submitted by the applicant is conducted to determine whether the manual complies with the requirements of the aerodrome's regulations.


In addition, an assessment of the safety management system to ensure the operator has an acceptable safety management system in place.

## **Phase 3: Assessing the Aerodrome facilities and equipment**

An on-site inspection shall be undertaken by Authority aerodrome inspectors for the purpose of assessing the aerodrome facilities, services and equipment to verify and ensure that they comply with the specified standards and requirements.


The on-site inspection may also include of conduct interviews to assess competence of personnel and documents shall include on-site verification of aerodrome data and checking of aerodrome facilities and equipment, which shall include:

1. dimensions and surface conditions of:
  - runway(s);
  - runway shoulders;

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- runway strip(s);
  - runway end safety areas;
  - stop-way(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;
    - 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
  12. equipment and installations;
  13. aerodrome maintenance equipment, particularly for the airside facilities maintenance including runway surface friction measurement;
  14. runway sweepers;
  15. disabled aircraft removal equipment;
  16. wildlife management procedures and equipment;
  17. two-way radios installed in vehicles for use by the aerodrome operator in the movement area;



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18. the presence of lights that may endanger the safety of aircraft; and
19. fueling facilities.
20. Aerodrome operations
21. Aerodrome emergency operations center
22. Aerodrome Fence
23. Or any other Aerodrome facilities, equipment or document as requested by the Authority.


#### **Phase 4: Issuing or refusing an aerodrome certificate**

The Authority shall issue a certificate in the prescribed form and manner where its satisfied that;

1. the applicant and the personnel of the applicant are adequate in number and have the necessary competency and experience to operate and maintain an aerodrome;
2. the Aerodrome Manual prepared for the aerodrome and submitted with the application contains all the relevant information;
3. the aerodrome facilities, services and equipment are established in accordance with approved standards and recommended practices;
4. the aerodrome operating procedures make satisfactory provision for the safety of aircraft; and
5. A safety management system is in place.

The Authority shall notify the applicant of the decision to issue or refuse the application for a certificate.

Operating restrictions may be imposed by the authority in the interest of safety, on an aerodrome certificate being issued.

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In the event that the Authority has to refuse an application, written notification of the refusal, together with reasons for doing so, will be sent to the applicant within [14] days after the decision is made.

**Phase 5 – Promulgating the licensed (certified) status of an aerodrome and the required details in the AIP**

The certificate applicant is required to provide particulars of the aerodrome (as stated in the Aerodrome Manual) for publication in the AIP.

Upon satisfactorily completion of the certification process, an aerodrome operator shall provide particulars of the aerodrome as stated in the aerodrome manual to the aeronautical information service for publication in the AIP.

**7.0 COMPLIANCE AND ENFORCEMENT**

The certificate shall remain in force until it expires or is suspended or cancelled by the Authority.

**8.0 CERTIFICATE SURRENDER**

The holder of a certificate which is cancelled, shall, within 30 days from the date on which the certificate is cancelled, surrender the certificate to the Authority.

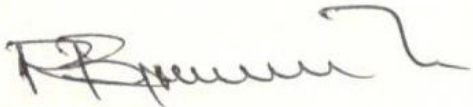
**9.0 CERTIFICATE AMENDMENT**

An application for amendment of the aerodrome certificate shall be submitted with all information and other documents relating to such application. The

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Authority may grant the application if the application satisfies the requirements prescribed in the regulations.




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**Tanzania Civil Aviation Authority**