



CIVIL AVIATION AUTHORITY OF FIJI

# STANDARDS DOCUMENT

## Aerodromes

**SD - AD**

Published by:

Civil Aviation Authority of Fiji  
Private Mail Bag, NAP 0354  
Nadi International Airport  
Fiji

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Civil Aviation Authority of Fiji  
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## PREFACE

### General

Fiji's National Aviation Law consists of a three tier or triple system regulatory system, comprising Acts, Regulations and Standards Documents; the purpose of which is to ensure, where deemed appropriate, compliance and conformance with ICAO Standards and Recommended Practices (SARPS).

The '*three tier*' or '*triple system*' regulatory system represents Fiji's Primary Legislation System and Specific Operating Regulations to meet Critical Elements CE1 and CE2 of ICAO's Eight Critical Element of a safety oversight system

Standards Documents (SD) are issued by the Civil Aviation Authority of Fiji under the provision of Section 14 (3) (b) of the Civil Aviation Authority Act 1979 (CAP 174A)

Where appropriate, the SD also contains technical guidance (Critical Element CE5) on standards, practices, and procedures that are acceptable to the Authority.

Notwithstanding the above, and where specifically indicated in this Standards Document that such a provision is available, consideration may be given to other methods of compliance that may be presented to the Authority provided they have compensating factors that can demonstrate a level of safety equivalent to or better than those prescribed herein. Accordingly, the Authority will consider each case based on its own merits holistically in the context of and relevancy of the alternative methods to the individual applicant.

When new standards, practices, or procedures are determined to be acceptable, they will be added to this document.

### Purpose

This Standards Document – Aerodromes is issued by the Civil Aviation Authority of Fiji pursuant to Section 10 of the Civil Aviation (Reform) Act 1999. This Document is intended for use by CAAF, applicants for, and holders of, an Aerodrome Certificate or Registration Approval and for their staff.

### Change Notice

This Standards Document has been developed pursuant to the Authority's obligation to provide oversight on aerodrome operators and their personnel, as well as the operator's obligation to comply with standards notified by the Authority and is the means by which such notification is given.



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**THERESA LEVESTAM**  
**CHIEF EXECUTIVE**

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## Historical Summary of Amendments

To fulfil the requirements of the Civil Aviation (Reform) Act 1999 and Fiji's obligation as an ICAO Contracting State, a Minimum Requirements Document – Licensing of Airports (MRD-14) was released in 2000 prescribing the physical characteristics, obstacle limitation surfaces, facilities and technical services to be provided at aerodromes in Fiji. The specifications for facilities detailed in the MRD as done in Annex 14, Volume I, have been interrelated by a reference code system and by the designation of the type of runway for which they are to be provided.

With the promulgation of the Civil Aviation (Reform) Act 1999 Section 10; Certification, Registration, and Use of Aerodromes for the provision of air navigation, effective 1<sup>st</sup> July 2008, the then MRD-14 was converted into the Standards Document - Aerodromes (SD-AD 1<sup>st</sup> Edition) demarcating between aerodrome certification and registration requirements.

The expansion of the ICAO Universal Safety Oversight Audit Program required Contracting States to respond to Compliance Checklist Questionnaires on the Annexes to the ICAO Safety Oversight Audit Unit. In light of this the SD-AD (2<sup>nd</sup> Edition) was developed to ensure that gaps identified during this exercise were adequately addressed in the revised SD-AD.

This SD-AD (3<sup>rd</sup> Edition) 2019 is a result of an extensive review undertaken from 2017 to 2019 and incorporates all amendments (up to and including amendment 14) to Annex 14 Volume I that have been adopted by the ICAO Council since 2011, as well as providing better demarcation between requirements for the issue of an Aerodrome Certificate and an Aerodrome Registration Approval as well as establishing the requirements for Helicopter Landing Sites (HLS) and Water Landing Sites (WLS) in Fiji. Furthermore, as aviation security is an integral part of aerodrome planning and operations, several specifications aimed at enhancing the level of security at aerodromes has also been included in this edition. It is to be noted that specifications on other facilities related to security are provided for under the Civil Aviation (Security) Regulations 1994 and its corresponding Standards Document.

Amendment	Source(s)	Subject(s)	Effective Date
1 <sup>st</sup> Edition	CAAF	Conversion of MRD-14 to Standards Document – Aerodromes	1 <sup>st</sup> July 2008
2 <sup>nd</sup> Edition	CAAF	Incorporation of Certification, Registration, and Use of Aerodromes requirements.	01 <sup>st</sup> April 2011
3 <sup>rd</sup> Edition	CAAF	Incorporation of Annex 14 amendments (up to and including amendment 14), demarcation between aerodrome certificate and registration approval requirements and inclusion of HLS and WLS requirements.	31 May 2019
3 <sup>rd</sup> Edition	ICAO	Incorporation of Amendment 15 To Annex 14, Volume I	11 Feb 2025

## Chapter 1 General

### 1.1 Purpose

- 1.1.1 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 Authority.
- 1.1.2 The Act stipulates that the Authority shall not issue a certificate or registration approval to a person in respect of an aerodrome unless the Authority is satisfied that –
- a) the person is competent to ensure the safe operation of the aerodrome in accordance with-
    - (1) the requirements of the Air Navigation Regulations;
    - (2) standards established by the Authority; and
    - (3) except for a registered aerodrome used only for aerial work or private operations, a manual for the aerodrome acceptable to the Authority; and
  - b) the grant of the certificate or registration approval is in the public interest and not detrimental to aviation safety.
- 1.1.3 The Authority is thus responsible for ensuring the safety and order at all aerodromes in Fiji. To this end, this Standards Document – Aerodromes is issued to specify the aerodrome standards required to be met by operators of aerodromes in Fiji. It is intended for use by the Authority, applicants for, and holders of, an Aerodrome Certificate or Registration Approval and for their staff.
- 1.1.4 The standards contained herein are based on the requirements of ICAO Annex 14 (Aerodromes, Volume I) and unless otherwise indicated in a particular context, apply to all aerodromes open to public use in accordance with the provisions of Article 15 of the Convention on International Civil Aviation. The standards adopted for the registration approval of aerodromes at which only private and aerial operations are conducted and for the establishment of Helicopter Landing Sites and Water Landing Sites, these have been aligned where applicable to ICAO Annex 14 Volume I, II and international best practice for such operations. In addition, pertinent material from ICAO Doc 9774 (Manual on Certification of Aerodromes) has also been incorporated as appropriate.
- 1.1.5 This Standards Document prescribes standards pertaining to: -
- a) certification of aerodromes and the requirements that apply to operators of certified aerodromes;
  - b) registration of aerodromes and the requirements that apply to operators of registered aerodromes;
  - c) reporting and inspection requirements that apply to operators of certified and registered aerodromes used for air transport operations, whether such operations are regular or scheduled or otherwise, and are for the carriage of passengers, freight or mail by persons or organizations holding permissions issued by the Authority;
  - d) matters dealing with obstacles and hazards in airspace; and
  - e) aerodrome operational services including rescue and fire fighting services.
- 1.1.6 When an aerodrome is granted a certificate or registration approval, it signifies to aircraft operators and other organizations operating on the aerodrome that, at the time of certification or registration, the aerodrome meets the specifications regarding the facility and its operation, and that it has, according to the Authority, the capability to maintain these specifications for the period of validity of the certificate or registration approval. The certification and registration approval process also establish the baseline for continued monitoring of compliance with the specifications.
- 1.1.7 For the purpose of ensuring continued compliance, the Authority shall ensure regulations and standards are amended to guarantee continued safety oversight for all aerodromes.



ISO 9001:2015 Certified

## Standard Document

### Aerodrome

- 1.1.8 In this document where **SHALL** is used, this indicates a standard pertaining to any specification for physical characteristics, configuration, material, performance, personnel or procedure, the uniform application of which is recognized as necessary for the safety or regularity of air navigation and to which all operators must conform in accordance with these standards.

- 1.1.9 In this document where **SHOULD** is used, this indicates a Recommended Practice pertaining to any specification for physical characteristics, configuration, material, performance, personnel or procedure, the uniform application of which is recognized as desirable in the interest of safety, regularity or efficiency of air navigation, and to which all operators will endeavour to conform in accordance with the standards.

## **1.2 Definitions**

A full set of definitions pertaining to this standards document is contained in Appendix 15.

## **1.3 Common reference systems**

- 1.3.1 Horizontal reference system; the World Geodetic System — 1984 (WGS-84) shall be used as the horizontal (geodetic) reference system. Reported aeronautical geographical coordinates (indicating latitude and longitude) shall be expressed in terms of the WGS-84 geodetic reference datum.
- 1.3.2 Vertical reference system; Mean sea level (MSL) datum, which gives the relationship of gravity-related height (elevation) to a surface known as the geoid, shall be used as the vertical reference system.
- 1.3.3 Temporal reference system; the Gregorian calendar and Coordinated Universal Time (UTC) shall be used as the temporal reference system. However, when a different temporal reference system is used, this shall be indicated in GEN 2.1.2 of Fiji's Aeronautical Information Publication (AIP).

## **1.4 Access to aerodromes**

- 1.4.1 The aerodrome operator shall allow the Authority's Authorised Persons to inspect and carry out tests on the aerodrome facilities, equipment, services and operating procedures, inspect the aerodrome operator's documents and records and verify the aerodrome operator's safety management system before the aerodrome certificate or registration approval is granted or renewed and, subsequently, at any other time, for the purpose of ensuring safety at the aerodrome.
- 1.4.2 The aerodrome operator shall allow access for personnel authorized by the Authority to any part of the aerodrome or any aerodrome facilities, equipment, documentation or records for the purposes of 1.4.1.
- 1.4.3 The aerodrome operator shall cooperate in conducting the activities referred to in 1.4.1.

## **1.5 Exemptions**

- 1.5.1 The Authority may exempt, in writing, an aerodrome operator from complying with specific provisions of these standards, either wholly or partially, subject to such conditions, if any, as may be specified in the Exemption.
- 1.5.2 Before deciding to exempt an aerodrome operator, the Authority shall take into account all safety related aspects.
- 1.5.3 An exemption is subject to the aerodrome operator complying with the conditions and procedures specified by the Authority in the aerodrome certificate as being necessary in the interest of safety.
- 1.5.4 When an aerodrome does not meet the requirement of a standard, the aerodrome operator shall submit to the Authority an aeronautical study or safety assessment as appropriate, requesting an exemption from that standard. The Authority may determine, after assessing the submission, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant standard.
- 1.5.5 The validity of any Exemption is dependent on the operator complying with any condition that the Authority specifies in the Exemption as being necessary in the interests of safety of air navigation.
- 1.5.6 The aerodrome operator shall comply with conditions specified in the Exemption.

