



Advisory Circular
[AC/AD – 001]

Requirements
for
Issue/Renewal of an Aerodrome
Certificate

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CIVIL AVIATION AUTHORITY OF NEPAL

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FOREWORD

Nepal as a Contracting State to the Convention on International Civil Aviation has an obligation to the international community to ensure that civil aviation activities under its jurisdiction are carried out in strict compliance with the Standards and Recommended Practices contained in the eighteen Annexes to the Convention on International Civil Aviation in order to maintain the required aviation standards.

As per the standards of the Annex 14 to the Convention, Aerodromes used for International Civil Aviation are required to be certified by the State. In addition as per the Civil Aviation Authority of Nepal (CAAN), Airport Certificate Regulation – 2061 (2004):

- (1) The operator of the airport that may be used for public purpose as per the national need must obtain the Aerodrome Certificate.
- (2) The Aerodrome Certificate must be obtained to operate international public air transportation service at any airport of Nepal.

Issue of an Aerodrome Certificate by the Director General of Civil Aviation Authority of Nepal to an aerodrome operator seeking such certificate is a requirement as per CAAN Airport Certificate Regulation, 2061 (2004), if the aerodrome operator satisfies the Rules specified in that Regulation. Hence, certification of an aerodrome is a vital role in the regulatory system.

In order to issue an Aerodrome Certificate the CAAN has to conduct an in-depth investigation to assess whether the aerodrome is maintained in accordance with the required standards and the competency of the aerodrome operator to maintain the aerodrome, staff, equipments, and procedures as per the regulatory Rules.

The regulatory Rules to be satisfied by the Aerodrome Operators for the certification of an aerodrome are specified in the CAAN Airport Certificate Regulation, 2061 (2004).

This Advisory Circular provides guidance to aerodrome operator(s) requirements to be fulfilled by an applicant for grant or renewal of an aerodrome certificate under the CAAN ACR 2004.

Users of this Advisory Circular are reminded that the provisions of the ***Civil Aviation Authority Act 1996 (2053), CAAN Airport Certificate Regulations 2004 (2061) and other applicable regulatory documentation***, rather than this Advisory Circular, determine the requirements of, and the obligations imposed by or under, the civil aviation legislation. Users should refer to the applicable provisions when any doubt arises.

It is also expected that the applicant of an Aerodrome Certificate will be benefited by this Advisory Circular as it explains the procedures for preparing and submitting an application along with the aerodrome manual. It also explains that aerodrome physical

facilities, equipment and aerodrome operating procedures shall meet the SARPs of Manual of Aerodrome Standards, Nepal.

This Authority may, without any prior notice, change the content of this Advisory Circular as appropriate.

Director General
Civil Aviation Authority of Nepal
Babar Mahal, Kathmandu, Nepal

15 April 2010

1. Introduction

The rules for the certification of aerodromes in Nepal are available in Civil Aviation Authority of Nepal (CAAN) Airport Certificate Regulations 2004 [CAAN ACR 2004].

As per Rule 4 of CAAN ACR 2004 an aerodrome certificate is required to be obtained by the following aerodrome operators from CAAN:

- (1) The operator of the airport that may be used for public purpose as per the national need must obtain the Aerodrome Certificate.
- (2) The Aerodrome Certificate must be obtained to operate international public air transportation service at any airport of Nepal.
- (3) An application may be submitted for the Aerodrome Certificate to operate domestic airport also except as referred to in sub -rule (2) of rule 4 of CAAN ACR 2004.

This Advisory Circular provides guidance to aerodrome operators requirements to be fulfilled by an applicant for grant or renewal of aerodrome certificate under the CAAN ACR 2004 and is issued under the power conferred vide Rule 4 of CAAN ACR 2004. This Advisory Circular also provides guidance on technical parameters, required to be fulfilled only for the certification of aerodromes. The grant of aerodrome certificate is also subject to the clearance from the CAAN and instructions issued from time to time on the subject by the CAAN.

