AERODROME SAFETY PUBLICATION

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ASP 06 – PANS-ADR

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Note – *Aerodrome Safety Publications are published by the SCAA for purposes of promulgating supplementary guidance materials to the Standards and Recommended Practices (SARPs) in the Seychelles Technical Standards - Aerodromes. The publications are intended to provide recommendations and guidance to illustrate a means, but not necessarily the only means, of complying with SARPs. Aerodrome Safety Publications may explain certain regulatory requirements by providing interpretive and explanatory materials.*

1. Purpose

1.1 The purpose of this Aerodrome Safety Publication (ASP) is to provide supplementary guidance to aerodrome operators on how to develop and maintain an aerodrome manual.

2. Applicability

2.1. This ASP applies to all aerodrome operators subjected to Regulation 61 of the Civil Aviation (Safety) Regulations, 2017 and the Seychelles Technical Standards - Aerodromes.

3. Cancellation

3.1. Nil.

4. Introduction

4.1 The aerodrome manual is a mandated requirement for obtaining and maintaining aerodrome certification. It is the source document describing how the aerodrome infrastructure and operational procedures achieve safe operational outcomes. The manual should provide clear and unambiguous operational direction for its intended users.

4.2 The aerodrome manual is required to contain, or refer to, all necessary information that enables the safe use, operation, and maintenance of the aerodrome, including the obstacle limitation surfaces and any other matters, mandated by national regulations and standards.

4.3 An effective management structure and a systematic approach to aerodrome operations is essential. The aerodrome manual should describe the organization and the systems it uses. It is the primary reference document for recording the responsibilities of aerodrome staff and/or third parties. Each section should clearly nominate who has responsibility for, and specifically who carries out the tasks described. If responsibilities are attributed to other stakeholders, the aerodrome manual should clearly identify them.

4.4 At the time of making an application to certify an aerodrome, the applicant is required to submit to SCAA a 'proposed' aerodrome manual. The applicant should ensure the manual is consistent with the legislated requirements and the content is specific to their aerodrome and its operation.

4.5 Post certification should there be a change to the aerodrome facility or operations, the aerodrome manual is to be updated so that it continues to be an accurate representation of the aerodrome and its operating environment.

5. Definitions & Abbreviations

5.1 Abbreviations

STS-ADR	Seychelles Technical Standards – Aerodrome
SCAA	Seychelles Civil Aviation Authority
ADP	Airside Driver Permit
AIP	Aeronautical Information Publication
AEP	Aerodrome Emergency Plan
ATC	Air Traffic Control
ATS	Air Traffic Service
ICAO	International Civil Aviation Organization
NOTAM	Notice to Airman
OLS	Obstacle Limitation Surfaces
PANS-ADR	Procedures for Air Navigation Services - Aerodrome
RMP	Risk Management Plan
SMS	Safety Management System

5.2 Definitions

Aerodrome Operator
The entity responsible for the management, operation, and maintenance of an aerodrome, ensuring compliance with applicable regulations and safety standards.

Apron
A defined area at an aerodrome intended for aircraft parking, refuelling, loading/unloading of passengers or cargo, and maintenance activities.

Emergency Plan
A structured document detailing the procedures to be followed in the event of an emergency at the aerodrome, including response coordination among relevant agencies.

Ground Handling
The range of services provided at an aerodrome to facilitate aircraft operations, including fuelling, baggage handling, catering, and passenger services.

Manoeuvring area
means that part of the aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

Movement area
means that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the aprons.

NOTAM (Notice to Airmen)
A notice containing essential aeronautical information that is issued to alert pilots and other stakeholders of temporary or permanent changes affecting flight operations.

Obstacle Limitation Surfaces
Imaginary surfaces that define the limits to which obstacles such as buildings, trees, or antennas may project into the airspace around an aerodrome to protect aircraft operations.

Safety Management System
A systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies, and procedures to ensure continuous safety improvement.

Wildlife Hazard Management
A program aimed at minimizing risks posed by birds and other wildlife to aircraft operations through monitoring, control measures, and habitat management strategies.

6. Format and control of the manual

6.1 Aerodrome manual format

6.1.1 The aerodrome manual is required to be in a format that is conveniently accessible, usable and can be readily updated.

6.1.2 Provided all elements required by the STS-ADR are captured, the order of the content is discretionary.

6.1.3 The manual should be written so that it is easy to read and understand.

6.1.4 The manual may be retained in printed form or in an electronic form, or a combination of these, provided it is conveniently accessible and usable by aerodrome personnel. If the manual is retained in electronic form, it should be available on portable devices. Electronic information is to be clearly legible on all pages, including drawings and maps.