- 1.5.7 Deviation from a standard and the conditions and procedures referred to in 1.9.3 shall be set out in an endorsement on the aerodrome certificate.
- 1.6 Requirements for an Aerodrome Certificate
- 1.6.1 The operator of an aerodrome falling in any of the categories defined under 1.6.2, shall, in accordance with the Civil Aviation Reform Act, be in possession of an aerodrome certificate.
- 1.6.2 An aerodrome certificate is applicable when:
- a) the aerodrome is used for any international air transportation operation;
  - b) the aerodrome is used for any domestic commercial air transportation operation;
  - c) the aerodrome is used for night operations or in Instrument Meteorological Conditions (IMC) during the day;
  - d) requested by the aerodrome operator; or
  - e) requested by the Authority.
- 1.7 Requirements for an Aerodrome Registration Approval
- 1.7.1 The operator of an aerodrome falling in any of the categories defined under 1.7.2, shall, in accordance with the Civil Aviation Reform Act, be in possession of a registration approval.
- 1.7.2 An aerodrome registration approval is applicable when:
- a) the aerodrome is used by aircraft involved in aerial work or private operations;
  - b) the area is designated as a Helicopter Landing Site (HLS) or Water Landing Site (WLS) and is used for commercial air transportation operation; or
  - c) requested by the Authority.
- 1.8 Application for an Aerodrome Certificate or Registration Approval**
- 1.8.1 A person may apply to the Authority for an aerodrome certificate or registration approval to permit the person to operate an aerodrome at the place specified in the application.
- 1.8.2 The application shall be on the approved Authority form.
- 1.8.3 The application shall include-
- a) a completed application form;
  - b) the exposition required by section 2.36;
  - c) except for a registered aerodrome, the aerodrome manual required by section 2.6;
  - d) a plan of the aerodrome and its facilities certified by a registered surveyor;
  - e) an environmental impact assessment required by section 2.1.2 for new/initial aerodrome applications, and
  - f) evidence of lawful entitlement to use the place as an aerodrome.
- 1.8.4 The application shall be submitted to the Authority not less than 90 days before the certificate or registration approval is required.

## **1.9 Grant of an Aerodrome Certificate or Registration Approval**

1.9.1 The Authority may grant an aerodrome certificate or registration approval to an applicant and accept/approve the aerodrome manual submitted, provided it is satisfied that: -

- a) the applicant and his/her staff have the necessary competence and experience to operate and maintain the aerodrome properly;
- b) except for a registered aerodrome, the aerodrome manual prepared for the applicant's aerodrome and submitted with the application contains all the relevant information;
- c) the aerodrome facilities, services and equipment are in accordance with the standards and practices specified in this standards document;
- d) the aerodrome operating procedures make satisfactory provision for the safety of aircraft;
- e) an acceptable safety management system, commensurate with the size and complexity of the operations, is in place at the aerodrome, and
- f) the grant of an aerodrome certificate or registration approval shall not be detrimental to aviation safety.

1.9.2 The Authority may refuse to grant an aerodrome certificate or registration approval to an applicant. In such cases, the Authority shall notify the applicant, in writing, of its reasons as soon as the decision is made.

## **1.9. A Endorsement of conditions on an aerodrome certificate or registration approval**

Upon successful completion of the processing of the application and the inspection of the aerodrome, the Authority, when granting the aerodrome certificate or registration approval, will endorse the conditions for the type of use of the aerodrome and other details as required.

## **1.10 Amendment of an Aerodrome Certificate or Registration Approval**

1.10.1 The holder of an aerodrome certificate or registration approval, shall submit a request to the Authority for amendment of the aerodrome certificate or registration approval when:

- 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.

1.10.2 The Authority shall issue the requested amendment provided the requirements of 1.9.1 have been met.

## **1.11 Duration of an Aerodrome Certificate or Registration Approval**

1.11.1 An aerodrome certificate or registration approval remains in force for such period as specified on the Certificate or Registration Approval, unless it is suspended or cancelled, whichever is earlier.

**1.12 Suspension or cancellation of an Aerodrome Certificate or Registration Approval**

1.12.1 The Authority may, by written notice given to the holder of an aerodrome certificate or registration approval, suspend or cancel the certificate or approval: -

- a) if there are reasonable grounds for believing that:
  - (1) the aerodrome facilities, operations or maintenance are not of the standard necessary for the interests of the safety of air navigation; or
  - (2) the holder has contravened a condition attached to the aerodrome certificate or registration approval; or
- b) when requested by the aerodrome operator

1.12.2 Before cancelling an aerodrome certificate or registration approval, the Authority shall:

- a) give to the holder a show cause notice in writing that sets out the facts and circumstances that, in the opinion of the Authority, would justify the cancellation; and
- b) invite the holder to show cause, in writing, within fourteen (14) days after the date of the notice, why the certificate or registration approval should not be cancelled; and
- c) take into account any written submissions that the holder makes to the Authority within the time allowed under (b).

**1.13 Surrender of an aerodrome certificate or registration approval**

1.13.1 Should the holder of an aerodrome certificate or registration approval wish to surrender the certificate or registration approval, the holder shall give not less than 60 days written notice to the Authority of the date on which the holder will surrender the certificate or registration approval in order that suitable promulgation action can be taken.

1.13.2 The Authority shall cancel the certificate or registration approval on the date specified in the notice for the surrender of the certificate or registration approval.

**1.14 Return of certificate or registration approval if cancelled**

1.14.1 If the Authority cancels an aerodrome certificate or registration approval, the person who was the certificate or registration approval holder shall return the aerodrome certificate or registration approval to the Authority immediately.

**1.15 Renewal of Aerodrome Certificate or Registration Approval**

1.15.1 The holder of a current aerodrome certificate or registration approval that wishes to continue to exercise the privileges of the certificate or registration approval beyond its expiry date shall apply to the Authority for a new aerodrome certificate or registration approval not less than 90 days before the aerodrome certificate or registration approval is due to expire.

1.15.2 The application shall be on the approved Authority form.

**1.16 Deviations**

1.16.1 The holder of an aerodrome certificate or registration approval may deviate from any requirement of the standards to the extent required to meet an emergency condition requiring immediate action for the protection of life or property involving carriage by air.

1.16.2 The aerodrome certificate or registration approval holder who deviates from a requirement of the standards



under 1.16.1 shall provide a written report to the Authority as soon as practicable, but in any event not later than 96 hours after the emergency.

- 1.16.3 The report required under 1.16.2 shall specify the nature, extent, and duration of the deviation.



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## **Chapter 2 Requirements for an Aerodrome Certificate or Registration Approval**

### **2.1 Aerodrome design requirements**

- 2.1.1 The operator of a certified or registered aerodrome shall ensure architectural and infrastructure-related requirements for the optimum implementation of civil aviation safety and security measures are integrated into the design and construction of new facilities and alterations to existing facilities at an aerodrome.
- 2.1.2 The design and 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.
- 2.1.3 The operator of a certified or registered aerodrome shall ensure that the physical characteristics of the aerodrome, the obstacle limitation surfaces, the visual aids for navigation and for denoting obstacles and restricted areas and the equipment and installations for the aerodrome are commensurate with—
- a) the characteristics of the aircraft that the aerodrome is intended to serve;
  - b) the lowest meteorological minima intended for each runway, and
  - c) the ambient light conditions intended for the operation of aircraft on each runway.
- 2.1.4 The operator of a certified or registered aerodrome shall ensure that the physical characteristics of the aerodrome movement area is in compliance with the requirements stipulated in Appendix 3 (Physical requirements of an aerodrome movement area), Appendix 11 (Helicopter Landing Sites) and Appendix 12 (Water Landing Sites) of this SD and shall be acceptable to the Authority.
- 2.1.5 The operator of a certified or registered aerodrome shall ensure that the obstacle limitation surfaces, visual aids, equipment and installations provided at the aerodrome shall be in compliance with the requirements stipulated in Appendices 4, 5, 6, 7, 8 and 9 of this SDAD and shall be acceptable to the Authority.

### **2.2 Aerodrome reference code**

- 2.2.1 An aerodrome reference code; code number and letter, which is selected for aerodrome planning purposes shall be determined in accordance with the characteristics of the aeroplane for which an aerodrome facility is intended to serve.
- 2.2.2 The aerodrome reference code numbers and letters shall have the meanings assigned to them in Appendix 1 (Aerodrome reference code) of this SD.

## 2.3 Aerodrome Limitations

2.3.1 The aerodrome operator shall ensure that when necessary for the safety of aircraft operations at their aerodrome, establish appropriate limitations on the use of the aerodrome that arise from the aerodrome design or the facilities or services provided at the aerodrome.

2.3.2 Aerodrome Limitations established under 2.3.1 shall be duly published by the aerodrome operator.

## 2.4 Personnel requirements

2.4.1 The aerodrome operator shall engage, employ, or contract an adequate number of qualified and skilled personnel to perform all critical activities for aerodrome operation and maintenance, as a minimum:

- a) a senior person identified as the “Accountable Manager” who has the authority within the applicant's organisation to ensure that all activities undertaken by the organisation can be financed and carried out in accordance with the requirements of the standards;
- b) a senior person designated as the Airport manager, or senior persons who are responsible for ensuring that the aerodrome, operation and safety management system comply with the requirements of the standards. Such nominated person or persons shall be ultimately responsible to the Accountable Manager/Chief Executive;
- c) sufficient personnel to operate and maintain the aerodrome and its services and facilities in accordance with the requirements of the standards.

2.4.2 The senior person referred to in 2.4.1 (b) must be able to demonstrate competency and experience relevant to the management of safety systems and the activities of the certificate or registration approval holder. For a small aerodrome operator, the person identified in (a) and (b) may be the same person.

2.4.3 Where the Authority requires competency certification for the personnel referred to in 2.4.1, the aerodrome operator shall employ only those persons possessing such qualifications.

2.4.4 The aerodrome operator shall establish a procedure for initial assessment and a program for upgrade/maintaining the competence of personnel required to operate and maintain the aerodrome and its services and facilities.

## 2.5 Training of aerodrome personnel

2.5.1 The operator of a certified or registered aerodrome shall ensure that all personnel of the operator are trained in accordance with the requirements for training of aerodrome personnel as set out in this standards document.

2.5.2 The operator of a certified or registered aerodrome shall ensure that all personnel required to operate and maintain the aerodrome and its equipment, facilities and services are assessed as competent and that programs are adopted to ensure competency is maintained.

## 2.6 Provision, location and acceptance/approval of the aerodrome manual

2.6.1 The operator of a certified aerodrome shall have an aerodrome manual, in accordance with the requirements of this standards document.

