



CIVIL AVIATION AUTHORITY OF FIJI

# GUIDANCE MATERIAL

## Certification and Registration Approval of Aerodromes

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## **PREFACE**

This Guidance Material (GM) is published by the Civil Aviation Authority of Fiji for purposes of promulgating supplementary material to that published in the Authority's Standards Documents.

This GM provides guidance to aerodrome operators and CAAF staff on the aerodrome certification and registration approval process

This GM explains certain regulatory requirements by providing interpretive and explanatory material.



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Chief Executive  
**Civil Aviation Authority of Fiji**

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# 1 INTRODUCTION

## 1.1 Overview

- 1.1.1 The purpose of this Guidance Material (GM) is to provide guidance to both the CAA regulatory staff and the aerodrome operators on aerodrome certification and registration approval procedures and on the subsequent compliance and enforcement of the aerodrome operator's obligations. This GM has been transposed from the ICAO Manual on Certification of Aerodromes Doc 9774 First Edition 2001.
- 1.1.2 The establishment of this GM is intended to ensure that the facilities, equipment and operational procedures at certified and registered aerodromes are in compliance with the requirements stipulated in the Standards Document – Aerodrome.
- 1.1.3 The scope of this GM is confined to the safety, regularity and efficiency aspects of aerodrome facilities, services, equipment and operational procedures and excludes the subjects of aviation security, air navigation services and other areas; these subjects are covered in separate standards and GM. The aerodrome certification and registration approval standards focus on the safety, regularity and efficiency of aircraft operations at aerodromes. This GM, therefore, excludes the aspects of aerodrome operations relating to the administration of aerodrome finances and the servicing of passengers and cargo.
- 1.1.4 In developing this GM, account was taken of the current aerodrome certification and registration approval procedures. However, it is recognized that the changing aviation safety environment may necessitate revision of Fiji's standards from time to time. It is intended that this GM be kept up to date. Future editions will most likely be improved on the basis of experience gained and of comments and suggestions received from the users of this GM. Users of this GM are invited to give their views, comments and suggestions on this document to the Controller ground Safety, Civil Authority of Fiji.

## 1.2 Glossary

### **Aerodrome**

- 1) means any defined area on land or water intended or designed to be used either wholly or in part for the arrival, departure, and surface movement of aircraft; and
- 2) includes any buildings, installations, and equipment on or adjacent to any such area used in connection with the aerodrome or its administration (an aerodrome includes a heliport).

**Aerodrome Certificate;** the certificate to operate an aerodrome issued by the Civil Aviation Authority of Fiji under Section 10 of the Civil Aviation Reform Act.

**Aerodrome Registration Approval;** the approval to operate a registered aerodrome issued by the Civil Aviation Authority of Fiji under Section 10 of the Civil Aviation Reform Act.

**Aerodrome Facilities and Equipment;** facilities and equipment, inside or outside the boundaries of an aerodrome, that are constructed or installed and maintained for the arrival, departure and surface movement of aircraft.

**Aerodrome Manual;** the manual that forms part of the application for an aerodrome certificate, including any amendments thereto accepted/approved by the Civil Aviation Authority of Fiji.

**Aerodrome Operator;** in relation to a certificated or registered aerodrome, means the aerodrome certificate or registration approval holder.

**Certified Aerodrome;** an aerodrome whose operator has been granted an aerodrome certificate.

**Registered Aerodrome;** an aerodrome whose operator has been granted a registration approval.

**Safety Management System;** a system for the management of safety at aerodromes including the organizational structure, responsibilities, procedures, processes and provisions for the implementation of aerodrome safety policies by an aerodrome operator, which provides for the control of safety at, and the safe use of, the aerodrome.