6.1.5 Irrespective of the format chosen, the readability and the accuracy of the aerodrome manual needs to be assured.

6.1.6 The aerodrome manual should incorporate a consistent format for dates. It is recommended to utilize the formats below.

Format	Example
DD / MM / YYYY	12 / 05 / 2015
Day, Month, Year	12 May, 2015

6.2 Document control procedures

6.2.1 As the aerodrome manual is a 'living' document, document control procedures are of paramount importance.

6.2.2 An aerodrome operator is required to maintain the Aerodrome Manual and make such amendments as may be necessary to maintain the accuracy of the information in the Aerodrome Manual and to keep its contents up to date. To guard against out-of-date information being in circulation, and to comply with STS-ADR, the following information is to be visible in the manual:

- current version number (if a version number is provided)
- date of release for each section or page.

6.2.3 The aerodrome manual should also include a description of its amendment and revision process, specifying:
- the person(s) who may approve amendments or revisions.
- the methods by which all personnel and organisations are advised of changes to the manual.

6.3 Aerodrome manual controller(s)

6.3.1 As required by STS-ADR, the aerodrome operator is required to nominate a person, or persons, who are functionally responsible for the aerodrome manual, specifically for:
- reviewing
- maintaining
- amending
- controlling
- ensuring compliance with the format, content, retention, and amendment provisions.

6.3.2 Persons with responsibility for the aerodrome manual are expected to be familiar with the procedures in the manual and the operational safety requirements at the aerodrome.

6.3.3 Although ensuring compliance with format, retention and amendment provisions are attributable to the aerodrome manual controller, the accountable manager is ultimately responsible for legislative compliance.

7. Developing an Aerodrome Manual

7.1 Aerodrome manual content

7.1.1 Whilst STS-ADR is dedicated to information that must be included in the aerodrome manual, there are other matters that may require recording outside of STS-ADR.

7.1.2 To assist aerodrome operators SCAA has produced a sample aerodrome manual guide and template that identifies all provisions the aerodrome operator should consider including in their aerodrome manual. Section 7.2 below provides further information and instructions.

7.1.3 Where a standard in the STS-ADR does not apply to the aerodrome; the aerodrome operator is required to maintain a placeholder in their aerodrome manual which records the following information:
- a reference to the relevant STS-ADR provision and
- the term "NOT APPLICABLE" or "N/A".

7.2 Sample aerodrome manual guide and template

7.2.1 A sample aerodrome manual guide and template are available on the **SCAA website**. The sample aerodrome manual guide and template have been structured in a logical order. Where possible example procedures have been provided as a guide. Alternate provisions which represent the various complexities of the operating environment, and the scalable certification structure are also provided. Where procedures are prescriptive there is limited scope to deviate from the mandatory legislative requirements. Aerodrome specific procedures will require tailoring to reflect the uniqueness of the aerodrome's facilities and operations.

7.2.2 Aerodrome operators who adopt any of the sample aerodrome manual content should ensure they can demonstrate that they are operating in accordance with those procedures.

***Note**: While not all content in the sample directly aligns with national regulations and standards, it is intended to serve as a reference to help aerodrome operators understand the type of information that can be included in their own aerodrome manual.*

7.2.3 Further information on the content and particulars to be included in the aerodrome manual can be found in ***Appendix A – Particulars to be included in the aerodrome manual.***

7.3 Linking to subsidiary materials, documents, plans etc.

7.3.1 Where the STS-ADR explicitly states certain information is to be included in the aerodrome manual, the subsidiary material provision does not apply. The inclusion of this information in an Appendix is permissible.

7.3.2 STS-ADR contains aerodrome information to be published in the AIP and included in the aerodrome manual. This information therefore cannot be considered as subsidiary material.

7.3.3 Where other internal plans, manuals, policies, or procedures etc. provide further support to the manual procedures, the aerodrome operator is permitted to adopt these as subsidiary materials. SCAA approval is required for these materials to be maintained separate from the manual.

7.3.4 Subject to the minimum content requirements stated in STS-ADR, and although not an exhaustive list, the following documents may be considered as subsidiary materials to the manual:

- Wildlife hazard management plan
- Safety Management System
- Risk Management Plan
- Aerodrome Emergency Plan / emergency response arrangements
- Low Visibility Procedures

- FOD Control Programme
- Disabled Aircraft Removal Plan
- Airside Vehicle Control Procedures

7.3.5 Subsidiary materials are to be:
- clearly cross referenced in the aerodrome manual
- accurately maintained.
- readily accessible
- reviewed in accordance with the aerodrome manual review requirements, and
- complied with.

