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1. PURPOSE

The purpose of this Advisory Circular (AC) is to describe in detail the procedures and process for applying and obtaining for an aerodrome license or certificate.

2. REFERENCES

- 2.1. Civil Aviation (Aerodromes) Regulations 2017, as amended.
- 2.2. Manual of Standards (Heliports)
- 2.3 Manual of Aerodrome Certification Procedures
- 2.4. Manual of Aerodrome Licensing Procedures
- 2.5. ICAO Annex 14 Volumes I, 7th edition, July 2016
- 2.6. ICAO Doc 9774 – Manual on Certification of Aerodromes.
- 2.7. ICAO Doc 9246 – Heliports Manual

3. APPLICABILITY

- 3.1. This AC is applicable to all categories of aerodromes.


4. WHO CAN APPLY FOR THE CERTIFICATE

- 4.1. The applicant for an aerodrome license or 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.
- 4.2. 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.

5. WHAT IS THE AERODROME CERTIFICATION PROCESS

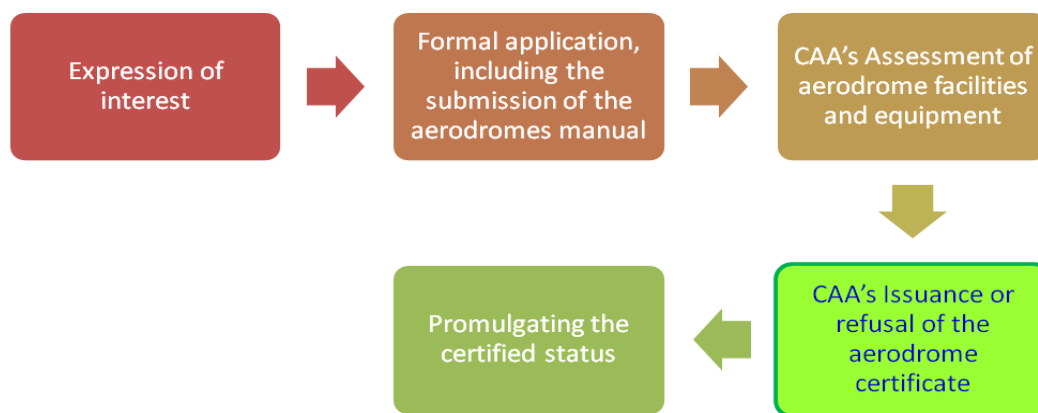
The aerodrome certification process will comprise of 5 phase as follows:

- a) dealing with the expression of interest by an intending applicant for the aerodrome certificate;
- b) assessing the formal application, including evaluation of the aerodrome manual;
- c) assessing the aerodrome facilities and equipment;
- d) issuing or refusing an aerodrome certificate; and

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e) promulgating the certified status of an aerodrome and the required details in the AIP.

Figure below shows the generic flow chart for the aerodrome certification process




5.1 PHASE 1 - DEALING WITH THE EXPRESSION OF INTEREST

5.1.1 Aerodromes shall be required to be certified in accordance with Civil Aviation (Aerodromes) regulations must be in possession of an aerodrome certificate before commencing operations. If the aerodrome certification regulations have not yet been established, a suitable transition will be agreed between the TCAA and the current aerodrome operator.

5.1.2 Dealing with the expression of interest will include a flight operations assessment by the TCAA and/or the relevant authorities to ensure that the operation of an aerodrome at the location specified in the application will not endanger the safety of aircraft operations.

5.1.3 If the result of this assessment is negative, then there is no need to proceed any further, and the applicant will be advised accordingly using the applicable regulations

5.1.4 The flight operations assessment will be 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.

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5.1.5 The Authority will refer the applicant to other authorities covering subjects such as environmental protection and land use, which may require the approval of a competent authority from those areas of expertise. The processing of the expression of interest should also include referrals to those competent State entities for their clearance with the necessary documentation, e.g. an environmental impact study carried out by the applicant.

Should the results of the above assessment be positive, the TCAA will advise the applicant in writing to:


- a) submit a formal application for an aerodrome certificate using Application form No TCAA/QSP/FRM/SR/AGA -07
- b) Obtain copies of other relevant publications issued by ICAO and other entities other than the Authority.

5.2 – PHASE 2 - ASSESSMENT OF A FORMAL APPLICATION FOR AN AERODROME CERTIFICATE

5.2.1 The TCAA must be satisfied that the prospective aerodrome operator has the necessary competence and experience to comply with the relevant regulatory provisions, orders and directives of the TCAA.