2.6.2 The operator's aerodrome manual and any amendments thereto shall be acceptable to the Authority.

2.6.3 The operator shall submit to the Authority a complete and current copy of the aerodrome manual and shall keep another copy at the aerodrome. If the operator's principal place of business is not at the aerodrome, an additional copy of the manual shall also be kept at the principal place of business.

- 2.6.4 The operator shall make a copy of the aerodrome manual kept at the aerodrome, and at the operator's principal place of business if applicable, available for inspection by the Authority's authorized personnel.
- 2.6.5 The aerodrome manual shall:
- a) be typewritten or printed, and signed by the aerodrome operator;
  - b) be in a format that is easy to revise;
  - c) have a system for recording the currency of pages and amendments thereto, including a page for logging revisions; and
  - d) be organized in a manner that will facilitate the preparation, review and acceptance/approval process.
- 2.6.6 The Authority shall accept/approve the aerodrome manual and any amendments thereto, provided these meet the requirements of this SD.
- 2.7 Information to be included in the aerodrome manual**
- 2.7.1 The aerodrome manual shall include as a minimum, verified information as stipulated in Appendix 2 of this SD.
- 2.8 Form of aerodrome manual**
- 2.8.1 Unless otherwise approved by the Authority, the aerodrome operator shall keep the master copy of the aerodrome manual for the aerodrome in a printed form.
- 2.8.2 Other copies of the manual may be kept in a printed or an electronic form.
- 2.8.3 The manual may consist of more than one part.
- 2.8.4 The operator shall keep the manual so that a person reading the manual shall know:
- a) when changes have been made to the information in the manual; and
  - b) whether the manual is up-to-date.
- 2.9 Aerodrome manual procedures**
- 2.9.1 Subject to any directions issued under 2.9.2, the aerodrome operator shall operate and maintain the aerodrome in accordance with the procedures set out in the aerodrome manual for the aerodrome.
- 2.9.2 The Authority may direct the aerodrome operator to change the procedures set out in the aerodrome manual, if the Authority considers such changes to be necessary in the interests of the safety of air navigation.
- 2.9.3 An operator shall comply with a direction given to the operator under 2.9.2.
- 2.10 Notice of deviation from the aerodrome manual**
- 2.10.1 If there is a deviation from any procedure set out in the aerodrome manual in order to ensure the safety of aircraft, the operator of that aerodrome shall inform the Authority as soon as practicable of the deviation by way of telephone and this advice shall be followed in writing, within fourteen (14) days, from when the deviation was made.
- 2.11 Aerodrome emergency plan**
- 2.11.1 The aerodrome operator for a certified or registered aerodrome shall establish and maintain an aerodrome emergency plan that is designed to minimise the possibility and extent of personal injury and property damage at, or in the vicinity of, the aerodrome in an emergency.

- 2.11.2 The aerodrome emergency plan, commensurate with the size and complexity of the operations, shall include:
- a) actions pertaining to the aircraft operations and other activities conducted at the aerodrome;
  - b) procedures for coordinating the responses of all actions to be taken in the event of an emergency occurring on or in the vicinity of the aerodrome
  - c) if the aerodrome is located in a difficult environment to the extent that it is close to water or swampy areas and a significant portion of approach or departure operations takes place over these areas, coordination with readily available appropriate specialist rescue services; and
  - d) human factor principles to ensure optimum response by all agencies participating in the emergency situations, and
  - e) include the requirements set out in Appendix 9 of this SD.
- 2.11.3 The aerodrome operator shall-
- a) co-ordinate its aerodrome emergency plan with all organisations and persons who have responsibilities in the plan, including, where appropriate, law enforcement agencies, security providers, rescue and fire fighting agencies, medical personnel and organisations, and principal tenants of the aerodrome; and
  - b) to the extent practicable, provide for participation by all agencies and personnel specified in paragraph (a) in the development of the aerodrome emergency plan.
- 2.11.4 The aerodrome emergency plan shall be acceptable to the Authority.
- 2.12 Aerodrome emergency committee**
- 2.12.1 The aerodrome operator may establish an aerodrome emergency committee.
- 2.12.2 If established, the committee shall:
- a) include, wherever practicable, a representative from any fire, police, medical, military or other emergency service that, having regard to the location of the aerodrome, would be likely to be asked to assist if there were an emergency at the aerodrome; and
  - b) review the emergency plan at least once a year and make any changes to the plan to ensure that it operates properly.
- 2.12.3 As soon as practicable after an emergency exercise has been carried out at the aerodrome, or an actual emergency has occurred, the aerodrome operator shall or alternatively arrange for the committee to:
- a) review the effectiveness of the responses to the exercise or the emergency;
  - b) assess the adequacy of the emergency plan to deal with such emergencies at the aerodrome; and
  - c) take such corrective action as is necessary to ensure that the plan operates properly.
- 2.12.4 The review, assessment and corrective actions if any shall be carried out in consultation with the emergency service organizations referred to in the emergency plan.
- 2.12.5 The aerodrome operator shall ensure that:
- a) records of each review of the emergency plan carried out under this regulation are kept; and

- b) each record is retained for at least three (3) years after the review to which the record was carried out.

## **2.13 Testing of the Aerodrome Emergency Plan**

- 2.13.1 The aerodrome operator shall test the Aerodrome Emergency Plan in accordance with Appendix 9 of these standards. Such tests shall check:
  - a) the coordination of the emergency service organizations referred to in the aerodrome's emergency plan; and
  - b) the adequacy of the procedures and facilities provided for in the plan.

## **2.14 Care and diligence in operation and maintenance**

- 2.14.1 The aerodrome operator shall ensure that the aerodrome is operated and maintained with a reasonable degree of care and diligence.
- 2.14.2 The aerodrome operator shall implement an aerodrome maintenance program which complies with the requirements specified in Appendix 10 of this SD and shall include preventive maintenance work as well as routine inspections and corrective maintenance work as required.

## **2.15 Physical characteristics of the movement area**

- 2.15.1 The aerodrome operator shall ensure that the physical characteristics of the movement area comply with the standards set out in Appendix 3 of this SD.

## **2.16 Notice of changes in physical condition of aerodrome**

- 2.16.1 The aerodrome operator shall give notice to the Authority in writing of:
  - a) any temporary or permanent change in the physical condition of the aerodrome that may affect the safety of aircraft; and
  - b) any other occurrence relating to the operation or maintenance of the aerodrome that may affect the safety of aircraft.
- 2.16.2 If the aerodrome is a controlled or manned aerodrome, the notice shall also be given to air traffic services (air traffic control or flight service unit).

## **2.17 Notification of aerodrome information and changes to information published in the AIP**

- 2.17.1 The operator of a certified aerodrome shall be responsible for notifying the Aeronautical Information Service Provider (AISP) of any change or new data to be incorporated in the AIP and issuance of related NOTAMs.
- 2.17.2 The operator of a certified aerodrome shall be responsible for the accuracy of the information provided to AISP.
- 2.17.3 The operator of a certified aerodrome shall establish a procedure to notify the AISP:
  - a) of aerodrome-related aeronautical data and information in accordance with Appendix 1 (Notification of Aerodrome Data and Information) of this SD;
  - b) of any limitation established under 2.3 on the use of the aerodrome; and
  - c) as soon as practicable, of any change that affects the use of the aerodrome.
- 2.17.4 The information notified under 2.17.3 shall be in accordance with requirements prescribed in Appendix 1 of this SD.

2.17.5 To maintain the accuracy of the information published in the AIP relating to the certified aerodrome, the operator of the aerodrome shall inform the AIS and Authority, in writing, as soon as practicable of any change required to that information.

2.17.6 Aerodrome mapping data shall be made available to the AISP for all certified aerodromes.

2.17.7 To meet the requirements for the establishment of procedures referred to in 2.17.3, a Service Level Agreement (SLA), in accordance with Appendix 1 section 15.0 of this SD, detailing the responsibilities of each party should be entered into.

## **2.18 Aerodrome markings**

2.18.1 The aerodrome operator shall mark the following areas of the aerodrome in accordance with the standards set out in this standard: -

- a) the movement area;
- b) any unserviceable area;
- c) any obstacle; and
- d) any works area on or near the movement area.

2.18.2 The operator shall ensure that all aerodrome markings are maintained in accordance with standards set out in Appendix 5.

## **2.19 Wind direction indicators – general**

2.19.1 The aerodrome operator shall, in accordance with the requirements in Appendix 5 of this SD, install and maintain at least one wind direction indicator at the aerodrome.

## **2.20 Wind direction indicators - requirement for certain runways**

2.20.1 For land aerodromes, the operator of the aerodrome shall ensure that there is a wind direction indicator installed near the end of each runway. The location shall be determined in accordance with Appendix 5.

2.20.2 An aerodrome operator is not required to comply with 2.20.1, if the Authority is satisfied that surface wind information shall be passed to the pilots of the aircraft approaching the runway by:

- a) an automatic weather observing system that:
  - (1) is compatible with the Fiji aviation weather observing system; and
  - (2) provides surface wind information through an aerodrome weather information broadcast; or
- b) an approved observer having a communication link with pilots through which timely information about surface wind shall be clearly passed to pilots; or
- c) any other approved means of providing surface wind information.

## **2.21 Visual approach slope indicator system**

2.21.1 The aerodrome operator shall, in accordance with the requirements for visual approach slope indicator systems set out in Appendix 5 of this SD, provide an approved visual approach slope indicator system at the end of a runway that is regularly used as the approach end for jet-propelled aircraft conducting regular air transport operations or charter operations.

2.21.2 The Authority may direct the aerodrome operator to provide an approved visual approach slope indicator system for the approach end of a runway to which 2.21.1 does not apply if the Authority considers it necessary in the interest of the safety of aircraft.

2.21.3 The operator shall comply with any direction given by the Authority under 2.21.2

## **2.22 Lighting of movement area**

2.22.1 If an aerodrome is to be certified for operations at night or for IMC during the day, the aerodrome operator shall provide and maintain a lighting system for the movement area of the aerodrome that meets the requirements of 2.22.2 and 2.22.3.

2.22.2 The lighting system shall include:

- a) lighting of runways, taxiways and aprons intended for use at night or in IMC during the day;
- b) lighting of at least one wind direction indicator;
- c) lighting of obstacles within the movement area;
- d) lighting of any unserviceable and work areas which shall incorporate extinguished permanent lights as necessary; and
- e) if the aerodrome has a runway intended to serve Category I, II or III precision approach operations – approach, runway and taxiway lighting for the runway and taxiway(s).