7.3.6 When subsidiary materials are first introduced, an amendment to the aerodrome manual, annotating a reference to the subsidiary material(s), is required.

7.3.7 Before SCAA can accept reference to subsidiary materials, the corresponding aerodrome manual amendment referencing the inclusion of these materials is to be provided to SCAA within thirty (30) days of their adoption.

7.3.8 SCAA may request in writing, copies of these documents. Where a request in writing by SCAA is made, the aerodrome operator is to comply with that request.

7.4 Accessibility

7.4.1 All personnel with responsibilities or duties identified in the aerodrome manual should have access to the aerodrome manual, or to the relevant parts of the aerodrome manual. Access should be provided to all personnel whether or not they are employees of the aerodrome operator.

7.4.2 A copy of the aerodrome manual shall be retained at the aerodrome. If requested, either in writing or verbally, the aerodrome operator is to provide a copy of the aerodrome manual to SCAA for inspection.

7.5 Review and reporting requirements

7.5.1 The aerodrome operator is responsible for ensuring the information documented in the aerodrome manual, and any subsidiary materials directly linked to the aerodrome manual, are an accurate representation of the aerodrome and the aerodrome's operating environment.

7.5.2 To ensure the aerodrome manual and any subsidiary materials are kept up to date, the aerodrome operator should review the content regularly.

7.5.3 The manual should be reviewed whenever there is a change to:
- Civil Aviation (Safety) Regulations 2017
- Seychelles Technical Standards – Aerodromes (STS-ADR)
- Published aerodrome information (Notices, Directives and Publications)
- Operating procedures, including new procedures

- Aerodrome facilities
- Operations that occur at the aerodrome
- The organizational structure and/or contact details.

7.5.3 The aerodrome manual must be reviewed at least once every twelve (12) months to ensure it is up to date. Even if no changes are identified during the review, the aerodrome operator is required to document the review process to ensure it is complete. Evidence of the review process of the aerodrome manual is to be provided to SCAA within thirty (30) days of completion.

7.5.6 The records of each aerodrome manual review conducted is to be maintained for a minimum of five (5) years.

7.6 Amendments to the manual

7.6.1 Where a change to the content of the manual is required, the manual must be amended, and the changes published as soon as practicable.

7.6.2 When a change to the manual content is made, the information that has changed in that revision of the manual must be clearly identifiable to the reader.

7.6.3 Changed information should be:

- shown in a different format to the unchanged information and include a reference to the date of change, or
- recorded in a table within the manual clearly articulating a written summary of each change, the respective date of each change and the name of the person(s) responsible for making the amendment, or
- indicating using colours and straight lines and provided in replacement pages for all aerodrome manual copies.

7.6.4 The aerodrome operator should ensure that all persons who have responsibilities in the manual are made aware of any relevant changes.

7.6.5 Manual amendments are to be provided to SCAA within thirty (30) days of the amendment being made. To fulfil their obligations, the aerodrome operator is required to provide SCAA with:

- written notification explaining the nature of the change.
- a copy of the changed part of the manual which clearly identifies the information that has changed.

7.6.6 Amendments provided to SCAA can be presented in a separate document with all amended provisions from the aerodrome manual, following the legend below.

Example	Remarks
~~To be deleted is shown with strikethrough~~	Text to be deleted
New text to be inserted is highlighted with grey shading	New text to be inserted
~~To be deleted is shown with strikethrough~~ following by the replacement text which is highlighted with grey shading	New text to replace existing text

8. Compliance with the Aerodrome Manual

8.1 General

8.1.1 Except where a deviation from a procedure is necessary for the safety of aircraft, aircraft operations or individuals using the aerodrome, the aerodrome operator must operate the aerodrome in accordance with the procedures documented in their aerodrome manual.

8.1.2 SCAA may conduct Inspections and site safety audits as required to assess the continuing suitability of an aerodrome operator's organisation, facilities and equipment, the aerodrome operator's overall standard of operation and maintenance as well as level of compliance with statutory and Aerodrome Manual requirements, including Directives published by the SCAA.

8.2 Deviation from procedure (non-compliance)

8.2.1 Changes to the operational context of the aerodrome may result in procedures that do not address all identified hazards or risks. It is recognized that a deviation from the procedures in the aerodrome manual may be required to address the identified risks.