2. Application for Grant/ or Renewal of Aerodrome Certificate

- 2.1 The application for grant/or renewal of an aerodrome certificate shall be made in the prescribed form provided in Appendix – 01 along with fee prescribed in the Schedule 2 of CAAN ACR 2004. The fee shall be deposited in current account No. 64917 at Rastriya Banijya Bank in favour of CAAN HQ, Babar Mahal, Kathmandu, Nepal.
- 2.2 The applicant should forward along with the application form attested copies of the clearances/permission* from the following:
 - (1) Ministry of Environment, Science and Technology;
 - (2) Ministry of Forest and Soil Conservation;
 - (3) Owner of the land; and
 - (4) Local authority such as municipal corporation/committee or urban land development board/authority or Town Planning Department. **

** The copies of the clearances / permissions issued by the above authorities are required to be endorsed to CAAN HQ.*

*** The local authorities should also indicate that a suitable mechanism has been evolved and/or exists to regulate the construction around the proposed aerodrome, so that the obstacle limitation surfaces as defined in **MAS Nepal** can be continuously maintained.*

- 2.3 In case of the existing CAAN aerodromes, clearances in Para 2.2 are not required. However the clearance from the Ministry of Environment, Science and Technology for construction/expansion of an aerodrome shall be applicable as per the instructions issued by them in this regard.
- 2.4 The application for an aerodrome certificate shall be accompanied with an Aerodrome Manual, prepared in accordance with the requirement contained in Rule 18 of the CAAN ACR 2004, including **establishment of an effective Safety Management System**. The particulars to be included in the Aerodrome Manual are given in the **Appendix 2**.

The Aerodrome Manual is the means by which all aerodrome operating staff, are informed about their duties and responsibilities, the aerodrome services and facilities made available, operating procedures and any restrictions on aerodrome availability. The table of contents of the aerodrome manual is given in the **Appendix – 03**.

- 2.5 The minimum period required for processing the application is about **60 days** from the date of receipt of application along properly formulated aerodrome manual to allow for detailed consideration and audit/inspection of the aerodrome before the issue of a certificate.
- 2.6 The applicant shall **submit compliance check list in respect of the requirements contained in MAS Nepal issued on the subject of Aerodrome Design and Operations** in the format given in **Appendix - 04**. Other ICAO documents and CARs on Aeronautical Telecommunications, Aeronautical Information Services and other relevant Civil Aviation Requirements shall also be kept in view while preparing the compliance statement. The statement shall indicate whether requirement has been met or not and if not, the extent of deviation thereto. Supporting material shall also be provided.
- 2.7 If certain physical facilities of aerodrome, services, equipment and aerodrome operating procedures do not comply with the requirements of MAS Nepal the applicant for aerodrome certificate shall apply for exemption in accordance with the Rule 35 of CAAN ACR 2004. The detailed procedures for applying an exemption are given in the **CAR AD – 001: Exemption Procedure for Non-compliances at Aerodromes**.