2.22.3 The lighting system shall:

- a) be in accordance with the requirements of Appendix 5 and Appendix 8 of this SD; or
- b) in any other case; be of a kind, approved by the Authority.

## **2.23 Checking of lighting systems**

2.23.1 The operator of a certified aerodrome shall not put into service at the aerodrome a new lighting system of a kind mentioned in

2.23.2 unless both of the following requirements are met:

- a) an appropriately certified pilot or organisation has conducted a flight check of the system; and
- b) a holder of an Aeronautical Facility Technician License (AFTL), who has checked the system for compliance with the applicable electrical specifications and technical standards set out in this SD, has signed off the system as operational.

2.23.2 For 2.23.1, the kinds of lighting systems are as follows:

- a) an approach lighting system;
- b) a runway and taxiway lighting system for instrument approach runways; and
- c) a visual approach slope indicator system.

## **2.24 Aerodrome technical inspections**

2.24.1 An aerodrome technical inspection is an inspection of aerodrome facilities and equipment for an aerodrome to ensure that any deterioration that could make a facility unsafe for aircraft operations is detected. These shall be conducted in accordance with 2.25 and 2.26.

2.24.2 The inspection shall include the following:



- a) an instrument survey of the approach, take-off and transitional surfaces;
- b) an inspection and testing of the aerodrome lighting and electrical reticulation systems, including the approach slope indicator;
- c) an electrical testing of any earthing points at the aerodrome;
- d) an inspection and assessment of the movement area pavements and drainage;
- e) an inspection of signs on the movement area;
- f) an inspection of facilities at the aerodrome used for any of the following:
  - (1) aerodrome emergencies;
  - (2) the handling of hazardous materials;
  - (3) bird and animal hazard management;
  - (4) stand-by and emergency aerodrome lighting;
- g) an inspection of airside vehicle control arrangements (if any), including training arrangements;
- h) a check of the currency and accuracy of:
  - (1) aerodrome information published in the AIP; and
  - (2) aerodrome operating procedures specified in the aerodrome manual for the aerodrome.

2.24.3 The inspection shall comply with the requirements of 2.25 and 2.26 of this SD.

## **2.25 When aerodrome technical inspections shall be conducted**

- 2.25.1 The operator of a certified aerodrome shall conduct an aerodrome technical inspection: -
- a) at intervals of not more than 12 months; or
  - b) if the operator has elected to have a part or parts of the inspection, under 2.24.2, conducted at different times, each part of the aerodrome shall be inspected at intervals of not more than 12 months.
- 2.25.2 The operator may elect to have a part or parts of an aerodrome technical inspection conducted at different times from the other parts.
- 2.25.3 The approach and take-off area shall be checked on a regular basis, at a minimum annually, for tree growth or new tall objects. Where another obstacle may become the critical obstacle and affect the published take-off gradient or threshold location, verification shall be conducted by a person with the appropriate technical expertise and a report shall be submitted to the Authority.
- 2.25.4 Should it be highlighted during an aerodrome serviceability inspection for a particular facility at the aerodrome that an aerodrome technical inspection is required, the operator shall ensure that the necessary technical inspection of the facility is conducted as soon as practicable.
- 2.25.5 The operator of a certified aerodrome shall:
- a) keep records of each technical inspection or each part of an inspection; and
  - b) retain each record for at least three (3) years after the inspection, to which the record relates, was conducted.
- 2.25.6 The operator of a certified aerodrome shall prepare and submit to the Authority annually, an aerodrome technical inspection report arising out of the aerodrome technical inspections conducted. The report shall provide a true picture of the state of the aerodrome and its compliance with applicable standards. Where corrective action or necessary improvements are identified, the aerodrome operator shall provide a statement of how the corrective action or improvements shall be addressed.

## **2.26 Who may conduct aerodrome technical inspections**

- 2.26.1 The operator of a certified aerodrome shall ensure that a person or persons with appropriate technical qualifications and experience conducts the aerodrome technical inspection.
- 2.26.2 In particular:
- a) the movement area, other pavements and drainage shall be inspected by a person who has a recognized degree or diploma in civil engineering or appropriate technical experience;
  - b) the lighting and electrical facilities shall be inspected by a person who has a current AFTL and is licensed for the facilities being inspected; and
  - c) the obstacle limitation surfaces shall be inspected by a person who:
    - (1) is technically qualified or experienced in surveying; and
    - (2) has a sound knowledge and understanding of the standards and survey procedures for obstacle limitation surfaces.

## **2.27 Planning and execution of aerodrome works**

- 2.27.1 The aerodrome operator shall ensure that any aerodrome works at the aerodrome are conducted in a way that does not create a hazard to aircraft, or confusion to pilots.
- 2.27.2 The aerodrome operator shall establish procedures, including precautions to be taken, for ensuring that any works carried out on the aerodrome do not endanger aircraft operations.
- 2.27.3 Procedures established by 2.27.2 shall comply with the aerodrome standards in relation to planning and notice requirements before aerodrome works may be carried out.

## **2.28 Works safety officer**

- 2.28.1 If aerodrome works are being carried out, the aerodrome operator shall ensure that a person performs the works safety officer function for those works.
- 2.28.2 The function of a works safety officer is to ensure aerodrome safety while the aerodrome works are being carried out.
- 2.28.3 The operator shall ensure that the person(s) assigned to perform the functions of a works safety officer for the aerodrome works is trained in accordance with aerodrome standards, to perform the works safety officer's functions.

## **2.29 Safety Management System**

- 2.29.1 The operator of a certified aerodrome shall establish a safety management system for the aerodrome describing the structure of the organization and the duties, powers and responsibilities of the officials in the organizational structure, with a view to ensuring that operations are carried out in a demonstrably controlled way and are improved where necessary.
- 2.29.2 To meet the requirements of 2.29.1, such an SMS shall:
- a) be established in accordance with the requirements contained in Standards Document – Safety Management Systems; and
  - b) be commensurate with the size and complexity of the aerodrome operations.

- 2.29.3 The SMS shall as a minimum-
- a) identify safety hazards;
  - b) ensure remedial action necessary to maintain an acceptable level of safety is implemented;
  - c) provide for continuous monitoring and regular assessment of the safety level achieved; and
  - d) aim to make continuous improvement to the overall level of safety.
- 2.29.4 The certified aerodrome operator's SMS shall be acceptable to the Authority.
- 2.29.5 The aerodrome operator shall obligate all users of the aerodrome, including fixed-base operators, ground-handling agencies and other organizations that perform activities independently at the aerodrome in relation to flight or aircraft handling, to comply with the requirements laid down by the aerodrome operator with regard to safety at the aerodrome. The aerodrome operator shall monitor such compliance.
- 2.29.6 The aerodrome operator shall require all users of the aerodrome, including fixed-base operators, ground-handling agencies and other organizations referred to in 2.30.5, to cooperate in the programme to promote safety at, and the safe use of, the aerodrome by immediately informing it of any accidents, incidents, defects and faults which have a bearing on safety.
- 2.30 Public protection**
- 2.30.1 The aerodrome operator shall provide at the aerodrome—
- a) safeguards to prevent inadvertent entry of animals to the movement area, and
  - b) safeguards to deter the entry of unauthorised persons or vehicles onto the aerodrome's airside area; and
  - c) reasonable protection of persons and property from aircraft blast.
- 2.30.2 The safeguards required by paragraph 2.30.1 (a) and (b) shall—
- a) in areas adjacent to the aerodrome airside area to which the public has direct vehicle or pedestrian access—
    - (1) be continuous barriers that may include existing structures, gates and doors with secured or controlled access; and
    - (2) shall for a security designated aerodrome, be no less than 2440 millimetres; and
    - (3) for all other aerodromes should, to the extent practicable be a height of 2440millimetres but in no case shall it be less than 1200 millimetres in height; and
  - b) in other areas, be of a construction and dimensions appropriate to prevent intrusion by animals likely to endanger aircraft operations.
- 2.31 Wildlife hazard management**
- 2.31.1 The aerodrome operator shall where any wildlife presents a hazard to aircraft operations at the aerodrome, in areas within their authority, establish a wildlife management programme for minimizing or eliminating the wildlife hazard.
- 2.31.2 The programme referred to in 2.31.1 shall meet the requirements established in this SD and shall be acceptable to the Authority.

**2.32 Operation of aircraft exceeding certificated characteristics**

- 2.32.1 The operator of a certified or registered aerodrome shall have in place procedures for when the aerodrome accommodates an aeroplane that exceeds the certificated characteristics of the aerodrome. These procedures shall include an assessment of the compatibility between the operation of the aeroplane and aerodrome infrastructure and operations and appropriate measures developed and implemented in order to maintain an acceptable level of safety during operations.
- 2.32.2 The aerodrome operator shall ensure that the procedures developed under 2.32.1 meet the requirements of Guidance Material issued on Pavement Overload Operations.
- 2.32.3 The aerodrome operator shall ensure that information concerning alternative measures, operational procedures and operating restrictions implemented at an aerodrome arising from 2.32.1 is promulgated.

**2.33 Aerodrome internal quality assurance**

- 2.33.1 The operator of a certified aerodrome shall establish internal quality assurance procedures to ensure compliance with, and the adequacy of, the procedures, plans, systems and programmes, required by these standards.
- 2.33.2 The senior person who has the responsibility for internal quality assurance shall have direct access to the Accountable Manager/Chief Executive on all matters affecting the safety of aircraft operations and the performance of the aerodrome services and facilities.

**2.34 Movement data reporting**

- 2.34.1 The aerodrome operator shall establish procedures for collecting traffic movement data at the aerodrome on a monthly basis and for reporting that movement data once every 3 months to the Authority.

**2.35 Documentation**

- 2.35.1 The aerodrome operator shall—
- a) hold copies of relevant documents necessary for the provision and operation of the aerodrome and the associated services and facilities; and
  - b) establish a procedure for controlling the documents required under (a) to ensure that—
    - (1) current issues of relevant documents are available to personnel at each location where personnel require access to the documentation; and
    - (2) every obsolete document is promptly removed from every point of issue; and the current version of each item of documentation can be identified to prevent the use of superseded material.