### **1.3 Introduction to Certification and Registration Approval**

- 1.3.1 Responsibility for ensuring safety, regularity and efficiency of aircraft operations at Fiji aerodromes rests with the CAAF. It is therefore essential that whenever the operation of airports is delegated to an operator, the CAAF retains its overseeing responsibility and ensure that the operator complies with the relevant regulations and standards.
- 1.3.2 To effectively achieve certification and registration approval of aerodromes and ongoing compliance with standards at these aerodromes, the CAA Fiji has:
- a) established aerodrome standards in the Standards Document – Aerodromes and an aerodrome safety oversight unit, within the Ground Safety Department, with defined safety oversight mechanisms to carry out the functions of certification/registration approval and safety regulation of aerodromes;
  - b) implemented an aerodrome certification/registration approval procedure whereby the CAAF certifies/registers an aerodrome in accordance with procedures set forth in the SD – Aerodromes and this GM.

### **1.4 Need for Certification and Registration Approval**

- 1.4.1 The Civil Aviation (Reform) Act 1999 Section 10 requires that any person, who operates an aerodrome in Fiji, shall do so under a certificate or registration approval issued by the CAA Fiji. To fulfil the requirements of the Act, the Standards Document – Aerodromes has been published specifying the aerodrome standards required to be met by operators of aerodromes in Fiji.
- 1.4.2 Safety, regularity and efficiency of aircraft operations at aerodromes being of paramount importance, the requirement for aerodrome certification or registration approval shall apply equally to all aerodrome operators.
- 1.4.3 While the overall responsibility for aerodrome safety continues to rest with the Civil Aviation Authority of Fiji, it is recognized that ownership of aerodrome safety is increasingly being devolved by the Civil Aviation Authority of Fiji to aerodrome operators. The adequacy of that ownership can be demonstrated through a robust safety management system as required under the SD – Aerodromes and SD – Safety Management Systems, as applicable. However, the adoption of a safety management system does not obviate the need to comply with the rest of the standards contained in the SD – Aerodromes.
- 1.4.4 The scope of this GM is confined to the safety, regularity and efficiency aspects of aerodrome facilities, services, equipment and operational procedures. It does not cover such aspects as those relating to the aeronautical information system, aeronautical meteorology, the administration of aerodrome finances and the servicing of passengers and cargo. Air traffic services have their own regulatory framework, however, since air traffic services are an integral part of an aerodrome's operation, their regulation should be coordinated with that of aerodromes and considered within the certification process. This can be achieved in a number of ways, with the aerodrome manual being employed as a link. Furthermore, since aviation security comes under a different set of regulations, its coverage in this GM is limited to areas affecting aircraft operational safety, such as boundary fencing and airside lighting.

## **2 THE AERODROME CERTIFICATION REGULATORY SYSTEM**

### **2.1 Prerequisites for the introduction of an aerodrome regulatory system**

- 2.1.1 There are two prerequisites for the introduction of the aerodrome certification regulatory system. These are:
- a) the existence of provisions in the basic aviation laws of the State for the development and promulgation of aerodrome regulations. This requirement has been met in *section 10* of Civil Aviation (Reform) Act 1999; and
  - b) the existence of an appropriate State entity vested with the necessary authority to ensure compliance with the regulations. This has been delegated to the Civil Aviation Authority of Fiji, herein after referred to as '*The CAAF*'.

### **2.2 Basic Aviation Law**

- 2.2.1 The Civil Aviation Authority of Fiji Act 1979 authorizes establishment of the Civil Aviation Authority of Fiji, to be headed by the Chief Executive (CE).
- 2.2.2 The Civil Aviation (Reform) Act 1999 section 10 provides for the adoption of aerodrome certification and registration approval regulations and standards.
- 2.2.3 The CAAF's Chief Executive or its Authorised Persons have the authority to issue, review, refuse and cancel aerodrome certificates; develop, issue and amend Aerodrome Standards, Guidance Material, etc., consistent with the Act.
- 2.2.4 The CAAF, as the certification authority, must be satisfied that the holder of an aerodrome certificate or registration approval is competent to ensure that the aerodrome, its associated airspace and the operating procedures are safe for use by aircraft.
- 2.2.5 The Standards Document Aerodromes, requires coordination as necessary with other agencies and service providers, such as aeronautical information services, air traffic services, designated meteorological authorities, and security, to ensure safe aircraft operations.
- 2.2.6 The Civil Aviation Reform Act and the Standards Document Aerodromes provide for the enforcement and imposition of sanctions for non-compliance with the regulations.
- 2.2.7 The Civil Aviation Authority of Fiji Act section 12A provides for 'Authorised Persons' to be designated by the CAAF and such persons shall have right of access to such places as necessary to carry out safety audits, inspections and testing as provided for in the standards.