8.2.2 A deviation from the documented procedure may be permitted if a change to the procedure is considered necessary for the safety of aircraft, aircraft operations or individuals using the aerodrome.

8.2.3 In the event a deviation from the documented procedure occurs, the aerodrome operator should determine whether the deviation will be required on a permanent basis.

8.2.4 If the operational deviation is to be permanent, the aerodrome operator is to amend the aerodrome manual as soon as possible to reflect the procedural change.

8.2.5 SCAA is to be advised in writing within thirty (30) days of the procedural deviation, irrespective of whether the deviation is temporary or permanent.

9.0 Queries

9.1 Any queries relating to this Aerodrome Safety Publication should be addressed to Head of Aerodrome Safety & Standards Inspectorate on seyaga@scaa.sc

Aerodrome Safety & Standards Inspectorate
Seychelles Civil Aviation Authority

APPENDIX A – PARTICULARS TO BE INCLUDED IN THE AERODROME MANUAL

The aerodrome operator should organize and include, but not be limited to, the following particulars under the Sections in this Appendix, ensuring that any other relevant content applicable to the aerodrome is also incorporated, as necessary.

Section 1 – General

1.1 General information of the aerodrome, including the following:

a) A table of contents of the manual.
b) a statement signed by the accountable executive that the aerodrome manual contains operational instructions that are to be complied with by the relevant personnel.
c) declaration of compliance signed by the accountable executive.
d) A list of corrigenda/amendments, including the updates and/or corrections made to the aerodrome manual.
e) A distribution list of the aerodrome manual.
f) a list and brief description of the various parts, their contents, applicability, and use.
g) explanations, abbreviations, and definitions of terms needed for the use of the manual.
h) The purpose and scope of the aerodrome manual.
i) The legal requirement for an aerodrome certificate and an aerodrome manual as prescribed in the national regulations.
j) The conditions for use of the aerodrome – a statement to indicate that the aerodrome shall at all times when it is available for the take-off and landing of aircraft, be so available to all persons on equal terms and conditions.
k) The available aeronautical information services and procedures for timely and accurate effecting promulgation of AIP Amendment, AIP Supplement or NOTAM.
l) The system for recording aircraft movements at the aerodrome.
m) A description of the operator's safety management system (SMS) and reference to the operator's SMS manual.
n) A description of the intended operations, including:
    (i) the critical aeroplanes the aerodrome is intended to serve.
    (ii) the category of runway(s) provided (non-instrument, instrument including non-precision and precision).
    (iii) the different runways and their associated levels of service.
    (iv) the nature of aviation activities (commercial, passenger, air transport, cargo, aerial work, general aviation).
    (v) the type of traffic permitted to use the aerodrome (international/national, IFR/VFR, scheduled/non-scheduled); and
    (vi) the minimum RVR that aerodrome operations can be permitted.
o) description of any cases of exemptions or derogations and operating limitations, including details of their validity and references to the related documents (including any safety assessment); and
p) The obligations of the aerodrome operator; and

q) A table presented in the format shown below to indicate the aerodrome and aerodrome operator's compliance status with EACH clause/standard of STS-ADR and deviations, if any, shall be listed together with their validity, details and reasons of the exemption, any resultant limitations, conditions or procedures imposed and other references to the related documents (including any safety assessment);

Table of Compliance with the Seychelles Technical Standards – Aerodromes (STS-ADR)		
Standards	**To indicate whether fully compliant, partially compliant, or non-compliant**	**To provide remarks or brief explanation when partially compliant or non-compliant**

r) A description of the aerodrome operator's quality system to:
   (i) monitor the aerodrome operator's compliance with applicable national civil aviation safety subsidiary legislation, requirements and procedures.
   (ii) monitor the adequacy of measures to comply with such national civil aviation safety subsidiary legislation, requirements, and procedures to ensure safe operational practices; and
   (iii) verify that all the aerodrome operator's operations and activities are conducted in accordance with the applicable national civil aviation safety subsidiary legislation, requirements, standards, and procedures.

s) The description of the system mentioned paragraph (m) should cover at least the following elements:
   (i) safekeeping of safety records.
   (ii) use of internal or external auditors.
   (iii) scope of audit to be conducted.
   (iv) responsibilities of the auditor.
   (v) quality audit which must include inspections but not limited to apron management service, aerodrome vehicle operations, ground handling operations, rescue and firefighting, wildlife management, aviation fuel quality, maintenance of aerodrome equipment and facilities and external contractors and agencies.
   (vi) audit scheduling.
   (vii) monitoring of corrective actions.
   (viii) management evaluation.
   (ix) audit record keeping.

t) Procedures for bringing urgent or temporary information to the notice of aerodrome operations and maintenance staff.