The assessment by the TCAA of the formal application should include the following:

- a) **a flight operations assessment** if that was not carried out during the time of dealing with the expression of interest. This assessment should also include an aeronautical study if there is a deviation from a standard or practice
- b) **an assessment of the aerodrome manual** submitted by the applicant to determine whether:
 - 1) the manual complies with the requirements of the regulations in and the schedule of the regulations All verifications that can be completed or initiated in the office should be carried out, including the aerodrome data to be published by the aeronautical information service, and the adequacy of the aerodrome operating procedures; and
 - 2) the management system, including the safety management system, indicates that the applicant will be able to operate and maintain the aerodrome properly;

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c) **an assessment of financial capability** to determine whether: cash flow forecast for the proposed operation and identify how the organization will cover any forecast cash flow . The applicant is required to provide the following information:

- 1) Details of any person, company, entity or organization that has potential to control or influence the day-to-day operations or the strategic direction of the applicant or aerodrome certificate holder, including but not limited to:
 - (i) The names of the companies, organizations or persons involved;
 - (ii) Shareholdings or equity interests;
 - (iii) The names of directors, officers or persons involved;
 - (iv) The extent to which directors or officers in these companies or organization or other persons can control or influence the operational direction and the day-to-day operations of the applicant; and
 - (v) Any other information essential for the DSR to understand the organizational and personnel inter-relationships impacting upon the aerodrome certificate applicant.


- 2) Existing Companies:
 - (i) Audited financial statements for the last two (2) years;
 - (ii) Performance income statement and balance sheet for the next two (2) years

- 3) New Companies:
 - (i) Performance income statement and balance sheet for the next three (3) years

- 4) Detailed cash flow forecasts and explanations supporting the submission;

- 5) If the aerodrome certificate applicant is a corporate entity, a copy of the latest financial statements (preferably audited) for the aerodrome certificate applicant including profit and loss statement and balance sheet together with any accompanying notes or qualifications;


- 6) If the applicant is not a corporate entity and is applying, for example, as a sole trader or member of a partnership, details of any competing demands that will be placed upon the applicant's funds in the applicant's aviation business.

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5.3– PHASE 3 - ASSESSMENT OF AERODROME FACILITIES, EQUIPMENT AND SERVICES

A site visit will be undertaken for the purpose of assessing the aerodrome facilities, services and equipment to verify and ensure that they comply with the specified standards and practices. This should include:

- a) on-site verification of aerodrome data; and
- b) the checking of aerodrome facilities and equipment, which should include:
 - 1) dimensions and surface conditions of:
 - runway(s);
 - runway shoulders;
 - runway strip(s);
 - runway end safety areas;
 - stopway(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 or T-VASIS/AT-VASIS;
 - 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);

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- 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 equipment and installations;
- 12) aerodrome maintenance equipment, particularly for the airside facilities maintenance including runway surface friction measurement;
- 13) runway sweepers and snow removal equipment;
- 14) disabled aircraft removal equipment;
- 15) wildlife management procedures and equipment;
- 16) two-way radios installed in vehicles for use by the aerodrome operator in the movement area;
- 17) the presence of lights that may endanger the safety of aircraft; and
- 18) fuelling facilities.

5.4 – PHASE 4 - THE GRANT OR REFUSAL OF A CERTIFICATE

5.5.1 Pursuant to Civil Aviation (Aerodromes) Regulations, the Authority shall notify its decision to issue or refuse to issue a certificate and conditions, in the interest of safety, on an aerodrome certificate being issued.

5.5.2 Based on the results of the assessment of the formal application for a certificate, the Authority will notify the applicant whether the application was successful or unsuccessful. If the application was unsuccessful, the applicant will be advised of the additional steps that need to be taken by the applicant prior to acquire certification.

If the application was successful, the aerodrome certificate, incorporating conditions pursuant to the regulations, as applicable, shall be granted to the applicant.

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5.5.3 If after being advised of the additional steps that must be taken to rectify the shortcomings the aerodrome operator is still not able to satisfy the requirements of the regulations, the TCAA may refuse to grant a certificate. The refusal may be based on one or more of the following determinations, for which details should be given:


- a) the inspection of aerodrome facilities and equipment revealed that they do not make satisfactory provision for the safety of aircraft operations;
- b) the assessment of the aerodrome operating procedures revealed that they do not make satisfactory provision for the safety of aircraft operations;
- c) the assessment of the aerodrome manual revealed that it does not contain the particulars to be included;
- d) the assessment of the above facts and other factors revealed that the applicant will not be able to properly operate and maintain the aerodrome as required by the regulations

5.5 PHASE 5 - PROMULGATION IN THE AIP OF THE CERTIFIED STATUS AND DETAILS OF THE AERODROME

Upon satisfactory completion of the certification process, information about the aerodrome will be provided to the aeronautical information service for publication in the Aeronautical Information Publication (AIP).

6. WHAT DOES AN APPLICANT NEED TO DO BEFORE SUBMITTING THE APPLICATION

- 6.1. Application for an aerodrome license or certificate is processed by the Authority. It is therefore important that the applicant establishes dialogue with the Authority at the earliest opportunity to ensure a clear understanding of the regulatory requirements.
- 6.2. The legal requirements for aerodrome licensing and certification are contained in Parts III and IV of the Civil Aviation (Aerodromes) Regulations, as amended respectively. These regulations are available on the TCAA website www.TCAA.go.tz. The hard copy of the regulations may also be purchased

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from the relevant government offices.