- 2.8 The applicant for the aerodrome to be certificated **shall demonstrate the functional arrangement and their integration for provision of CNS-ATM, AIS, meteorological and security services.**
- 2.8 Final audit and inspection shall be undertaken by the **Audit/Inspection Team of Aerodrome Standards and Safety Department of CAAN** for onsite verification of data, checking of the aerodrome facilities, services, equipment and procedures to verify and ensure that they comply with the requirements.
- 2.9 The aerodrome certificate shall be issued by the Director General of CAAN, if the DGCA is satisfied that applicant has complied with all relevant requirements stipulated under sub- rule (2) of Rule 6 of CAAN ACR 2004, i.e.:
- (1) the applicant and his/her staff have the necessary competence and experience to operate and maintain the aerodrome properly;
 - (2) the aerodrome manual prepared for the applicant's aerodrome and submitted with the application contains all the relevant information;
 - (3) the aerodrome facilities, services and equipment are in accordance with the standards and practices specified by the State;
 - (4) the aerodrome operating procedures make satisfactory provision for the safety of aircraft; and
 - (5) an acceptable safety management system is in place at the aerodrome.
- In case of the non-compliance of the requirement by the applicant, certificate may, either be refused or granted with limitations/ restrictions / conditions as deemed appropriate by the DG CAAN, provided that in such cases the overall safety is not compromised.
- 2.10 As per Rule 7 of CAAN ACR 2004, if CAAN refuses to grant an aerodrome certificate, the Aerodrome Standards and Safety Department must give the applicant written notice of the refusal, and the reasons for it, no later than **60 days** after submission of the application for aerodrome certificate.
- 2.9 An aerodrome certificate shall be **valid for a period of 5 year** as prescribed in the CAAN ACR 2004 unless it is transferred, surrendered by the certificate holder or is suspended or cancelled by the Director General for non-adherence to the relevant rules and requirements or for any other reason. The certificate shall remain valid subject to adherence of all applicable rules or regulations and conditions/limitations, if any, attached to the certificate.
- 2.10 A certified aerodrome operator shall in place aerodrome safety self - inspection programme in accordance with the Advisory Circular “**AC/AD – 002: Aerodrome Safety Self - Inspection Programme**” and take corrective measures against

deficiencies identified as a result of inspection carried out daily. The report of inspection and corrective actions taken shall be made available to the Aerodrome Inspectors or authorized representatives of the CAAN during surveillance or audit/inspection by them.

- 2.12 During the currency of certificate, the DG, CAAN may depute his representatives at any time for surveillance of the aerodrome. The certificate holder shall provide all necessary assistance for the conduct of the inspection / audit of the aerodrome by the representative of the DG, CAAN. Deficiencies observed during such surveillance audit / inspection shall promptly be addressed and rectified within the period specified by the DG, CAAN.

Appendix – 01**Application for Grant/ or Renewal of an Aerodrome Certificate****1. Particulars of the Applicant**

Full Name:

Address:

.....
.....

Designation:

.....

Phone: Fax:

2. Particulars of Aerodrome Site

Aerodrome Name:

Description of the Property:

.....
.....
..

Geographical Coordinates of the ARP:

.....

Bearing and Distance from Nearest Town or Populous Area:.....

.....

3. Is the Applicant the Owner of the Aerodrome Site?☐ Yes ☐ No

If No, provide:

- a) Details of rights held in relation to the site and
- b) Name and address of the owner of the site and written evidence to show that permission has been obtained for the site to be used by the applicant as an aerodrome.

4. Indicate the Largest Type of Aircraft Expected to Use the Aerodrome

.....
.....

5. Is the Aerodrome to be used for Public Air Transport Operations?

☐ Yes ☐ No

6. Details to be shown on the Aerodrome Certificate

Aerodrome Name:

.....

Aerodrome Operator:

.....

On behalf of the Aerodrome Operator shown above, I hereby apply for a certificate to operate the aerodrome.

Signed:

My authority to act on behalf of the Aerodrome Operator is:

.....
.....
.....
.....
.....
.....

Name of person

making the

declaration:

Date://

Information:

1. A copy of the Aerodrome Manual, prepared in accordance with the regulations and commensurate with the aircraft activities expected at the aerodrome, are required as part of the application.
2. The application should be submitted to the Director General of Civil Aviation Authority of Nepal.
3. Documentary evidence in support of all matters in this application may be requested.

Appendix – 02

Particulars to be included in Aerodrome Manual

PART 1 – GENERAL

General information, including the following:

- (1) Purpose and scope of the Aerodrome Manual
- (2) The legal requirement for an Aerodrome Certificate and an Aerodrome Manual as prescribed in the regulation
- (3) Conditions for use of the aerodrome shall at all times, when available for take-off and landing of aircraft, be so available to all persons on equal terms and conditions
- (4) The available aeronautical information system and procedures for its promulgation
- (5) The system for recording aircraft movements
- (6) Obligation of aerodrome operator

PART 2 – AERODROME SITE DETAILS

- (1) An aerodrome layout plan showing the main aerodrome facilities including the location of each wind direction indicator and aerodrome boundaries.
- (2) A plan showing the distance of the aerodrome from the nearest city, town or other populous area, and location of any aerodrome facilities and equipment outside the boundaries of the aerodrome, and
- (3) Include documents that establish the legal status of the land and owner, and plan showing the boundaries of possession of the aerodrome.

