

CIVIL AVIATION ACT
(Act No. 11 of 2011)

CIVIL AVIATION (AERODROMES) REGULATIONS, 2012
(Published on 28th December, 2012)

ARRANGEMENT OF REGULATIONS

REGULATION

PART I — *Preliminary*

1. Citation
2. Interpretation

PART II — *Categories of aerodromes*

3. Categories of aerodromes

PART III — *Establishment of aerodromes generally*

4. Requirements for establishment of aerodromes
5. Design and construction of aerodromes
6. Requirements for design and construction of aerodromes
7. Aerodrome reference code
8. Use of common reference systems
9. Register for certificates and licences
10. Access to aerodrome by authorised officer

PART IV — *Private aerodromes*

A. *Private aerodrome establishment certificate*

11. Application for aerodrome establishment certificate
12. Issuance of aerodrome establishment certificate
13. Validity of aerodrome establishment certificate
14. Transfer of aerodrome establishment certificate
15. Amendment of aerodrome establishment certificate
16. Renewal of aerodrome establishment certificate
17. Suspension of aerodrome establishment certificate
18. Revocation of aerodrome establishment certificate

B. Licensing of private aerodromes

19. Application for private aerodrome licence
20. Issuance of licence
21. Aerodrome licence
22. Validity of licence
23. Renewal of licence
24. Amendment of licence
25. Suspension of licence
26. Revocation of licence
27. Surrender of licence
28. Transfer of licence

PART V — Certificate for public use of aerodromes

29. Application for certificate for public use of aerodrome
30. Issuance of aerodrome certificate
31. Endorsement of conditions on aerodrome certificate
32. Validity of aerodrome certificate
33. Renewal of aerodrome certificate
34. Amendment of aerodrome certificate
35. Suspension of aerodrome certificate
36. Revocation of aerodrome certificate
37. Surrender of aerodrome certificate
38. Transfer of aerodrome certificate
39. Charges at aerodrome open for public use
40. Operator to notify and furnish information

PART VI — Obligations of an aerodrome operator

41. Application of Part
42. Conditions for operating aerodromes open for public use
43. Standards for physical characteristics
44. Competence of operational and maintenance personnel
45. Aerodrome operations and maintenance
46. Safety management system
47. Storage of inflammable and other dangerous goods
48. Safety measures against fire
49. Access to and operations within restricted area of aerodrome
50. Entry into or exit from restricted area of aerodrome
51. Test-running of aircraft engine
52. Certain acts prohibited on aerodrome
53. Removal of obstacle from aerodrome
54. Maintenance of environment management programme
55. Protection of navigation aids
56. Responsibilities of operator
57. Notifying and reporting
58. Special inspections
59. Warning notices

PART VII — *Aerodrome operations manual*

60. Application of Part
61. Requirements for aerodrome operations manual
62. Information to be included in aerodrome operations manual
63. Amendment of aerodrome operations manual

PART VIII — *Wildlife hazard management*

64. Application of Part
65. Restriction of animal and wildlife in aerodrome
66. Wildlife hazard management
67. Bird hazard reduction at aerodrome

PART IX — *Obstacle restrictions and removal*

68. Application of Part
69. Requirements for obstacle limitation
70. Establishment of obstacle limitation surfaces
71. Authorisation to construct within vicinity of an aerodrome
72. Land use in vicinity of aerodrome
73. Removal of obstacle
74. Marking and lighting of obstacle on aerodrome

PART X — *Aeronautical ground lighting*

75. Application of Part
76. Establishment and maintenance of aeronautical ground lights
77. Secondary power supply
78. Aeronautical beacon

PART XI — *Aeronautical visual aids*

79. Application of Part
80. Wind direction indicators
81. Signalling lamp
82. Signal panel and signalling area
83. Markings
84. VOR aerodrome checkpoint marking
85. Aircraft stand markings
86. Apron safety lines
87. Road-holding positions
88. Mandatory instruction markings and signs
89. Information marking
90. Visual aids for denoting obstacles
91. Obstacles to be marked or lit
92. Visual aids for denoting restricted areas