**2.36 Aerodrome Certification Exposition**

- 2.36.1 An applicant for the grant of an aerodrome certificate shall submit to the Authority an exposition which shall contain—
- a) a statement signed by the Chief Executive, on behalf of the applicant's organisation, confirming that the exposition and any included manuals—
    - (1) define the organisation and demonstrate its means and methods for ensuring ongoing compliance with this standards document; and
    - (2) shall be complied with at all times; and

- b) in relation to the system for safety management required by 2.29-
  - (1) all of the documentation required by the SD-SMS; and
  - (2) an implementation plan that describes how the SMS will be implemented; and
- c) the titles and names of the senior person(s) required by 2.4; and
- d) the duties and responsibilities of the senior person(s) required by 2.4, including—
  - (1) matters for which they have responsibility to deal directly with the Authority on behalf of the organisation; and
  - (2) responsibilities for safety management; and
- e) an organisation chart showing lines of responsibility of the senior person(s) required by 2.4; and
- f) any limitations on the use of the aerodrome established under 2.3; and
- g) each current exemption granted to the applicant from the requirements of this standards document; and
- h) information identifying the lines of safety responsibility within the organisation; and
- i) the aerodrome emergency plan required by 2.11; and
- j) a statement of the aerodrome category for rescue and firefighting determined under 4.1 with a description of the extinguishing agents under 4.3, vehicles under 4.4 and discrete communication system required under 4.6, the procedures and personnel required by 4.4 and 4.5; and
- k) a description of the safeguards for public protection required by 2.30; and
- l) the wildlife management programme required by 2.31; and
- m) the procedures required by 2.17 for the notification of aerodrome data and information; and
- n) the procedures required by 2.34 for the collection and reporting of traffic movement data; and
- o) the aerodrome maintenance programme required by 2.14 and 5.2; and
- p) the procedures required by 5.3 for the preventive maintenance and checking of the aerodrome visual aids for navigation; and

- q) the procedures and precautions required by 2.27 for any works on the aerodrome; and
- r) the aerodrome inspection programme, procedures and reporting system required by 2.24, 2.25 and 2.26; and
- s) the procedures required by 5.9 for the control of ground vehicles; and
- t) the procedures required by 5.12 for limiting aircraft operations if an unsafe aerodrome condition occurs; and
- u) the procedures required by 2.35 for management and control of documents necessary for the provision and operation of the aerodrome; and
- v) a description of measures taken to comply with the security requirements in Chapter 6, including details of the security awareness programme and the procedures required by 6.1.5 (e); and
- w) procedures for controlling, amending and distributing the exposition.

2.36.2 The applicant's exposition shall be acceptable to the Authority.

2.36.3 An exposition shall be submitted for every new aerodrome application.

2.36.4 An aerodrome that has already been certified at the time this SD (Edition 3) is published will be given 1 year from the date of publication to submit the exposition required under 2.36.1.

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## Chapter 3 Obstacles and Hazards

### 3.1 Monitoring of airspace

3.1.1 The operator of a certified or a registered aerodrome shall monitor the airspace around the aerodrome for infringement of the obstacle limitation surfaces by:

- a) any object, building or structure; or
- b) any gaseous efflux having a velocity exceeding 4.3 metres per second.

3.1.2 The monitoring shall be in accordance with the standards set out in Appendix 4 of this SD.

### 3.2 Establishment of obstacle limitation surfaces

3.2.1 An aerodrome operator shall ensure that obstacle limitation surfaces are established for the aerodrome in accordance with Appendix 4 of this SD.

### 3.3 Notice of obstacles

3.3.1 An aerodrome operator shall take all reasonable measures to ensure that obstacles at, or within the vicinity of the aerodrome are detected as quickly as possible.

3.3.2 If the operator becomes aware of the presence of an obstacle, the operator shall:

- a) inform the Authority immediately, and
- b) provide to the Authority details of:
  - (1) the height and location of the obstacle; and
  - (2) amended declared distances and gradients, if applicable.

3.3.3 If the operator becomes aware of any development or proposed construction near the aerodrome that is likely to create an obstacle, the operator shall: a) inform the Authority as soon as practicable; and

- b) provide the Authority details of the likely obstacle.

### 3.4 Objects outside the obstacle limitation surface

3.4.1 A person who proposes to construct a building or structure, in areas beyond the limits of the obstacle limitation surfaces, the top of which will extend to a height of 150 metres or more above ground level, shall consult with the Authority of that intention and the proposed height and location of the building or structure.

3.4.2 Such buildings or structures referred to in 3.4.1 shall be regarded as obstacles unless a special aeronautical study as required by Appendix 4 section 4.0 of this SD indicates that they do not constitute a hazard to aircraft operations.



### 3.5 Hazardous objects

3.5.1 The Authority may determine, in writing, that:

- a) an obstacle, or any proposed development or other proposed construction that is likely to create an obstacle; or
- b) a building or structure, the top of which is 150 metres or more above ground level; or
- c) a proposed building or structure, the top of which will be 150 metres or more above ground level, is or will be, a hazardous object because of its location, height or lack of marking or lighting.

3.5.2 The Authority may determine in writing that a gaseous efflux having a velocity exceeding 4.3 metres per second is, or will be, a hazard to aircraft operations because of the velocity or location of the efflux.

3.5.3 If the Authority makes a determination under 3.5.1 or 3.5.2, it shall:

- a) publish in the AIP or NOTAM particulars of the hazardous object or gaseous efflux to which the determination relates; and
- b) give written notice of the determination in accordance with 3.5.4.

3.5.4 The Authority shall give a copy of the determination:

- a) in the case of a hazardous object that is a proposed building or structure:
  - (1) to the person proposing to construct the building or structure; and
  - (2) to the authority or, if applicable, one or more of the authorities whose approval is required for the construction; and
- b) in any other case, if a person who owns or is in occupation or control of the hazardous object or owns or is in control of the installation that produces the gaseous efflux, can reasonably be identified, to that person.

### 3.6 Reporting of Obstacles

3.6.1 If the aerodrome is served by an instrument approach procedure, any obstacle, or proposed construction, that may infringe the obstacle limitation surface of the aerodrome shall be reported to the Authority.

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## Chapter 4 Aerodrome Rescue and Firefighting Services

### 4.1 Aerodrome rescue and firefighting services

- 4.1.1 Rescue and firefighting equipment and services shall be provided at certified and registered aerodromes in accordance with the specifications in this SD-AD.
- 4.1.2 The operator of a certified or registered aerodrome shall determine the aerodrome category for rescue and firefighting as specified in Table 1 and Table 1A according to the largest aircraft type regularly using the aerodrome.

**Table 1 Aerodrome category for rescue and firefighting**

Aerodrome Category <sup>1</sup>	Aeroplane overall length <sup>2</sup>	Maximum fuselage width
1	0 m up to but not including 9 m	2m
2	9 m up to but not including 12 m	2m
3	12 m up to but not including 18 m	3m
4	18 m up to but not including 24 m	4m
5	24 m up to but not including 28 m	4m
6	28 m up to but not including 39 m	5m
7	39 m up to but not including 49 m	5m
8	49 m up to but not including 61 m	7m
9	61 m up to but not including 76 m	7m
10	76 m up to but not including 90 m	8m

- (1) *To categorise the aerodrome according to the largest aeroplane type regularly using the aerodrome, first evaluate their over- all length and, second, the fuselage width of the aeroplane.*
- (2) *If, after selecting the category appropriate to the over-all length of the aeroplane and the fuselage width of the aeroplane is greater than the maximum width in column (3) for that category, then the aerodrome category for that aeroplane size shall be one category higher.*

**Table 1A Helicopter category for rescue and firefighting applicable to Heliports**

Category	Helicopter Overall Length*
H1	Up to but not including 15 m
H2	From 15 m up to but not including 24 m
H3	From 24 m up to but not including 35 m

\* Helicopter length, including the tail boom and the rotors

- (1) To categorise the heliport according to the largest helicopter type regularly using the aerodrome, evaluate the over-all length of the longest helicopter normally using the heliport irrespective of its frequency of operations.
- (2) However, during anticipated periods of operations by smaller helicopters, the heliport firefighting category may be reduced to that of the highest category of helicopter planned to use the heliport at that time.

4.1.3 Notwithstanding 4.1.2: -

- a) where operations by aeroplanes larger than the aeroplanes used to determine the aerodrome category under 4.1.2 are planned, the quantities of water shall be recalculated and the amount of water for foam production and the discharge rates for foam solution shall be increased accordingly; and
- b) during anticipated periods of reduced activity, the airport category may be reduced to that of the highest category of aeroplane planned to use the airport during that time irrespective of the number of movements.

4.1.4 The operator of a certified or registered aerodrome may reduce the rescue and firefighting aerodrome category determined under 4.1.2, where the number of movements at the aerodrome of those aeroplanes used to determine the aerodrome category under 4.1.2, is less than 700 in the busiest consecutive three months. In this circumstance, the level of protection provided shall not be less than one category below the determined category.

4.1.5 The rescue and firefighting equipment and services required at a registered HLS or WLS shall be in accordance with Appendix 13 and Appendix 14 of this SD.

## 4.2 Rescue and firefighting – extinguishing agents

4.2.1 The operator of a certified or registered aerodrome shall have the minimum extinguishing agents required for the aerodrome category determined under 4.1, as specified in Table 2, 2A and 2B and be acceptable to the Authority.

**Table 2 Minimum usable amounts of extinguishing agents**

Aerodrome category (1)	Foam meeting performance level A		Foam meeting performance level B		Foam meeting performance level C		Complementary agents		
	Water (L) (2)	Discharge rate foam solution/ minute (L) (3)	Water (L) (4)	Discharge rate foam solution/ minute (L) (5)	Water (L) (6)	Discharge rate foam solution/ minute (L) (7)	Dry chemical powders (kg) (8)	Discharge Rate (kg/second) (9)	or CO2 (kg)
1	350	350	230	230	160	160	45	2.25	-
2	1000	800	670	550	460	360	90	2.25	-
3	1800	1300	1200	900	820	630	135	2.25	270
4	3600	2600	2400	1800	1700	1100	135	2.25	270
5	8100	4500	5400	3000	3900	2200	180	2.25	360
6	11800	6000	7900	4000	5800	2900	225	2.25	450
7	18200	7900	12100	5300	8800	3800	225	2.25	450
8	27300	10800	18200	7200	12800	5100	450	4.5	900
9	36400	13500	24300	9000	17100	6300	450	4.5	900
10	48200	16600	32300	11200	22800	7900	450	4.5	900

*Note. — The quantities of water shown in columns 2, 4 and 6 are based on the average overall length of aeroplanes in a given category.*

Note1. Volume units are litres and mass units are kilograms

Note2. The quantities of water shown in columns 2, 4 and 6 are based on the average overall length of aeroplanes in a given category.