PART 3 – AERODROME INFORMATION REQUIRED TO BE REPORTED TO THE AIS

3.1 GENERAL INFORMATION

- (1) The name of aerodrome;
- (2) The location of the aerodrome;
- (3) Aerodrome working hours;

- (4) The geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System – 1984 (WGS-84) reference datum;
- (5) The aerodrome elevation;
- (6) The elevation of each threshold and runway end, and elevation of any significant high or low points along the runway, and the highest elevation of the touchdown zone of a precision approach runway;
- (7) The aerodrome reference temperature;
- (8) Details of the aerodrome beacons; and
- (9) The name of aerodrome operator and the address, telephone, fax, and email addresses at which the aerodrome operator may be contacted at all times.

3.2 AERODROME PHYSICAL CHARACTERISTIC AND RELATED INFORMATION

- (1) RUNWAY: true bearing, designation numbers, length, width, displaced threshold location, slope, surface type and type of the runway.
- (2) Length, width and surface type of runway strip, stopways and runway end safety areas
- (3) Length, width and surface type of taxiways and aprons
- (4) Clearways length and ground profile
- (5) Visual aids for approach procedures, approach lighting type and approach slope indicator system (PAPI/APAPI, T-VASIS/AT-VASIS), marking and lighting of runways, taxiways and aprons; other visual guidance and control aids on taxiways (including runway holding positions and stop bars) and aprons, location and type of visual docking guidance system, back up power availability.
- (6) The location and radio frequency of VOR or DVOR aerodrome check points
- (7) The geographical coordinates for each threshold
- (8) The geographical coordinates for each aircraft stand
- (9) The geographical coordinates and elevation of significant obstacles in the approach and take-off areas, in the circling area and in vicinity of the aerodrome. This information must be presented in the form of charts such as those required for AIP publication, as prescribed in Annex 4 and Annex 15 to the Chicago Convention
- (10) Pavement surface type and bearing strength using ACN – PCN method
- (11) Altimeter pre-flight check locations established and their elevation
- (12) Declared distances: take-off run available (TORA), take-off distance available (TODA), accelerate-stop distance available (ASDA) and landing distance available (LDA)
- (13) Disabled aircraft location plan: the telephone and fax numbers, email address of the aerodrome coordinator for the removal of a disabled aircraft on or adjacent to the removal area, information on the capability to remove a disabled aircraft, expressed in terms of the largest type of aircraft which aerodrome is equipped to remove
- (14) Rescue and fire fighting: 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 aircraft normally using the aerodrome and the type and amounts of extinguishing agents normally available at the aerodrome.

- (15) Information about the availability of the fuel and types of fuel, and information for contact.

NOTE:- *The accuracy of the information which shall be presented in PART 3 is critical to aircraft safety. Information requiring engineering survey and assessment shall be produced (or verified) by qualified and approved technical persons.*

PART 4 – AERODROME OPERATING PROCEDURES AND SAFETY MEASURES

4.1 AERODROME REPORTING

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

- (1) Arrangement for reporting any changes to the Director and recording the reporting of change during and outside the normal hours of aerodrome operation.
- (2) The names and roles of persons responsible for notifying the changes and their telephone numbers during and outside the normal hours of aerodrome operation.
- (3) The address and telephone numbers as provided by the Director of the changes are to be reported to the Director.

4.2 ACCESS TO THE AERODROME MOVEMENT AREA

The procedures that have been developed and are to be followed in coordination with agencies responsible for preventing unlawful interference at the aerodrome and for preventing unauthorized entry of persons, vehicles, equipment, animals and other things into the aerodrome movement area, including following:

- (1) The role of the aerodrome operator, the aircraft operator, aerodrome fix-based operators, the aerodrome security entity, Civil Aviation and other government department, as applicable.
- (2) The names and roles of the personnel responsible for controlling access to the aerodrome with telephone numbers to contact them.
- (3) Aerodrome operator policy on issuing airport passes for persons and vehicles and system of recording the data.