- 6.3. The applicant will need to ensure that the aerodrome facilities and equipments are compliant with the relevant safety standards and recommended practices. Aerodrome standards and recommended practices are published in the Manual of Aerodromes Standards. Heliport standards and recommended practices are also published by the Authority in the Manual of Standards (Heliports). These documents are also posted on the TCAA website. The manuals of standards documents and subsequent amendments in hard copies, can be acquired from:


The Director Safety Regulation
Civil Aviation Authority
PO Box: 2819
Dar es Salaam Tanzania

AERODROME MANUAL

- 6.4. One of the requirements for application of an aerodrome license or certificate is the preparation and submission of an aerodrome manual. Part VI of the Tanzania 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.
- 6.5. 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 system to record changes, provide a checklist for currency and maintain a distribution register for on-going distribution of amendments.
- 6.6. Attention of the applicants is drawn to the information to be provided to the Authority when applying for an aerodrome license or certificate as specified in the regulations. Further, the applicant is required to provide a list of aerodrome data for promulgation in the Aeronautical Information Publication.

Once the aerodrome is duly licensed or 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.

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Some of the aerodrome data such as the aerodrome coordinates, runway orientation, elevation of the runways 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.

7. CONDITIONS THAT MUST BE SATISFIED TO OBTAIN A LICENSE OR CERTIFICATE

- 7.1. Before a certificate is granted, the Authority will need to be satisfied that:
- a) the aerodrome's facilities and equipments are in accordance with the standards and recommended practices specified in the manuals of standards referred to in 5.3 of this AC;
 - b) the Aerodrome Manual contains all of the particulars required under the Civil Aviation (Aerodromes) Regulations, as amended;
 - 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.
- 7.2. In assessing an application, the Authority will be looking particularly for evidence that:
- a) the aerodrome movement area conforms to the standards specified in the manuals of standards;
 - b) the aerodrome operational information to be promulgated in the AIP has been correctly gathered, and verified, by appropriately qualified person(s);
 - 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 state and especially the laws relating to environmental protection and aviation security.

8. AN APPLICANT WHOSE AERODROME HAS FACILITIES NOT IN COMPLIANCE WITH STANDARDS

- 8.1. Under certain unavoidable circumstances, an aerodrome with a facility which is not in compliance with the minimum standards may be accepted for licensing or certification. This will however involve conduct of a special assessment of the non-standard facility by the Authority to determine how the

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facility may be used without compromising safety of the aerodrome. Solutions may include alternative means of compliance to meet the intent of the safety standard or imposing of restrictions to aircraft operations.

9. AERODROME LICENSING AND CERTIFICATION FEES

- 9.1. The applicant should liaise with the Authority or refer to the relevant Aeronautical Information Circular (AIC) for the costs of assessment which will have to be borne by the applicant.
- 9.2. An applicant will have to pay, at the time of submitting the application, a license or certificate processing fee. The approved fees which have been notified through the Aeronautical Information Circular are based on the expected amount of effort by the Authority in processing the application.
- 9.3. The applicant may contact Authority to obtain a quote for the appropriate fees where the AIC is not easily accessible.


10. MAKING AN APPLICATION

- 10.1. Applications forms for an aerodrome license or certificate can be downloaded from the Authority website or can be obtained directly from Authority. An applicant should complete the appropriate application form and submit to:

The Director General
Civil Aviation Authority
PO Box 2819
Dar Es Salaam
Tanzania
Fax: +255 22 2844300/2844304
Email: tcaa@tcaa.go.tz

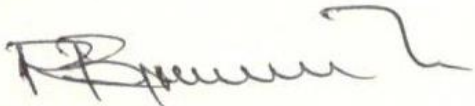
together with the required documents as listed in Parts III and IV of the Civil Aviation (Aerodromes) Regulations , as amended.

- 10.2. The applicable processing fees must be submitted with the application.
- 10.3. The applicant must submit three 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.

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11. APPROVAL PROCESS

- 11.1. To ensure that the application meets the conditions set out in Section 7 of this AC, the Authority will carry out a site inspection and may also conduct interviews.
- 11.2. The Authority may also ask for clarification or additional information if the information provided is deemed inadequate.
- 11.3. The Authority will issue a license or certificate in a form prescribed by the Authority.
- 11.4. If the issuance of the aerodrome licence or certificate involves the attachment of certain conditions, written notification of the conditions will be provided.
- 11.5. If the Authority has to refuse an application as provided for in the regulations, written notification of the refusal, together with reasons for doing so, will be sent to the applicant within 14 days after the Authority makes that decision



Tanzania Civil Aviation Authority