**Table 2A Minimum usable amounts of extinguishing agents for surface-level heliports**

Foam meeting Performance Level B			Complementary agents		
Category (1)	Water (L) (2)	Discharge Rate foam solution (L/min) (3)	Dry Chemical Powder or (kg) (4)	Halons (kg) or (5)	CO <sub>2</sub> (kg) (6)
H1	500	250	23	23	45
H2	1000	500	45	45	90
H3	1600	800	90	90	180

Note. — Volume units are litres and mass units are kilograms

**Table 2B Minimum usable amounts of extinguishing agents for elevated heliports**

Foam meeting Performance Level B			Complementary agents		
Category (1)	Water (L) (2)	Discharge Rate foam solution (L/min) (3)	Dry Chemical Powders or (kg) (4)	Halons (kg) or (5)	CO <sub>2</sub> (kg) (6)
H1	2500	250	45	45	90
H2	5000	500	45	45	90
H3	8000	800	45	45	90

Note. — Volume units are litres and mass units are kilograms

### 4.3 Rescue and firefighting – vehicles

4.3.1 The operator of a certified or registered aerodrome shall have the minimum number of rescue and firefighting vehicles for the category determined under 4.1, as provided in Table 3.

**Table 3 Minimum rescue and firefighting vehicles**

Aerodrome category	Rescue and fire fighting vehicles	Aerodrome category	Rescue and fire fighting vehicles
1*	1	6	2
2*	1	7	2
3	1	8	3
4	1	9	3
5	1	10	3

\*For registered aerodromes in Category 1 and 2, use of a vehicle for housing and transportation of firefighting equipment and extinguishing agents will be deemed to have met the above provided this has been accepted by the Authority.

- 4.3.2 Except as provided for in 4.3.3 each vehicle required by 4.3.1 shall be equipped for two-way voice radio communications with at least—
- a) every other rescue and firefighting vehicle required for the aerodrome; and
  - b) the aerodrome control service or aerodrome flight information service serving the aerodrome; and
  - c) other stations as specified in the applicant's aerodrome emergency plan.
- 4.3.3 Notwithstanding 4.3.2, a rescue and firefighting vehicle is not required to be equipped for 2-way voice radio communications if -
- a) only 1 vehicle is required; and
  - b) there is no aerodrome control service or flight information service serving the aerodrome; and
  - c) the aerodrome emergency plan does not provide for contact with other stations.
- 4.3.4 Each vehicle required by 4.3.1 shall —
- a) have a flashing or rotating beacon;
  - b) be marked in a single conspicuous colour of red, yellow or yellow-green,
  - c) be in receipt of a road worthiness certificate, and
  - d) be operated by licensed personnel.

*Note: - to meet the requirements of 4.3.4 (d) the aerodrome operator shall establish a program for licensing of such personnel.*

#### **4.4 Rescue and firefighting – personnel requirements**

- 4.4.1 The operator of a certified or registered aerodrome shall establish a procedure for ensuring that all rescue and firefighting personnel at the aerodrome—
- a) are equipped with adequate protective clothing and respiratory equipment for the full range of operations to give protection against radiated heat without restricting the mobility and endurance of the wearer and to enable them to perform their duties in an effective manner. The Officer-in-Charge shall at all times when involved in an incident wear a distinctive high visibility waistcoat or other distinctive markings. Hand lamps, and appropriate portable lighting equipment should be provided at aerodromes authorised for night use and rescue equipment needed to do their duties.
  - b) provided with helmets and visors, fire tunics, trousers, gloves and boots. For Cat 1 – 3 aerodromes, fire tunics and fire boots may be substituted by other suitable fire resistant/safety clothing and boots in consultation with the Authority.
  - c) are trained to perform their duties in an efficient manner and shall participate in live fire drills commensurate with the types of aircraft and types of rescue and firefighting equipment in use at the aerodrome, including pressure-fed fires. The training shall include training in human performance and team co-ordination;
  - d) are medically and physically fit, and are competent in the use of the rescue and firefighting equipment;
  - e) receive recurrent training, including live-fire drill training, and regular practices on an annual basis to maintain competency;

- f) are sufficient in number and readily available to operate the rescue and firefighting vehicle or vehicles and the equipment at maximum capacity; and
- g) alerted by siren, alarm, or other means to any existing or impending emergency requiring their assistance.

4.4.2 The procedures required to be established by 4.4.1 shall meet the requirements prescribed in this SD and be acceptable to the Authority.

4.4.3 The fitness requirements to be established 4.4.1 (d) is essential to ensure the capability of rescue fire-fighters are maintained. The ongoing medical and physical fitness shall be periodically assessed and where necessary a physical fitness programme established.

4.4.4 The assessment required under 4.4.3 shall include a medical certificate from a registered medical practitioner with the periodicity of the checks set by the medical practitioner based on the fire-fighter's history, and results of examinations at five- yearly intervals up to the age of 40, then at two yearly intervals up to the age of 50 then annually thereafter.

#### **4.5 Rescue and fire fighting – response capability**

4.5.1 The operator of a certified or registered aerodrome shall ensure that the rescue and firefighting services response time does not exceed three (3) minutes to any point of each operational runway in optimum visibility and surface conditions.

4.5.2 The operator of a certified or registered aerodrome shall demonstrate the following rescue and firefighting response capability in optimum conditions of visibility and surface conditions:

- a) within three (3) minutes of the initial notification, the rescue and firefighting vehicles and personnel required to discharge foam at a rate of at least 50% of the discharge rate required by 4.2.1 Table 2 for the aerodrome category shall reach the furthest point of the operational runway from their assigned posts and be in position to apply the foam;
- b) all other rescue and firefighting vehicles and personnel, other than the first responding vehicles and personnel, required to deliver the amounts of extinguishing agents required by 4.2.1 Table 2 for the aerodrome category shall: -
  - (1) arrive not more than four (4) minutes after the initial notification; and
  - (2) those personnel must ensure that the agent is continuously applied.

4.5.3 The operator of a certified or registered aerodrome should achieve a response time not exceeding three (3) minutes to any other part of the movement area, in optimum visibility and surface conditions.

4.5.4 The operator of a certified or registered aerodrome shall achieve a response time not exceeding three (3) minutes to landing and take-off areas for the exclusive use of helicopters. For an elevated heliport, no specific response time is recommended as the rescue and firefighting service shall be made available on or in the immediate vicinity of the elevated heliport while helicopter operations are taking place.

4.5.5 The response capability for an aerodrome shall be in accordance with the prescribed requirements in this SD and shall be acceptable to the Authority. 4.5.6 The operator of a certified or registered aerodrome shall ensure that the rescue and firefighting services shall be maintained on ready alert for a minimum of 15 minutes after the actual time of departure and 15 minutes before landing of an aircraft.



- 4.5.7 Fire extinguishing equipment suitable at least for initial intervention in the event of fire, and personnel trained in its use shall be readily available during the ground servicing of an aircraft, and there shall be a means of quickly summoning the rescue and firefighting service in the event of a fire or major fuel spill.
- 4.5.8 When aircraft fuelling takes place while passengers are on board, embarking or disembarking, the rescue and firefighting service shall ensure that the ground equipment are positioned so as to allow:
- a) the use of sufficient numbers of exits for expeditious evacuation; and
  - b) a ready escape route from each of the exits to be used in an emergency.
- 4.6 Rescue and fire fighting - communication and alerting system**
- 4.6.1 The operator of a certified aerodrome shall provide a discrete communication system and an alerting system in accordance with Appendix 9 paragraph 3.32 to 3.33 of this SD-AD.



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## Chapter 5 Operating Requirements for an Aerodrome Certificate

### 5.1 Continued Compliance

- 5.1.1 The grant of an aerodrome certificate or registration approval obliges the aerodrome operator to ensure the safety, regularity and efficiency of operations at the aerodrome, to allow the Authority's authorized personnel access to the aerodrome to carry out safety audits, inspections and testing and to be responsible for notifying and reporting as prescribed.
- 5.1.2 The aerodrome operator shall comply with the standards and practices specified in this standards document and with any conditions endorsed in the certificate or registration approval pursuant to section 1.5 and section 1.9.3 of this SD.
- 5.1.3 An aerodrome operator shall —
- a) except for an operator of a registered aerodrome, hold at least one complete and current copy of the aerodrome exposition required by 2.36 and the aerodrome manual required by 2.6, at the aerodrome;
  - b) except for an operator of a registered aerodrome, make each applicable part of the exposition and aerodrome manual available to personnel who require those parts to carry out their duties;
  - c) continue to meet the standards and comply with the requirements of this standards document, and
  - d) notify the Authority of any change of address for service, telephone number, or other contact details required by the Authority within 14 days of the change.

### 5.2 Aerodrome operation and maintenance

- 5.2.1 Subject to any directives that the Authority may issue, the aerodrome operator shall operate and maintain the aerodrome in accordance with the procedures, plans, systems and programmes set out in the aerodrome manual where applicable.
- 5.2.2 To ensure the safety of aircraft, the Authority may give written directives to an aerodrome operator to alter the procedures set out in the aerodrome manual.
- 5.2.3 The aerodrome operator shall ensure proper and efficient maintenance of the aerodrome facilities. This includes the establishment a maintenance programme, including preventive maintenance where appropriate; to maintain the aerodrome facilities in a condition that does not impair the safety, security, regularity or efficiency of aircraft operations.
- 5.2.4 The maintenance programme shall at a minimum:
- a) provide for the surface of paved manoeuvring areas to be kept clear of any loose objects or debris that might endanger aircraft operations; and
  - b) provide for the surface of paved runways to be maintained in a condition that provides good surface friction characteristics and low rolling resistance for aircraft; and
  - c) provide for all essential facilities to be maintained in safe operating condition; and
  - d) from 05<sup>th</sup> November 2020, provide for the measurement and provision of real-time surface condition reporting when a runway is contaminated using ICAO's Global Reporting Format for Runway Surface Condition.
- 5.2.5 The aerodrome maintenance shall meet the requirements prescribed in Appendix 10 of this SD

5.2.6 Where applicable, the aerodrome operator shall coordinate with the air traffic services provider in order to be satisfied that appropriate air traffic services are available to ensure the safety of aircraft in the airspace associated with the aerodrome.

5.2.7 Where applicable, the aerodrome operator shall coordinate with other areas related to safety such as aeronautical information service, designated meteorological authorities, and security.

### **5.3 Visual Aids for Navigation – maintenance and checking**

5.3.1 Each holder of an aerodrome certificate or registration approval shall establish a maintenance programme for the visual aids to navigation installed on the aerodrome.

5.3.2 The maintenance programme required by 5.3.1 shall include-

- a) procedures for ensuring that each visual aid for navigation continues to provide reliable and accurate guidance information to the user in accordance with this standard document; and
- b) details on the number of lights that may be allowed to be unserviceable in each lighting system to ensure continuity of guidance to the user; and
- c) procedures for restoring any unserviceable or deteriorated item back into service without undue delay.

5.3.3 The maintenance and checking requirements for visual aids for navigation shall be in accordance with requirements of Appendix 10 of this SD.