PART XII — *Aerodrome operational services, equipment, installations and facilities*

93. Application of Part
94. Immigration, customs and health facilities at aerodromes
95. Supply of aviation fuel to aircraft
96. Aerodrome emergency planning
97. Maintenance of safety inspection programme
98. Maintenance of fire prevention programme
99. Aerodrome emergency exercise
100. Emergency operation centre and command post
101. Emergencies in difficult environment
102. Aerodrome rescue and fire fighting services
103. Removal of disabled aircraft
104. Apron management service
105. Ground servicing of aircraft
106. Access of ground vehicles to aerodrome movement area
107. Aerodrome vehicle operation
108. Location, construction and installation of equipment on operational areas
109. Fencing of aerodromes and installations

PART XIII — *Aerodrome maintenance*

110. Maintenance Programme
111. Maintenance of pavements
112. Preventive maintenance of visual aids
113. Construction or maintenance activities during periods of low visibility operations
114. Works on aerodrome

PART XIV — *Electrical systems*

115. Electrical power supply systems for air navigation facilities

PART XV — *Reporting of information to aeronautical information services*

116. Application of Part
117. Information for users of aerodromes
118. Action for occurrences of operational significance
119. Action for occurrences affecting electronic aids, communication facilities
120. Aeronautical data reporting

PART XVI — *Exemptions*

121. Application of Part
122. Application for exemption
123. Initial review by Authority
124. Evaluation of application for exemption

PART XVII — *Miscellaneous*

- 125. Application of Part
- 126. Use and retention of licenses, certificates, records
- 127. Replacement of certificate, licences or documents
- 128. Aeronautical user charges
- 129. Dangerous light
- 130. Lighting of en-route obstacles
- 131. Aeronautical studies
- 132. Deviations from standards
- 133. Safety inspections and audits
- 134. Obligation to insure aerodrome
- 135. Heliports
- 136. Use of Military aerodromes
- 137. Accident investigation
- 138. General penalty
- 139. Savings and transition

SCHEDULES

IN EXERCISE of the powers conferred on the Minister of Transport and Communications by section 89 of the Civil Aviation Act and on the recommendation of the Civil Aviation Authority, the following Regulations are hereby made —

PART I — *Preliminary*

- 1. These Regulations may be cited as the Civil Aviation (Aerodromes) Regulations, 2012. Citation
- 2. In these Regulations, unless the context otherwise requires — Interpretation
 - “aerodrome beacon” means an aeronautical beacon used to indicate the location of an aerodrome from the air;
 - “aerodrome elevation” means the elevation of the highest point of the landing area of the aerodrome;
 - “aerodrome establishment certificate” means a certificate issued by the Authority under Part IV of these Regulations;
 - “aerodrome certificate” means a certificate, to operate an aerodrome as an airport, issued by the Authority under Part V of these Regulations;
 - “aerodrome facilities and equipment” means facilities and equipment, inside or outside the boundaries of an aerodrome that are constructed or installed and maintained for the arrival, departure and surface movement of aircraft;
 - “Aerodrome licence” means a certificate to operate an aerodrome as an airfield issued by the Authority under Part IV of these Regulations;
 - “aerodrome operations manual” means the manual that forms part of the application for a licence or a certificate under these Regulations;
 - “aerodrome reference code” means a code used for planning purposes to classify an aerodrome with respect to the critical aircraft characteristics for which the aerodrome is intended;
 - “aerodrome reference point” means the designated geographical location of an aerodrome;

“aerodrome stands and recommended practices publications” includes the following —

- (a) Botswana Manual of Implementing Aerodrome Standards (BMIAS);
- (b) Botswana Airport Certification Guide; and
- (c) Botswana Airport Inspection Guide;

“aerodrome traffic zone” means the airspace of defined dimensions established around an aerodrome for the protection of traffic on the aerodrome;

“aeronautical beacon” means an aeronautical ground light visible at all azimuths, either continuously or intermittently, to designate a particular point on the surface of the aerodrome;

“aeronautical ground light” means any light specially provided as an aid to air navigation, other than a light displayed on an aircraft;