## **2.3 Principles for Aerodrome Certification and Registration Approval**

2.3.1 The Civil Aviation Reform Act includes provisions for the mandatory certification and registration approval of certain categories of aerodromes in accordance with criteria established in the Standards Document Aerodrome.

2.3.2 The Standards Document Aerodrome contains provisions for:-

- a) the certification and registration approval procedure.
- b) the duties and responsibilities of aerodrome operators;
- c) safety audits, inspections and testing; and
- d) the imposition of sanctions for contravention of, or failure to comply with, any of the provisions of the regulations.

## **2.4 Implementation of the aerodrome standards**

2.4.1 The implementation of the aerodrome certification process and safety oversight will be carried out by the CAAF's Ground Safety Department and will require the payment of the prescribed fee for the issuance or renewal of an aerodrome certificate or registration approval.



### **3 AERODROME CERTIFICATION PROCEDURES**

#### **3.1 Certification Process – General**

- 3.1.1 These certification and registration approval procedures aims to ensure full compliance with and establishment of better control over the process of certification and registration approval.
- 3.1.2 Adherence to the SD-Aerodromes and these procedures will ensure that aerodrome certificates or registration approvals are issued, refused, or surrendered in a consistent manner. The use of set procedures will also facilitate effective and consistent compliance with and enforcement of the standards.
- 3.1.3 Where the CAAF may not have adequate inspectors to implement these procedures, outside assistance may be enlisted to perform some of the technical services required, e.g. assessment of aerodrome facilities and equipment. Such persons will be issued with Authorised Persons credentials to inspect the facilities and equipment and conduct tests, etc.
- 3.1.4 The aerodrome certification/registration approval process comprises of the following:
- a) dealing with the expression of interest by an intending applicant for the aerodrome certificate (refer 3.2);
  - b) assessing the formal application, including evaluation of the aerodrome manual (refer 3.3);
  - c) assessing the aerodrome facilities and equipment (refer 3.3);
  - d) issuing or refusing an aerodrome certificate (refer 3.4); and
  - e) promulgating the certified status of an aerodrome and the required details in the AIP (refer 3.5).

#### **3.2 Dealing with the Expression of Interest**

- 3.2.1 Aerodromes that are required to be certified or registered in accordance with the Civil Aviation Reform Act must be in possession of an aerodrome certificate before commencing operations. An Expression of Interest (EOI) is required for the certification or registration approval of any new aerodrome.
- 3.2.2 Dealing with the EOI will include a flight operations assessment by the CAAF to ensure that the operation of an aerodrome at the location specified in the application will not endanger the safety of aircraft operations. If the result of this assessment is negative, then there is no need to proceed any further, and the applicant will be advised accordingly by invoking SD – Aerodromes 1.9.2 at this initial stage.
- 3.2.3 The flight operations assessment will 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.
- 3.2.4 The establishment of aerodromes, including helicopter landing sites and water landing sites, shall take into account, land-use and environmental control measures. In this regard, the requirements of the Environment Management Act 2005 Section 33 (1) and Schedule 2 Part 1 shall be met. This requires approval of the competent authority, therefore, the processing of the expression of

interest shall also include referrals to the competent authority for their clearance with the necessary documentation, e.g. an environmental impact study carried out by the applicant.

- 3.2.5 Should the results of the above assessment be positive, the CAAF will advise the applicant in writing to submit a formal application for an aerodrome certificate in accordance with the requirements of SD – Aerodromes 1.8.3. The CAAF shall provide the applicant with the appropriate application form, a copy of, or access to the aerodrome standards and any other relevant publication issued by the CAAF.
- 3.2.6 The applicant may be asked to cover the cost of the publications, should hard copies be requested.
- 3.2.7 In the letter to the applicant, the contact person for the application within the CAAF will be indicated.
- 3.2.8 **CAAF staff requirement;** staff involved in carrying out the activities described in 3.2.1 to 3.2.6 will include the Ground Safety Department's administration officer, aerodrome inspector(s), air navigation service inspector PANSOPS (airspace policy), air navigation service inspector ATM (air traffic services), air navigation service inspector CNS (navigational aids) and flight operations inspectors as applicable.