Section 2 – Particulars of the Aerodrome Site

2.1 A plan(s) of the aerodrome showing the main aerodrome facilities for the operation

of the aerodrome including, particularly, the location of each wind direction indicator, aerodrome reference point, layout of runways, taxiways and aprons, aerodrome visual and non-visual aids.

2.2 A plan of the aerodrome showing the aerodrome boundaries.

2.3 A plan showing the distance of the aerodrome from the city or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome.

2.4 Particulars of the title of the aerodrome site. If the boundaries of the aerodrome are not defined in the title documents particulars of the title to, or interest in, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome.

Section 3 – Particulars of the Aerodrome required to be reported to the Aeronautical Information Service (AIS)

3.1 General Information

a) the name of the aerodrome.
b) the location of the aerodrome.
c) the geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System – 1984 (WGS-84) reference datum.
d) the aerodrome elevation and geoid undulation.
e) the elevation of each threshold and geoid undulation, the elevation of the runway end and any significant high and low points along the runway, and the highest elevation of the touchdown zone of a precision approach runway.
f) the aerodrome reference temperature.
g) details of the aerodrome beacon; and
h) the name of the aerodrome operator and the address and telephone number at which the operator may be contacted at all times.

3.2 Aerodrome Dimensions and Related Information

3.2.1 Information relating to aerodrome dimensions, including the following:

a) runway – true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone.
b) length, width and surface type of strip, runway end safety areas, stepways.
c) length, width, and surface type of taxiways.
d) apron surface type and aircraft stand.
e) clearway length and ground profile.
f) visual aids for approach procedures, viz, approach lighting type and visual approach slope indicator system (PAPI/APAPI); marking and lighting of

runways, taxiways, and aprons; other visual guidance and control aids on taxiways (including runway holding positions, intermediate holding positions and stop bars) and aprons, location and type of visual docking guidance system; availability of standby power for lighting;

g) the location and radio frequency of VOR aerodrome checkpoints.
h) the location and designation of standard taxi routes.
i) the geographical coordinates of each threshold.
j) the geographical coordinates of appropriate taxiway centre line points.
k) the geographical coordinates of each aircraft stand.
l) the geographical coordinates and the top elevation of significant obstacles in the approach and take-off areas, in the circling area and in the vicinity of the aerodrome. (This information may best be shown in the form of charts such as those required for the preparation of aeronautical information publications, as specified in Annexes 4 and 15 to the Convention).
m) Pavement surface type and bearing strength using the Aircraft Classification Rating – Pavement Classification Rating (ACR-PCR) method.
n) One or more pre-flight altimeter check locations established on and apron and their elevation.
o) Declared distances: take-off run available (TORA), take-off distance available (TODA), accelerate-stop distance available (ASDA), landing distance available (LDA).
p) disabled aircraft removal plan: the telephone/telex/facsimile numbers and e-mail address of the aerodrome coordinator for the removal of a disabled aircraft on or adjacent to the movement area, information on the capability to remove a disabled aircraft, expressed in terms of the largest type of aircraft which the aerodrome is equipped to remove;
q) Rescue and firefighting: the level of protection provided, expressed in terms of the category of the rescue and fire-fighting services, which should be in accordance with the longest aeroplane normally using the aerodrome and the type and amounts of extinguishing agents normally available at the aerodrome.
r) Width and surface type of taxiway shoulders.
s) exemptions or derogations from the applicable requirements and limitations.
t) Location, markings lighting and the largest aircraft type that can use the runway turn pad; and
u) Types of aviation fuel available at the aerodrome
v) location, dimensions, and largest helicopter that can use the Final Approach and Take-off area (FATO).

3.2.2 The accuracy of the information in Section 3 is critical to aircraft safety. Information requiring engineering survey and assessment should be gathered or verified by qualified technical persons.

Section 4 – Particulars of the Aerodrome Operating Procedures and Safety Measures

4.1 Aerodrome Reporting

4.1.1 Particulars of the procedures for reporting any changes to the aerodrome information set out in the AIP and procedures for requesting the issue of NOTAMS, including the following:

a) arrangement for reporting any changes to SCAA and recording the reporting of changes during and outside the normal hours of aerodrome operations.
b) the names and roles of persons responsible for notifying the changes, and their telephone numbers during and outside the normal hours of aerodrome operations; and
c) the address and telephone numbers, as provided by SCAA, of the place where changes are to be reported to the SCAA.