### **5.4 Aerodrome Emergency Plan – maintenance**

5.4.1 Each holder of an aerodrome certificate or registration approval shall-

- a) ensure that all aerodrome personnel who are assigned duties and responsibilities under the holder's aerodrome emergency plan (AEP) are familiar with their roles and are properly trained; and
- b) test the AEP in accordance with Appendix 9 section 2.13
- c) review the plan after each of the exercises specified in Appendix 9 section 2.13 or after an actual emergency, to correct any deficiency found.

5.4.2 If a real emergency occurs at the aerodrome within six (6) months before a full-scale emergency exercise is due, the operator may ask the Authority to extend the period within which the next full-scale emergency exercise shall be conducted.

5.4.3. The Authority shall grant the request if it is satisfied that the report and evidence provided to request the extension shows that-

- a) all emergency service organisations referred to in the plan responded to the real emergency; and
- b) the real emergency adequately tested the plan.

5.4.4 In granting the request, the Authority may extend the period until the end of 2 years after the real emergency occurred.

5.4.5 The Aerodrome Emergency Plan maintenance shall be in accordance with this SD and shall be acceptable to the Authority.

### **5.5 Rescue and Firefighting – Operational Requirements**

5.5.1 Except as provided in 5.5.3, a holder of an aerodrome certificate or registration approval shall ensure that the Rescue and Firefighting (RFF) category stipulated in the aerodrome certificate/approval is maintained.

5.5.2 Except as provided in paragraph 5.5.3, if an increase in the movements or a change in the type of aircraft using the aerodrome results in an increase in the category as stipulated in the aerodrome certificate/approval, the aerodrome operator shall increase its rescue and firefighting capability to the minimum required for that higher category in accordance with Chapter 4 of this SD.

- 5.5.3 Subject to 5.5.4, during any period of operations limited to aircraft having a lower specification than that stipulated in the aerodrome certificate/approval, the aerodrome operator may reduce the rescue and firefighting capability to a lower level than the level required for the aerodrome category corresponding to the highest specification aircraft regularly using the aerodrome.
- 5.5.4 Any reduction in the rescue and firefighting capability under 5.5.3 shall be subject to the following conditions:
- a) the use of the aerodrome is limited to aircraft having a lower specification than the aircraft used to determine the aerodrome category under Chapter 4; and
  - b) procedures for, and the persons having the authority to implement the reductions are stated in the Exposition and Aerodrome Manual; and
  - c) procedures for the recall of the full aerodrome rescue and firefighting capability shall be included in the Exposition and Aerodrome Manual; and
  - d) the reduction shall not be implemented until information on the reduction in the RFF capability has been promulgated by NOTAM by the aeronautical information service provider.
- 5.5.5 A holder of an aerodrome certificate or registration approval shall employ a system of preventative maintenance of its rescue and firefighting vehicle(s) to ensure effectiveness of the equipment and compliance with the required response time throughout the life of each vehicle.
- 5.5.6 A holder of an aerodrome certificate or registration approval shall immediately replace any required rescue and firefighting vehicle that becomes inoperative to the extent that the operator cannot meet the response capability required by Chapter 4 with a vehicle that enables the operator to meet that capability. Should a replacement vehicle not be available immediately, the operator shall provide the necessary notification required. If the required response capability is not restored within 72 hours, the operator shall limit air transport operations on the aerodrome to those aeroplanes compatible with the aerodrome RFF category corresponding to the remaining operative rescue and firefighting vehicle or vehicles.
- 5.5.7 A holder of an aerodrome certificate or registration approval shall respond to each aircraft emergency with the rescue and firefighting equipment required by this SD and the number of trained fire fighters which will assure an effective operation.
- 5.5.8 The training structure, resources and the firefighting and rescue equipment shall be in accordance with the prescribed requirements in this SD and be acceptable to the Authority.

## **5.6 Aerodrome Air Traffic Management**

- 5.6.1 A holder of an aerodrome certificate shall ensure the provision of an aerodrome flight information service or an aerodrome control service or both at the aerodrome when determined as required in the interest of safety or when required by the Authority.

## **5.7 Apron Management Service**

- 5.7.1 A holder of an aerodrome certificate shall ensure that the aerodrome is provided with an appropriate apron management service, when such a service is warranted by the volume of traffic and operating conditions.
- 5.7.2 When an aerodrome control service is in operation at a certified aerodrome that has an apron management service, and that aerodrome control service does not participate in the apron management service, the aerodrome operator shall facilitate the transition of aircraft between the apron management service and the aerodrome control service.
- 5.7.3 When a Ground Handling Service is provided by an organisation other than the certified aerodrome operator, the aerodrome operator shall ensure that a contract for the service is established with the ground handling service provider to ensure that the requirements of these standards are maintained.

## 5.8 Aerodrome Inspection Programme

- 5.8.1 A holder of an aerodrome certificate or registration approval shall implement an aerodrome inspection programme to ensure-
- a) that the aerodrome and its facilities are maintained in compliance with these standards; and
  - b) appropriate equipment is provided for use in conducting the aerodrome inspections; and
  - c) procedures are established to ensure that personnel performing aerodrome inspections are competent (qualified in terms of knowledge and skills); and
  - d) a reporting system is established to ensure prompt correction of an unsafe aerodrome condition that is noted during an aerodrome inspection.
- 5.8.2 The aerodrome operator shall establish an inspection checklist, commensurate with the size and complexity of the aerodrome.
- 5.8.3 The aerodrome inspection programme shall meet the requirements prescribed in this SD and be acceptable to the Authority.

## 5.9 Ground vehicles

- 5.9.1 A holder of an aerodrome certificate or registration approval shall establish procedures for limiting and controlling access of ground vehicles to the operational area of the aerodrome. These procedures shall limit ground vehicle access to the operational area of the aerodrome to those vehicles that are necessary for aerodrome or aircraft operations.
- 5.9.2 When an aerodrome control service is in operation at the aerodrome, the aerodrome operator shall provide adequate procedures for the safe and orderly access to, and operation on the aerodrome operational area, of ground vehicles. These procedures shall ensure that each ground vehicle operating on the aerodrome operational area is controlled by-
- a) two-way radio communications between the vehicle and the aerodrome control service; or
  - b) if the vehicle does not have radio communications, an accompanying escort vehicle that has two-way radio communication with the aerodrome control service; or
  - c) if it is not practical to have two-way radio communications or an escort vehicle, adequate measures such as signs, signals or guards for controlling the vehicle.
- 5.9.3 When an aerodrome control service is not in operation at the aerodrome, the aerodrome operator shall provide adequate procedures to ensure that ground vehicles operating on the aerodrome operational area are controlled by signs or prearranged signals.
- 5.9.4 The aerodrome operator shall ensure that each employee, tenant, or contractor who operates a ground vehicle on any portion of the aerodrome which has access to the operational area of the aerodrome is trained and complies with, the aerodrome procedures for the operation of ground vehicles on the aerodrome.

## 5.10 Protection of Navigation Aids and ATS facilities

- 5.10.1 A holder of an aerodrome certificate or registration approval shall-
- a) prevent any construction or activity on the aerodrome or surrounding area that the aerodrome operator has authority over, that could have an adverse effect on the operation of any electronic or visual navigation aid or air traffic service facility for the aerodrome; and
  - b) prevent, as far as it is within the aerodrome operator's authority, any interruption of electronic or visual navigation aid or air traffic service facility on the aerodrome.

**5.11 Aerodrome condition notification**

- 5.11.1 Each holder of an aerodrome certificate or registration approval shall ensure that the aerodrome operational information provided to the Authority and published in the Fiji AIP is current.
- 5.11.2 The aerodrome operator shall establish procedures to conduct timely serviceability inspections, identify changed circumstances and make reports to ensure prompt advise of changes.
- 5.11.3 The aerodrome operator shall ensure all arrangements regarding aerodrome safety functions shall be in writing; it is in the interest of the aerodrome operator to be able to demonstrate that he or she is discharging the duty of care in providing a safe facility for aircraft operations.
- 5.11.4 The aerodrome operator shall, in accordance with the procedures established under section 2.16, notify the aeronautical information service provider, as soon as practicable (for the issue of a NOTAM), of any aerodrome operational condition at the aerodrome that may affect the safe operation of aircraft
- 5.11.5 The aerodrome operator shall establish procedures to ensure that records of NOTAMs initiated for the aerodrome is kept for a period of at least one year.
- 5.11.6 The aerodrome condition notification requirements shall be in accordance with that prescribed in in this SD and be acceptable to the Authority.

**5.12 Unsafe conditions**

- 5.12.1 Each holder of an aerodrome operating certificate or registration approval shall establish procedures for ensuring that aircraft operations are restricted, or if necessary prohibited, on any part of the aerodrome where an unsafe condition may exist.

**5.13 Changes to the Aerodrome Certificate or registration Approval holder's organisation**

- 5.13.1 A holder of an aerodrome certificate shall ensure that their exposition and aerodrome manual is amended so it remains a current description of the aerodrome and its associated plans, programmes, services, systems, procedures, and facilities.
- 5.13.2 The certified operator shall ensure that any amendment made to its exposition meets the applicable requirements of this standards document and complies with the amendment procedures contained in its exposition.
- 5.13.3 The certified operator shall forward to the Authority for retention, a copy of each amendment to its exposition as soon as practicable after the amendment is incorporated into its exposition.
- 5.13.4 The certified or registered operator shall establish procedures to notify and obtain acceptance from the Authority when any proposed change to the following is to be made:
- a) the Chief Executive/Accountable Manager;
  - b) the listed senior persons;
  - c) the system for safety management, if the change is a material change.