4.3 AERODROME EMERGENCY PLAN

Emergency plan developed and maintained by aerodrome operator and designed to minimize the possibility and extent of personal injury and property damage in an emergency, shall include:

- (1) Plans for dealing with emergency occurring at the aerodrome or in its vicinity, including the malfunction of aircraft in flight; structural fires; sabotage, including bomb threats and unlawful seizure of aircraft.
- (2) Procedures for prompt response to the emergencies planned for.
- (3) Sufficient details to provide adequate guidance to each person who must carry out the plan.
- (4) A description of available equipment including medical equipment and the location of the equipment.
- (5) A grid map of the aerodrome and its immediate vicinity.
- (6) Details of tests for aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests.
- (7) Details of exercises to test emergency plan, including the frequency of those tests.
- (8) A list of organizations, agencies and persons of authority, both on – and off-airport, which have responsibilities in the plan; their telephones and fax numbers, email address and radio frequencies of their offices.
- (9) Information regarding establishment of an aerodrome emergency committee to organize training and other preparations for dealing with emergencies.
- (10) Name and contact details for appointed person as commander for overall emergency operation.

4.4 RESCUE AND FIRE FIGHTING

Aerodrome operator shall determine the rescue and fire fighting category of the aerodrome based on the largest aeroplane type regularly using the aerodrome and in according to information provided in Manual of Aerodrome Standards (MAS), CAAB. Aerodrome operator shall have the minimum numbers of rescue and fire fighting vehicles and minimum extinguishing agents required for the determined category, in according to MAS, CAAB.

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

Note: This subject shall also be covered in appropriate detail in the aerodrome emergency plan.

4.5 INSPECTION OF THE AERODROME MOVEMENT AREA AND OBSTACLE LIMITATION SURFACES BY THE AERODROM OPERATOR

The procedures for the inspection of aerodrome movement area and obstacle limitation surfaces including:

- (1) Inspection plan and details regarding inspection time and intervals.
- (2) Arrangements for carrying out inspections, including RWY friction and water-depth measurements when needed.
- (3) Arrangements and means of communication with aerodrome air traffic control during inspection.
- (4) Inspection check list.
- (5) Procedure for reporting the results of inspections and for taking prompt follow-up corrective action if needed.
- (6) The name, role and contact details of persons responsible for carrying out inspections (with hierarchy).

4.6 VISUAL AIDS AND AERODROME ELECTRICAL SYSTEM

The procedures for inspection and maintenance of aeronautical lights (including PAL system and obstacle lights), signs, markers and aerodrome electrical system including:

- (1) Inspection plan and programme.
- (2) Procedure for recording the inspection data and for taking corrective action if needed.
- (3) Programme for carrying out routine maintenance and for emergency maintenance.
- (4) Information regarding secondary power supply or of any other method of dealing with partial or total system failure.
- (5) The name, role and contact details of persons responsible for carrying out inspection (with hierarchy).

4.7 MAINTENANCE OF THE AERODROME MOVEMENT AREA

- (1) Plan and programme for regular maintenance of all airside paved and unpaved areas including runway, taxiway with associated strips, aprons service roads with name, role and contact details of responsible persons.
- (2) Plan and programme for regular maintenance of aerodrome drainage system, with name, role and contact details of responsible persons.
- (3) Plan and programme for regular maintenance of aerodrome boundary fence, with name, role and contact details of responsible persons.
- (4) Procedure for emergency maintenance with name, role and contact details of responsible persons.