### **3.3 Assessment of a formal application for an aerodrome certificate or registration approval**

- 3.3.1 The SD – Aerodromes 1.9.1 specifies the responsibilities of the CAAF before it can grant an aerodrome certificate or registration approval and the requirements for aerodrome certification and the need for operational safety considerations. The CAAF must be satisfied that the aerodrome operator has the necessary competence and experience to comply with the relevant aerodrome standards.
- 3.3.2 The certification/registration approval process is shown in Appendix 1 to this GM. Further elaboration is provided in the ensuing paragraphs.
- 3.3.3 The assessment by the CAAF of the formal application will 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 will also include an aeronautical study, where applicable, in accordance with SD – Aerodromes 1.5.3, if there is a deviation from a standard;
  - b) except for a registered aerodrome used only for aerial work or private operations, an assessment of the aerodrome manual submitted by the applicant to determine whether:
    - 1) the manual complies with the requirements of the SD – Aerodromes section 2.6 and 2.7 and Appendix 2. All verifications that can be completed or initiated in the office (desk-top audit) will 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; and

c) a site visit as detailed in 3.3.4.

3.3.4 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 is done via scoring of the appropriate CAAF checklists by the CAAF inspector assigned. This site visit will 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);

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;
  - 14) disabled aircraft removal equipment and procedures;
  - 15) wildlife management procedures and equipment;
  - 16) two-way radios installed in vehicles for use by the aerodrome operator on the movement area;
  - 17) the presence of lights that may endanger the safety of aircraft; and
  - 18) fueling facilities.
- 3.3.5 On completion of the documentation audit and on-site verification, should there be any findings of non-compliance, a finding notification shall be raised by CAAF and provided to the applicant for a response within 7 days.
- 3.3.6 Upon receipt of the response and corrective action plan from the applicant, the CAAF shall assess the response and advise acceptance or otherwise.
- 3.3.7 For a corrective action plan that has been accepted, the CAAF assigned inspector shall carry out a follow-up check on/after the proposed completion dates. Should the outcome be satisfactory, then actions as per 3.4.2 shall be undertaken.
- 3.3.8 For a corrective action plan that has been found to be unacceptable under 3.3.5, the applicant shall be advised of the unacceptable areas and requested to submit a revised corrective action plan. Action as per 3.3.7 above shall be pursued once an acceptable corrective action plan is received.
- 3.3.9 **CAAF staff requirement;** staff involved in the assessment of the formal application for an aerodrome certificate includes aerodrome inspectors, rescue and fire-fighting inspectors, electrical systems inspector (visual aids specialist), air navigation service inspector (airspace policy specialists) and flight operations inspector.

### **3.4 The grant or refusal of a certificate**

- 3.4.1 The SD – Aerodromes 1.9.2 requires that the CAAF notify its decision to issue or refuse to issue a certificate. The SD – Aerodromes 1.9.3 allows the CAAF to endorse conditions, in the interest of safety, on an aerodrome certificate/registration approval being issued.
- 3.4.2 Based on the results of the assessment of the formal application for a certificate, the CAAF shall 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 certification/registration. For example, the aerodrome manual may need to be amended to incorporate any changes to the aerodrome facilities and equipment that may be required in order to comply with the standards and practices specified by the CAAF.
- 3.4.3 If the application was successful, the aerodrome certificate/registration approval, incorporating conditions pursuant to SD – Aerodromes 1.9.3 or 1.5.3, as applicable, shall be granted to the applicant after an identifying number has been allocated.
- 3.4.4 If after being advised of the additional steps that must be taken to rectify the shortcomings referred to in 3.4.2, the aerodrome operator is still not able to satisfy the requirements of the standards, the CAAF may refuse to grant a certificate. The refusal may be based on one or more of the following determinations, for which details shall 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 set out in the SD – Aerodromes Appendix 2; and
  - d) the assessment of the above facts and other factors (the CAAF must list these) reveal that the applicant will not be able to properly operate and maintain the aerodrome as required by the SD – Aerodromes 1.9.1.
- 3.4.5 The CAAF's staff involved in carrying out the activities described in 3.4.1 to 3.4.4 includes the Controller Ground Safety, the Controller Air Safety, the Controller Aviation Security and Facilitation, the Chief Executive and the aerodrome inspectors.
- 3.4.6 Applicable fees as stipulated in the Civil Aviation (Fees and Charges) Regulations shall apply. Such costs shall be borne by the applicant for aerodrome certification/registration approval.