“air navigation service unit” includes, air traffic control unit, flight information centre or air navigation services reporting office;

“aircraft classification number (ACN)” means a number expressing the relative effect of an aircraft on a pavement for a specified standard sub-grade category;

“aircraft stand” means a designated area on an apron intended to be used for parking an aircraft;

“airfield” means an aerodrome with a licence;

“airport” means an aerodrome with an aerodrome certificate;

“apron” means a defined area, on an aerodrome on land, intended to accommodate aircraft for purposes of loading or unloading of passengers, mail or cargo, refuelling, parking or maintenance;

“apron management service” means a service provided to regulate the activities and the movement of aircraft and vehicles on an apron;

“authorised person” means any person authorised by the Authority either generally or in relation to a particular case or class of cases and reference to an authorised person includes references to the holder for the time being of an office designated by the Authority;

“clearway” means a defined rectangular area on the ground or water under the control of the appropriate authority, selected or prepared as a suitable area over which an aircraft may make a portion of its initial climb to a specified height;

“critical aircraft” means the most demanding aircraft with regard to the aircraft performance and dimensions for a range of aircraft, for which the aerodrome facilities is intended;

“declared distance” means —

- (a) “accelerate-stop distance available (ASDA)” which is the length of the take-off run available plus the length of the stopway, if provided;
- (b) “landing distance available (LDA)” which is the length of the runway which is declared available and suitable for the ground run of an aircraft landing;
- (c) “take-off distance available (TODA)” which is the length of the take-off run available plus the length of the clearway, if provided; or
- (d) “take-off run available (TORA)” which is the length of runway which is declared available and suitable for the ground run of an aircraft taking off;

“displaced threshold” means a threshold not located at the extremity of a runway;

- “facility” includes a pavement, a visual aid, fencing, communication navigation surveillance equipment, drainage system and a building;
- “geoid” means the equipotential surface in the gravity field of the earth which coincides with the undisturbed mean sea level extended continuously through the continents;
- “hazard beacon” means an aeronautical beacon used to designate a danger to air navigation;
- “holding bay” means a defined area, on an aerodrome, where aircraft can be held, or bypassed, to facilitate efficient surface movement of aircraft;
- “human factor principles” means principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance;
- “human performance” means human capabilities and limitations, which have an impact on the safety and efficiency of aeronautical operations;
- “identification beacon” means an aeronautical beacon emitting a coded signal by means of which a particular point of reference can be identified;
- “instrument runway” means any of the following types of runways intended for the operation of aircraft using instrument approach procedures —
- (a) “non-precision approach runway” which means an instrument runway served by visual aids and a non-visual aid providing at least directional guidance adequate for a straight-in approach;
 - (b) “precision approach runway, category I”, which means an instrument runway served by Instrument Landing System and Microwave Landing System and visual aids intended for operation with a decision height not lower than 60 meters and either a visibility not less than 800 meters or a runway visual range not less than 550 meters;
 - (c) “precision approach runway, category II”, which means an instrument runway served by Instrument Landing System and Microwave Landing System and visual aids intended for operation with a decision height lower than 60 meters but not lower than 30 meters and a runway visual range not less than 300 meters; or
 - (d) “precision approach runway, category III”, which means an instrument runway served by Instrument Landing System and Microwave Landing System to and along the surface of the runway and;
 - (i) intended for decision height lower than 30 meters, or no decision height and a Runway Visual Range not less than 175 meter,
 - (ii) intended for operations with a decision height lower than 15 meters, or no decision height and a Runway Visual Range less than 175 meters but not less than 50 meters, or
 - (iii) intended for operations with no decision height and no Runway Visual Range limitations;
- “intermediate holding position” means a designated position intended for traffic control at which taxiing aircraft and vehicles shall stop and hold until further cleared to proceed, when so instructed by the aerodrome control tower;
- “landing area” means that part of a movement area, on an aerodrome, intended for the landing or take-off of aircraft;