4.8 AERODROME WORKS

The procedures for planning and carrying out construction and maintenance works on or in vicinity of the aerodrome movement areas which may extend above an obstacle limitation surface and be potential safety hazard for aircraft operation:

- (1) Planning and organization of the works, coordination with ATS and AIS. Name, roles and contact details of responsible persons
- (2) Safety issues including obligation to inform Contractor about aerodrome safety rules and regulation. Name, role and contact details of responsible persons.
- (3) Arrangements for communication with aerodrome air traffic control during the progress of such work
- (4) List and contact details of all aerodrome fix based operator, ground handling agent, aircraft operator and other aerodrome users who are to be notified of the works

4.9 APRON MANAGEMENT

Particulars of the apron management procedures:

- (1) Procedure for coordination between airport operation/apron management and aerodrome air traffic control.
- (2) Procedure for allocation aircraft parking position.
- (3) Procedure for “engine start” and safety clearances.
- (4) Marshaling services.
- (5) Follow-Me service.

4.10 APRON SAFETY MANAGEMENT

Procedures to ensure apron safety, including:

- (1) Protection from jet blasts.
- (2) Enforcement of safety precautions during aircraft refueling operations.
- (3) Apron sweeping.
- (4) Apron cleaning.
- (5) Arrangements for reporting incidents/accidents on an apron.
- (6) Plan and programme for auditing safety compliance of all personnel working on the apron.

4.11 AIRSIDE VEHICLE CONTROL

Clear and precise information on procedures for the control of vehicles operating on or in the vicinity of the movement area, including following:

- (1) Applicable traffic rules, including speed limits and the action of enforcing the rules.
- (2) The process of issuing driving permits for operating vehicles in the movement area and power of control.
- (3) Programme and procedure in place for assessing the roadworthiness of vehicles operating in the movement area and monitoring.

4.12 WILDLIFE HAZARD MANAGEMENT

Measures and applicable procedures to deal with the danger posed to aircraft operation by the presence of birds or animals in the aerodrome flight pattern or movement area, including following:

- (1) Procedure for assessing wildlife hazards.
- (2) Procedures and measures for implementing wildlife control programmes.
- (3) The name, role and contact details of the persons responsible for dealing with wildlife hazards.

4.13 OBSTACLE CONTROL

Setting out procedures for:

- (1) Monitoring the aerodrome obstacles limitation surfaces and Type A Chart for obstacles in the take-off surfaces.
- (2) Controlling obstacles within the authority of the aerodrome operator.
- (3) Monitoring the height of buildings and structures within the aerodrome boundaries of the obstacle limitation surfaces.
- (4) Controlling new developments in the vicinity of aerodrome.
- (5) Notifying the Director of nature and location of obstacles and action for AIS amendment if needed.

4.14 REMOVAL OF DISABLED AIRCRAFT

Procedures for removing a disabled aircraft on or adjacent to the movement area including the following:

- (1) The roles of the aerodrome operator and the holder of aircraft registration certificate.
- (2) Procedure for notifying the holder of aircraft registration certificate.
- (3) Procedure for liaising with air traffic control unit.
- (4) Procedure for obtaining equipment and personnel to remove the disabled aircraft.
- (5) The name, role and contact details of responsible persons.

4.15 HANDLING OF HAZARDOUS MATERIALS

Hazardous materials include inflammable liquids and solids, corrosive liquids, compressed gases and magnetized or radioactive materials. The arrangement to deal with an accidental spillage of hazardous material should be included in the aerodrome emergency plan.

Clear and precise information of the procedures for safe handling and storage of hazardous materials on the aerodrome including:

- (1) Procedure for creation special areas on the aerodrome for storage of inflammable liquids (including aviation fuel) and other hazardous materials.
- (2) The Procedure to be followed for the delivery, storage, dispensing and handling of hazardous materials.
- (3) Requirements for the persons which have to deal or be in contact with hazardous materials.

4.16 LOW VISIBILTY OPERATION

The procedures introduced for low visibility operation, including the measurement and reporting of runway visual range as and when required.