### **3.5 Promulgation in the AIP of the Certified/Registered Status and Details of the Aerodrome**

- 3.5.1 Upon satisfactory completion of the certification process, information about the aerodrome is to be provided to the aeronautical information service for publication.
- 3.5.2 Upon satisfactory completion of the registration approval process, information that the aerodrome has been registered is to be provided to the aeronautical information service for publication.

### **3.6 Transfer of an aerodrome certificate or registration approval**

- 3.6.1 Fiji's Legislation and standards for aerodromes do not allow for the transfer of an aerodrome certificate or registration approval.
- 3.6.2 In the case of an aerodrome operator requiring a transfer of the certificate or registration approval to another organisation/individual, the full initial certification process shall be activated.

### **3.7 Surrender of an aerodrome certificate or registration approval**

- 3.7.1 SD – Aerodromes 1.13 provides for the cancellation of an aerodrome certificate/registration approval if an aerodrome operator voluntarily gives notice in writing to the CAAF.
- 3.7.2 Upon receipt of the notice, the CAAF shall:
  - a) verify the credentials of the operator requesting cancellation as the certificate/approval holder;
  - b) verify that the notification received from the aerodrome operator meets the requirements of SD – Aerodromes 1.13; and
  - c) check that the information provided by the aerodrome operator includes the following:
    - 1) if the aerodrome is to remain open, an appropriate NOTAM has been promulgated to advise the change of status; and
    - 2) if the aerodrome is to be closed to all traffic, sufficient safety measures have been taken by the aerodrome operator, such as the removal of wind socks and markings, the provision of appropriate closed markings, unserviceability markers and such other visual aids as necessary.
- 3.7.3 If the application for cancellation of the certificate/registration is found to be in order, the Controller Ground Safety shall issue a letter cancelling the certificate effective from the date specified in the notice given by the certificate/approval holder.
- 3.7.4 If the aerodrome is to remain open for use as a registered aerodrome (aerial work or private flights), the CAAF must ensure that the safety requirements at such aerodromes are met.
- 3.7.5 The aeronautical information service provider shall be advised to take appropriate action regarding the change in status of the aerodrome or the closure of the aerodrome, as the case may be, in accordance with Annex 15 to the Convention on International Civil Aviation.

### **3.8 Amendment of an aerodrome certificate or registration approval**

- 3.8.1 SD – Aerodromes 1.10 provides for the amendment of an Aerodrome Certificate or Registration Approval.
- 3.8.2 The holder of an aerodrome certificate or registration approval, shall submit a request for amendment to the certificate or approval when any of the following conditions occur:
- (a) there is a change in the ownership or management of the aerodrome;
  - (b) there is a change in the use or operation of the aerodrome;
  - (c) there is a change in the boundaries of the aerodrome;
  - (d) there is any change on the original conditions of the aerodrome certificate/registration approval;  
or
  - (e) at the request of the aerodrome certificate or registration approval holder.
- 3.8.3 A request for amendment shall consist of the following:
- (a) the appropriate CAAF form;
  - (b) amended aerodrome manual where applicable;
  - (c) amended Exposition where applicable;
  - (d) any other information to support the change
- 3.8.4 The CAAF shall review the request and supporting documentation and carry out verification checks as required to ensure that the requirements of SD-Aerodromes 1.9.1 pertaining to the granting of a certificate or approval will continue to be met.

Note:- CAAF forms are available for download from the CAAF website or may be uplifted from the Ground Safety Department at the CAAF headquarters.

## APPENDIX 1

### Certification/Registration Approval Process