4.2 Access to the Aerodrome Movement Area

4.2.1 Particulars of the procedures that have been developed and are to be followed in coordination with the agency responsible for preventing unlawful interferences in civil aviation at the aerodrome and for preventing unauthorised entry of persons, vehicles, equipment, animals, or other things into the movement area, including the following:

a) the role of the aerodrome operator, the aircraft operator, aerodrome fixed-base operators, the aerodrome security entity, air navigation service provider, SCAA, and other government departments, as applicable; and

b) the names and roles of the personnel responsible for controlling access to the aerodrome, and the telephone numbers for contacting them during and after working hours.

4.3 Aerodrome Emergency Plan

4.3.1 Particulars of the aerodrome emergency plan, including the following:

a) plans for dealing with emergencies occurring at the aerodrome or in its vicinity, including the malfunction of aircraft in flight; structural fires; sabotage, including bomb threats (aircraft or structure); unlawful seizure of aircraft; and incidents on the airport covering “during the emergency” and “after the emergency” considerations.

b) details of test for aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests.

c) details of exercises to test emergency plans, including the frequency of those exercises.

d) a list of organisations, agencies, and persons of authority, both on and off

airport, for site roles; their telephone and facsimile numbers, e-mail and SITA addresses and the radio frequencies of their offices.

e) the establishment of an aerodrome emergency committee to organise training and other preparations for dealing with emergencies; and

f) the appointment of an on-scene commander for the overall emergency operation.

4.4 Rescue and Firefighting

4.4.1 Particulars of the facilities, equipment, personnel, and procedures for meeting the rescue and firefighting requirements, including the names and roles of the persons responsible for dealing with the rescue and fire-fighting services at the aerodrome.

4.4.2 This also includes the level of staffing after the task resource analysis is carried out. This subject should also be covered in appropriate detail in the aerodrome emergency plan.

4.4.3 Role of Aerodrome Rescue and Fire Fighting Services – The Aerodrome Operator shall develop procedures and roles of Rescue and Firefighting Services in the handling of Dangerous Goods Incident or accident.

4.5 Inspection of the Aerodrome Movement Area and Obstacle Limitation Surface by the Aerodrome Operator

4.5.1 Particulars of the procedures for the inspection of the aerodrome movement area and obstacle limitation surfaces, including the following:

a) arrangement for carrying out inspections, including runway friction and water-depth measurements on runways and taxiways, during and outside the normal hours of aerodrome operations;
b) arrangement and means of communicating with the aerodrome air traffic control unit during an inspection;
c) arrangements for keeping an inspection logbook, and the location of the logbook;
d) details of inspection intervals and times;
e) Inspection checklist;
f) arrangement for reporting the results of inspections and for taking prompt follow-up actions to ensure correction of unsafe conditions; and
g) arrangements for FOD Management
h) the names and roles of persons responsible for carrying out inspections, and their telephone number during and after working hours.

4.6 Visual Aids and Aerodrome Electrical Systems

4.6.1 Particulars of the procedures for the inspection and maintenance of aeronautical lights (including obstacle lighting), signs, markers, and aerodrome electrical systems, including the following:

a) arrangement for carrying out inspections during and outside the normal hours of aerodrome operation, and the checklist for such inspection.
b) arrangements for recording the results of inspections and for taking follow-up action to correct deficiencies.
c) arrangements for carrying out routine maintenance and emergency maintenance.
d) arrangements for secondary power supplies, if any, and, if applicable, the particulars of any other method of dealing with partial or total system failure; and
e) the names and roles of the persons responsible for the inspection and maintenance of the lighting, and the telephone numbers for contacting those persons during and after working hours.

4.7 Maintenance of the Movement Area

4.7.1 Particulars of the facilities and procedures for the maintenance of the movement area, including:

a) arrangements for maintaining the paved areas.
b) arrangements for maintaining the unpaved runways and taxiways.
c) arrangements for maintaining the runway and taxiway strips; and
d) arrangements for the maintenance of aerodrome drainage.

4.8 Aerodrome Work Safety

4.8.1 Particulars of the procedures for planning and carrying out construction and maintenance work safely (including work that may have to be carried out at short notice) on or in the vicinity of the movement area which may extend above an obstacle limitation surface, including the following:

a) arrangements for communicating with the aerodrome air traffic control unit during the progress of such work.
b) the names, telephone numbers and roles of the persons and organisations responsible for planning and carrying out the work, and arrangements for contacting those persons and organisations at all times.
c) the names and telephone numbers, during and after working hours, of the aerodrome fixed-based operators, ground handling agents and aircraft operators who are to be notified of the work; and
d) a distribution list for work plans, if required.