4.17 PROTECTION OF SITES FOR RADAR AND NAVIGATIONAL AIDS

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

- (1) The arrangement for the control of activities in the vicinity of radar and Nav. Aids installations.
- (2) The arrangement for ground maintenance in the vicinity of these installations.
- (3) The supply and installations of signs warning of hazardous microwave radiation.

GENERAL FOR PART 4:

In each procedure, using clear and precise information, have to be shown:

- *When, or in what circumstances, respective operating procedure is to be activated,*
- *How an operating procedure is to be activated*
- *Actions to be taken*
- *The persons who carry out the actions, and*
- *The equipment necessary for carrying out the actions, and access to such equipment*

If any of the procedures specified and mentioned in this subpart of PART 4 are not applicable, the reason shall be given.

PART 5 – AERODROME ADMINISTRATION

- (1) An aerodrome operator organizational chart showing the names and positions of key personnel, including their responsibilities
- (2) The name, position and contact details who has overall responsibility for aerodrome safety, and
- (3) Airport committee

PART 6 - AERODROME SAFETY MANAGEMENT SYSTEM (SMS)

Particulars of aerodrome safety management system (SMS) established for ensuring compliance with all safety requirements and achieving continuous improvement in the safety performance.

- (1) The safety policy, insofar as applicable, on the safety management process and its relation to the operational and maintenance process,
- (2) The structure or organization of the aerodrome SMS, including staffing and the assignment of individual and group responsibilities for safety issues,
- (3) SMS strategy and planning, such as setting safety performance targets, allocating priorities for implementing safety initiatives and providing a framework for controlling the risk to as low a level as is reasonably practicable, keeping always in view the requirements of the Standards and Recommended Practices in Volume I of Annex 14 to the Convention on International Civil Aviation, and other safety regulation
- (4) SMS implementation, including facilities, methods and procedures for the effective communication on safety requirements
- (5) A system for the implementation of, and action on, critical safety areas which require a higher level of safety management integrity (safety measures programme)
- (6) Measures for safety promotion and accident prevention and system for risk control involving analysis and handling of accident, incident, complaints, defects, faults, discrepancies and failures, and continuing safety monitoring
- (7) The interim safety audit and review system
- (8) The system for documenting all safety related airport facilities as well as airport operational and maintenance records, including information on design and construction of aerodrome pavements and aerodrome lightings. The system should enable easy retrieval of records including charts.
- (9) Staff training and competence, 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
- (10) The incorporation and enforcement of safety related clauses in the contract for construction work at the aerodrome.

PART 7 – EXEMPTIONS

Detailed description of exemptions granted to aerodrome operator including its validity.

Appendix – 03**Format/Table of Contents of Aerodrome Manual****Foreword****Abbreviations and symbols****Definitions****List of effective pages****Record of Amendments****Revision History****1. General**

- 1.1 Purpose and Scope of Aerodrome Manual
- 1.2 Legal Requirement
- 1.3 Name and Address of Aerodrome
- 1.4 Name and Address of the Certificate Holder
- 1.5 Conditions for Use of the Aerodrome
- 1.6 Obligations of the Aerodrome Operator
- 1.7 Aeronautical Information
- 1.8 Recording Aircraft Movement

2. Aerodrome Site Details

- 2.1 Location Map
- 2.2 Plan Showing Main Aerodrome Facilities and Boundaries
- 2.3 Legal Status of Land and Owner

3. Aerodrome Data for AIS

- 3.1 General Information
 - 3.1.1 Name of the Aerodrome
 - 3.1.2 Location of the Aerodrome
 - 3.1.3 Geographical Coordinates of the Aerodrome Reference Point
 - 3.1.4 Aerodrome Elevation
 - 3.1.5 Geographical Coordinates and Elevations of Runway
 - 3.1.6 Aerodrome Reference Temperature
 - 3.1.7 Aerodrome Beacons
 - 3.1.8 Name and address of Aerodrome operator
- 3.2 Aerodrome Dimensions and Related Information
 - 3.2.1 Characteristics of Runway and Stopway
 - 3.2.2 Characteristics of Runway Strip and RESA
 - 3.2.3 Taxiways