- 5.13.5 The Authority may impose conditions under which the aerodrome operator shall operate during or following any of the changes specified in 5.13.4.
- 5.13.6 The aerodrome operator shall comply with any conditions prescribed under 5.13.5
- 5.13.7 Where any of change referred to in this section requires an amendment to the Aerodrome Certificate or Registration Approval, the holder of the aerodrome certificate or registration approval shall forward the document to the Authority for endorsement as soon as practicable.
- 5.13.8 The certified aerodrome operator shall make such amendments to its exposition as the Authority may consider necessary in the interests of safety.
- 5.14 Amendments to the aerodrome manual**
- 5.14.1 The operator of a certified aerodrome shall amend the aerodrome manual for the aerodrome, whenever it is necessary to do so, to maintain the accuracy of information in the manual. At a minimum, the aerodrome operator shall establish a yearly review cycle.
- 5.14.2 To maintain the accuracy of the aerodrome manual, the Authority, in the interests of safety, may give written direction requiring the operator to amend the manual in accordance with such a direction.
- 5.14.3 An operator shall comply with any direction given under 5.14.2
- 5.14.4 The operator shall ensure that any amendments made to the holder's aerodrome manual meet the requirements of this standard document and comply with the amendment procedures contained in the holder's manual.
- 5.15 Notice of amendments to the aerodrome manual**
- 5.15.1 The operator of a certified aerodrome shall provide the Authority with a copy of each amendment that the operator makes to the aerodrome manual as soon as practicable after its incorporation into the manual but not more than fourteen (14) days after the amendment is made.
- 5.16 Aerodrome Reporting Officer**
- 5.16.1 The holder of an aerodrome certificate or registration approval shall have in place, competent (experienced and appropriately trained) personnel, known as aerodrome reporting officers, to carry out the aerodrome safety functions. These aerodrome reporting officers shall have the:
- a) Knowledge of the standards that the aerodrome is required to maintain;
  - b) Ability to conduct regular serviceability inspections of the safety elements of the aerodrome;
  - c) Competence in written and oral communication to initiate NOTAM action and communicate aerodrome condition status to ATC, pilots and other aerodrome users.
- 5.16.2 Aerodrome Reporting Officers shall be under the employ of the aerodrome operator. However, at an aerodrome where the operator's employees may not be available at all times, other persons may be nominated as aerodrome reporting officers, for example the local agent of the airline during the period of regular public transport operations conducted by the airline concerned. However, before transferring the reporting function to such a person, the aerodrome operator shall ensure that the person is competent having regard to paragraph 5.16.1 above, to discharge the role.

## **5.17 Aerodrome operator's internal safety audits and safety reporting**

- 5.17.1 The operator of a certified aerodrome shall arrange for an audit of its safety management system, including an inspection of the aerodrome facilities and equipment. The audit shall cover the aerodrome operator's own functions. The aerodrome operator shall also arrange for an audit and inspection programme for evaluating other users, including fixed-base operators, ground handling agencies and other organizations working at the aerodrome.
- 5.17.2 The audits referred to in 5.17.1 shall be carried out every 12 months, or less, as agreed with the Authority.
- 5.17.3 The aerodrome operator shall ensure that the audit reports, including the report on the aerodrome facilities, services and equipment, are prepared by suitably qualified safety personnel.
- 5.17.4 The aerodrome operator shall retain a copy of the report(s) referred to in 5.17.3 for a minimum of 5 years or such other period as may be agreed with the Authority. The Authority may request a copy of the report(s) for its review and reference.
- 5.17.5 The report(s) referred to in regulation 5.17.3 must be prepared and signed by the persons who carried out the audits and inspections.

## **5.18 Civil Aviation Authority Safety Inspections and Audits**

- 5.18.1 In accordance with Section 14 of the Civil Aviation Authority Act 1979 (CAP 174A), the Authority shall carry out inspections and audits of the aerodrome, documents, and records as circumstances require, to ensure aviation safety:
- a) as soon as practicable after any aircraft accident or incident within the meaning of these terms as defined in Annex 13 to the Convention on International Civil Aviation;
  - b) during any period of construction or repair of the aerodrome facilities or equipment that is critical to the safety of aircraft operation; and
  - c) at any other time when there are conditions at the aerodrome that could affect aviation safety.
- 5.18.2 The aerodrome operator shall provide such information as the Authority considers relevant to the inspection or audit.

## **5.19 Removal of obstructions from the aerodrome surface**

- 5.19.1 The aerodrome operator shall remove from the aerodrome surface any vehicle or other obstruction that is likely to be hazardous.

## **5.20 Warning notices**

- 5.20.1 When low flying aircraft, at or near an aerodrome, or taxiing aircraft are likely to be hazardous to people or vehicular traffic, the aerodrome operator shall:
- a) post hazard warning notices on any public way that is adjacent to the manoeuvring area; or
  - b) if such a public way is not controlled by the aerodrome operator, inform the authority responsible for posting the notices on the public way that there is a hazard.



**5.21 Notifying and reporting**

- 5.21.1 An aerodrome operator shall adhere to the requirement to notify and report to the Authority, air traffic control and pilots within the specified time limits required by these standards.
- 5.21.2 *Notification of inaccuracies in aeronautical information service (AIS) publications*; an aerodrome operator shall review the Aeronautical Information Publication (AIP), AIP Supplements, AIP Amendments, Notices to Airmen (NOTAMs), Pre-flight Information Bulletins and Aeronautical Information Circulars issued by the AIS or the Authority on receipt thereof and immediately after such reviews shall notify, as applicable, AIS or the Authority of any inaccurate information contained therein that pertains to the aerodrome.
- 5.21.3 *Notification of changes to the aerodrome facilities, equipment and level of service planned in advance*; an aerodrome operator shall notify the AIS and the Authority, in writing, at least 90 days before effecting any change to the aerodrome facility or equipment or the level of service at the aerodrome that has been planned in advance and which is likely to affect the accuracy of the information contained in any AIS publication referred to in regulation 5.21.2.
- 5.21.4 *Issues requiring immediate notification*; subject to the requirements of regulation 5.21.5, an aerodrome operator shall give the AIS and as applicable, shall arrange for air traffic control and the flight operations unit to receive immediate notice detailing any of the following circumstances of which the operator has knowledge:
- a) obstacles, obstructions and hazards:
    - 1) any projections by an object through an obstacle limitation surface relating to the aerodrome; and
    - 2) the existence of any obstruction or hazardous condition affecting aviation safety at or near the aerodrome;
  - b) level of service:  
reduction in the level of service at the aerodrome as set out in any of the AIS publications referred to in regulation 5.21.2;
  - c) movement area:  
closure of any part of the movement area of the aerodrome; and
  - d) any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted.
- 5.21.5 *Immediate notification to pilots*; when it is not feasible for an aerodrome operator to arrange for the air traffic control and the flight operations unit to receive notice of a circumstance referred to in 5.21.4 in accordance with that regulation, the operator must give immediate notice direct to the pilots who may be affected by that circumstance.

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## Chapter 6 Aerodrome Security

### 6.1 Requirements for Certified Aerodromes

6.1.1 The holder of an aerodrome certificate for an aerodrome that has been designated as a Security Airport notified under section 20 of the Civil Aviation (Security) Act, shall, comply with *sections 10, 10A, and 10B* of the *Civil Aviation Security Regulations* in addition to complying with the requirements contained in this SD.

6.1.2 The holder of an aerodrome certificate shall, in addition to complying with the requirements in section 2.30 (Public Protection) of this SD, provide safeguards to prevent inadvertent unauthorised access and to deter intentional unauthorised access, to any security area or security enhanced area within the aerodrome.

6.1.3 The safeguards required by 6.1.2 shall: -

- a) consist of fences, gates, doors and other barriers between public and security areas or security enhanced areas with adequate locking or control systems; and
- b) ensure control of any duct, drain or tunnel giving access to any security area or security enhanced area.

6.1.4 The construction and height of each barrier required by 6.1.3 a) shall, considering the surrounding topography, provide an effective measure against penetration of any security area or security enhanced area and: -

- a) shall for a security designated aerodrome, be no less than 2440 millimetres;
- b) for all other aerodromes should, to the extent practicable be a height of 2440 millimetres but in no case shall it be less than 1200 millimetres in height.

*Note: - for safety and operational reasons, at certain locations on the perimeter, particularly the take-off and landing runway thresholds, metal fences cannot be used, since they might disrupt the operation of navigation aids. In this case, special fencing materials or construction methods may be required, such as the use of non-metallic and frangible fencing material, or living fences, i.e. thorny plants.*

6.1.5 A holder of an aerodrome certificate shall: -

- a) for a designated security airport, identify an isolated aircraft parking position at the aerodrome for the parking of an aircraft that is known or believed to be the subject of unlawful interference, or which for other security reasons needs isolation from normal aerodrome activities; and
- b) provide and maintain lighting, and emergency lighting in the event of failure of the normal lighting system, on any parking areas at an aerodrome certified for use at night; and
- c) provide lighting, or have portable lighting available within 30 minutes, on any designated isolated aircraft parking area at the aerodrome intended to be used at night; and
- d) provide areas at the aerodrome for the screening of passengers, crew and baggage in accordance with the security regulations and security standards at designated security airports; and
- e) establish a security awareness programme and procedures for ensuring that every person who is employed, engaged, or contracted by the certificate holder has the appropriate level of security awareness applicable to the person's function; and
- f) make provision for the security of services including, but not limited to, energy supplies, communications, sewerage and water supplies, in order to minimise the risk of such services being used to interfere unlawfully with aviation operations; and
- g) affix signs at the perimeter of security areas or security enhanced areas within the aerodrome; and

- h) establish procedures for ensuring that unauthorised vehicles do not enter security areas or security enhanced areas.

*Note: - The isolated aircraft parking position should be located at a minimum of 100m away from all other aircraft or at maximum distance possible from other aircraft parking positions, buildings, public areas and airport fence. It should not be located over underground utilities such as gas pipelines, aviation fuel, water mains or electrical and communication cables. Consideration should also be given to the prevailing wind direction and aircraft landing and take-off routing at the airport, so as to minimize disruption to the airport operations and the surrounding locality in the event of an aircraft fire or release of dangerous substances from an aircraft.*

6.1.6 The awareness programme required by 6.1.5 e) shall include: -

- a) applicable segments for initial awareness and recurrent awareness as required;
- b) knowledge testing or competency assessment as appropriate for the awareness conducted; and
- c) is conducted in a structured and coordinated manner by a person authorised by the certificate holder.

6.1.7 The isolated parking area required by 6.1.5 a) should be located at a minimum distance of 100m from all other aircraft or at the maximum distance possible from other aircraft parking positions, buildings, public areas and airport fence. It should not be located over underground utilities such as gas pipelines, aviation fuel, water mains or electrical and communication cables. Consideration should also be given to the prevailing wind direction and aircraft landing and take-off routing at the airport, so as to minimize disruption to the airport operations and the surrounding locality in the event of an aircraft fire or release of dangerous substances from an aircraft. Plans should be flexible enough to allow for the aircraft to change its position if necessary. The following should be taken into account in selecting designated points: -

- a) Availability of covered approaches to facilitate action by security forces, for example, adjacent buildings and natural features such as tress and undulations in the terrain;
- b) Need for police and other units to have quick and easy access to the area to deal with the incident;
- c) Possible danger to people or other aircraft in the vicinity, and hazards such as fuel tanks;
- d) Need for isolation from the press and public; and
- e) Continuance, as far as possible, of normal air traffic in and out of the airport during the incident'

## 6.2 Requirements for Registered Aerodromes

6.2.1 A holder of an aerodrome registration approval should, as far as is practicable, comply with the requirements in section 2.30; Public protection.

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