4.9 Apron Management

4.9.1 Particulars of the apron management procedures, including the following:

a) arrangements between air traffic control and the apron management units.
b) arrangements for allocating aircraft parking positions.
c) arrangements for initiating engine start and ensuring clearance of aircraft push-back; and
d) marshalling service.
e) leader (follow-me van) service.

4.10 Apron Safety Management

4.10.1 Procedures to ensure apron safety include:

a) protection from jet blasts.
b) enforcement of safety precautions during aircraft refuelling operations including specifying the type and size of fire extinguishers at suitable intervals along the length of the apron.
c) apron sweeping.
d) apron cleaning.
e) arrangements for reporting incidents and accidents on an apron.
f) arrangements for auditing the safety compliance of all personnel working on the apron; and
g) arrangements for FOD Management
h) management of safety of ground handling operations which include, but are not limited to the following:
    (i) Operation of ground support equipment associated with aircraft handling and loading.
    (ii) Operation of passenger loading bridge.
    (iii) Aircraft fuelling.
    (iv) Aircraft pushback.
    (v) Aircraft power back.
    (vi) Aircraft towing.
    (vii) Aircraft power-in arrival and power-out departure; and
    (viii) Aircraft marshalling.

4.11 Airside Vehicle Control

4.11.1 Particulars of the procedure for the control of surface vehicles on or in the vicinity of the movement area, including the following:

a) details of the application traffic rules (including speed limits and the means of enforcing the rules); and
b) the method of issuing driver and vehicle permits for operating vehicles in the movement area.

4.12 Wildlife Hazard Management

4.12.1 Particulars of the procedures to deal with the danger posed to aircraft operations by the presence of bird or mammals in the aerodrome flight pattern or movement area, including the following:

a) arrangements for assessing wildlife hazards.
b) arrangements for implementing wildlife control programmes; and
c) the names and roles of the persons responsible for dealing with wildlife hazards, and their telephone numbers during and after working hours.

4.13 Obstacle Control

4.13.1 Particulars setting out the procedures for:

a) monitoring the obstacle limitation surfaces and Type A Chart for obstacle in the take-off surface.
b) controlling obstacles within the authority of the operator.
c) monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces.
d) controlling new developments in the vicinity of aerodromes; and
e) notifying the SCAA of the nature and location of obstacles and any subsequent addition or removal of obstacles for action as necessary, including amendment of the AIS publications.

Note: Refer to ASP 08 – Control of Obstacles for further information.

4.14 Removal of Disabled Aircraft

4.14.1 Particulars of the procedures for removing a disabled aircraft on or adjacent to the movement area, including the following:

a) the roles of the aerodrome operator and the holder of the aircraft certificate of registration.
b) arrangements for notifying the holder of the certificate of registration.
c) arrangements for liaising with the aerodrome air traffic control unit.
d) arrangements for obtaining equipment and personnel to remove the disabled aircraft; and
e) the names, role, and telephone numbers of persons responsible for arranging for the removal of disabled aircraft.

4.15 Handling of Dangerous Goods

4.15.1 Particulars of the procedures for the safe handling and storage of dangerous goods on the aerodrome, including the following:

a) arrangements for special areas on the aerodrome to be set up for the storage

of inflammable liquids (including aviation fuels) and any other dangerous goods; and
b) the method to be followed for the delivery, storage, dispensing and handling of dangerous goods.

4.15.2 Dangerous goods include explosives, gases, flammable liquid, flammable solid, oxidizing substances and organic peroxides, toxic and infectious substances, radioactive material, corrosive substances, and miscellaneous dangerous substances and articles, including environmentally hazardous substances. Arrangements for dealing with the accidental spillage of dangerous goods should be included in the aerodrome emergency plan.

4.16 Low-Visibility Operations

4.16.1 Particulars of procedures to be introduced for low-visibility operations, including the following:

a) measurement and reporting of runway visual range as and when required, and the names and telephone numbers, during and after working hours, of the persons responsible for measuring the runway visual range; and

b) Arrangements to protect the instrument landing system critical sensitive area.