- 3.2.4 Aprons
- 3.2.5 Clearways and Ground Profile
- 3.2.6 Visual Aids for Navigations
- 3.2.7 Radio Frequency of VOR Aerodrome Check Points
- 3.2.8 Standard Taxi Routes
- 3.2.9 Geographical Coordinates and Top Elevation of Significant Obstacles
- 3.2.10 Preflight Altimeter Check Locations
- 3.2.11 Runway Declared Distances
- 3.2.12 Disabled Aircraft Removal Plan
- 3.2.13 Rescue and Fire Fighting

4. 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 OLS
- 4.6 Visual Aids and Aerodrome Electrical Systems
- 4.7 Maintenance of Movement Area
- 4.8 Aerodrome Works – Safety
- 4.9 Apron Management
- 4.10 Apron Safety Management
- 4.11 Airside Vehicle Control
- 4.12 Wild Life 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 NAVAIDS

5 Aerodrome Administration

- 5.1 Aerodrome Administration
- 5.2 Organization Structure
- 5.3 Names, Roles and Contact Numbers of Person(s) Responsible

6 Safety Management System

- 6.1 Scope of the Safety Management System
- 6.2 Safety Policy and Objectives
- 6.3 Safety Accountabilities
- 6.4 Key Safety Personnel
- 6.5 Documentation Control Procedures
- 6.6 Coordination of Emergency Response Planning
- 6.7 Hazard Identification and Risk Management Schemes

- 6.8 Safety Assurance
- 6.9 Safety Performance Monitoring
- 6.10 Safety Auditing
- 6.11 Management of Change
- 6.12 Safety Promotion
- 6.13 Contracted Activities.

7 Exemptions

- 7.1 List of Exemption Granted by CAAN

Appendices:

Organization Chart of Aerodrome Administration
List of Personnel Responsible with contact numbers
Drawing – Location Plan of the Airport
Drawing – Plan Showing Aerodrome Facilities with all required Dimension and Legend
Drawing - Aerodrome Markings (Runway, Taxiways and Aprons)
Drawing - Aerodrome Lighting Systems
Drawing - Location of Navigational Aids outside of the Aerodrome
Drawing - Aerodrome Obstacle Chart Type A
Drawing – Obstacle Limitation Surfaces

Annexes:

MASN Compliance Checklist
Airport Security Planning Manual
Aerodrome Emergency Plan
Removal of Disabled Aircraft Planning Manual
Standard Operating Procedures
Airside Driving Handbook
Apron Safety Management Manual

Appendix - 04**MASN Compliance Checklist (Sample only)**

MASN SARP Ref. (1)	SARPs of Manual of Aerodrome Standards, Nepal (2)	MASN for XYZ Aerodrome (ARC – 4E) (3)	Existing Characteristics / Parameters of XYZ Aerodrome (4)	Deviation of XYZ Aerodrome from MASN (5)	Remarks C = Compliance NC = Non-Compliance (6)
3.1.13	<u>Longitudinal slopes</u> Recommendation.— <i>The slope computed by dividing the difference between the maximum and minimum elevation along the runway centre line by the runway length should not exceed:</i> - 1 per cent where the code number is 3 or 4; and - 2 per cent where the code number is 1 or 2.	< 1 %	0.8%	Nil	C
3.2.3	<u>Width of runway shoulders</u> Recommendation.— <i>The runway shoulders should extend symmetrically on each side of the runway so that the overall width of the runway and its shoulders is not less than:</i> — 60 m where the code letter is D or E; and — 75 m where the code letter is F.	≥ 60 m	60 m	Nil	C
3.4.3	<u>Width of runway strips</u> A strip including a precision approach runway shall, wherever practicable, extend laterally to a distance of at least: — 150 m where the code number is 3 or 4; and — 75 m where the code number is 1 or 2; on each side of the centre line of the runway and its extended centre line throughout the length of the strip.	≥ 150 m	120 m	Less by 30 m	NC [Non-compliance to 3.4.3.]