4.17 Protection of Sites for Radar and Navigational Aids

4.17.1 Particulars of the procedures for the protection of sites for radar and radio navigational aids located on the aerodrome to ensure that their performance will not be degraded, including the following:

a) arrangements for the control of activities in the vicinity of radar and navaids installations.
b) arrangements for ground maintenance in the vicinity of these installations; and
c) arrangements for the supply and installation of signs warning hazardous microwave radiation.

4.17.2 In writing the procedures for each category, clear and precise information should be included on:

a) when, or in what circumstances, an operating procedure is to be activated, how an operating procedure is to be activated.
b) actions to be taken.
c) the persons who are to carry out the actions; and
d) the equipment necessary for carrying out the actions, and access to such equipment.

4.17.3 If any of the procedures specified above are not relevant or applicable, the

reason should be given.

4.18 Runway Safety

4.18.1 Particulars of the Runway Safety Team and Runway Safety Action Plan in place to improve the safety of runway operations at the aerodrome.

4.18.2 Particulars of the facilities, equipment, and procedures in place for runway incursion prevention, taking account of different traffic intensities and visibility conditions, including the following:

a) integration of facilities, equipment, markings, lights, and signs as a whole in the runway incursion prevention plan.
b) management of the related as-built drawings; and
c) maintenance of the facilities, equipment, markings, lights, and signs to ensure reliability and availability.

4.19 Hazardous Meteorological Conditions

4.19.1 Particulars of the procedures to deal with hazardous meteorological conditions, include the following:

a) the role of the aerodrome operator, the aircraft operator, the aerodrome air traffic control unit, the ground handling service providers, and other relevant stakeholders, as applicable; and

b) the names and roles of the personnel responsible for dealing with hazardous meteorological conditions, and the telephone numbers for contacting them during and after working hours.

4.20 Aviation Fuel Quality/Procedures at aerodromes

4.20.1 The aerodrome operator shall develop procedures for Fuelling companies at the aerodrome to comply with aerodromes standards and procedures. All fuelling companies engaged in the handling and dispensing of aviation fuel shall be required to take immediate corrective action whenever notified of non-compliance with any of the standards or procedures.

4.20.2 In writing the procedures for each category, clear and precise information should be included on:

(i) when, or in what circumstances, an operating procedure is to be activated.
(ii) how an operating procedure is to be activated.
(iii) actions to be taken.
(iv) the persons who are to carry out the actions; and
(v) the equipment necessary for carrying out the actions, and access to such

equipment.

Note 1 – If any of the procedures specified above are not relevant or applicable, the reason should be given.

Section 5 – Details of the Aerodrome Administration and Safety Management System

5.1 Aerodrome administration

5.1.1 Particulars of the aerodrome administration, include the following:

a) an aerodrome organisation chart showing the names and positions of key personnel, including their safety responsibilities.
b) the name, position and telephone number of the person who has overall responsibility for aerodrome safety.
c) airport committees.
d) particulars of staff training and competency, including the specifications of staff qualifications and experience, training, and programme for upgrading of skills provided to staff on safety-related duties, and where necessary, the certification system for testing their competency; and
e) Responsibilities attributed to other aerodrome stakeholders.

5.1.2 Details on the operator's safety management system.

5.1.2.1 Particulars of the safety management system established for ensuring compliance with all safety requirements and achieving continuous improvement in safety performance, the essential features being:

a) the safety policy, insofar as applicable, on the safety management process and its relation to the operational and maintenance process.

b) the structure or organization of the SMS, including staffing and the assignment of individual and group responsibilities for safety issues.

c) SMS strategy and planning, such as setting safety performance target, allocating priorities for implementing safety initiatives and providing a framework for controlling the risks to as low a level as is reasonably practicable keeping always in view the requirements of the national regulations and standards, and other publications by the SCAA.

d) SMS implementation, including facilities, methods and procedures for the effective communication of safety messages and the enforcement of safety requirements.

e) a system for the implementation of, and action on, critical safety areas which

require a higher level of safety management integrity (safety measures programs).

f) measures for safety promotion and accident prevention and a system for risk control involving analysis and handling of accidents, incidents, complaints, defects, faults, discrepancies and failures, and continuing safety monitoring.

g) the internal safety audit and review system detailing the systems and programs for quality control of safety.

h) the system for documenting all safety-related airport facilities as well as airport operational and maintenance records, including information on the design and construction of aircraft pavements and aerodrome lighting. The system should enable easy retrieval of record including charts.

i) staff training and competency, including the review and evaluation of the adequacy of training provided to staff on safety-related duties and of the certification system for testing their competency; and

j) the incorporation and enforcement of safety-related clauses in the contracts for construction work at the aerodrome.