- “lighting system reliability” means the probability that the complete installation operates within the specified tolerances and that the system is operationally usable;
- “manoeuvring area” means that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons;
- “marker” means an object, on an aerodrome, displayed above ground level in order to indicate an obstacle or delineate a boundary;
- “marking” means a symbol or group of symbols, on an aerodrome, displayed on the surface of the movement area in order to convey aeronautical information;
- “movement area” means that part of the aerodrome to be used for take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and apron;
- “non-instrument runway” means a runway intended for the operation of aircraft using visual approach procedures;
- “obstacle” means all fixed, whether temporary or permanent, and mobile objects, or parts thereof, that are located on an area intended for the surface movement of aircraft or that extend above a defined surface intended to protect aircraft in flight or stand outside those defined surfaces and that have been assessed as being a hazard to air navigation;
- “obstacle free zone (OFZ)” means the airspace above the inner approach surface, inner transitional surfaces, the balked landing surface and that portion of the strip bounded by these surfaces, which is not penetrated by any fixed obstacle other than a low-mass and frangibly mounted one required for air navigation purposes;
- “obstacle limitation surfaces (OLS)” means a series of surfaces that define the volume of airspace at and around an aerodrome to be kept free of obstacles in order to permit the intended aircraft operations to be conducted safely and to prevent the aerodrome from becoming unusable by the growth of obstacles around the aerodrome;
- “operator” in relation to an aerodrome, means a person operating an aerodrome with a certificate or licence issued under these Regulations;
- “pavement classification number (PCN)” means a number expressing the bearing strength of a pavement for unrestricted operations;
- “primary runway” means a runway used in preference to others whenever conditions permit;
- “restricted area” has the same meaning assigned to it under the Aviation Security Act;
- “recommended practice” means any specification for the physical characteristics configuration, material, performance or procedure, the uniform application of which is recognised as desirable in the interest of safety, regularity or efficiency of international air navigation as may be prescribed by the Authority;
- “road” means an established surface route on the movement area of an aerodrome meant for the exclusive use of vehicles in an aerodrome;
- “road holding position” means a designated position, on an aerodrome, at which vehicles may be required to hold;
- “runway” means a defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft;

- “runway end safety area (RESA)” means an area symmetrical about the extended runway centre-line and adjacent to the end of the strip primarily intended to reduce the risk of damage to an aircraft undershooting or overrunning the runway;
- “runway-holding position” means a designated position intended to protect a runway, an obstacle limitation surface, or an Instrument Landing System or Microwave Landing System critical or sensitive area at which taxiing aircraft and vehicles shall stop and hold, unless otherwise authorised by the aerodrome control tower;
- “runway strip” means a defined area, on an aerodrome, including the runway and stop way, if provided, intended —
- (a) to reduce the risk of damage to aircraft running off a runway; and
 - (b) to protect aircraft flying over it during take-off or landing operations;
- “runway visual range (RVR)” means the range over which a pilot of an aircraft on the centre line of a runway can see the runway surface markings or the lights delineating the runway or identifying its centre line;
- “safety” means a state in which the risk of harm to persons or of property damage is reduced to, and maintained at or below unacceptable level through a continuing process of hazard identification and risk management;
- “safety management system” means a system for the management of safety at an aerodrome, including the organisational structure, accountabilities or responsibilities, procedures, processes and provisions for the implementation of aerodrome safety policies by an operator, which provides for the control of safety at an aerodrome and its safe use;
- “shoulder” means an area on an aerodrome adjacent to the edge of a pavement, prepared to provide a transition between the pavement and the adjacent surface in an aerodrome;
- “standard” means any specification for physical characteristics, configuration, material, performance, personnel or procedure, the uniform application of which is recognised as necessary for the safety of air navigation as prescribed in the BMIAS;
- “stop-way” means a defined rectangular area on the ground at the end of the take-off run available, prepared as a suitable area in which an aircraft can be stopped in the case of an abandoned take-off;
- “taxiway” means a defined path on an aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including —
- (a) an aircraft stand taxi lane, which is a portion of an apron designated as a taxiway and intended to provide access to aircraft stands only;
 - (b) an apron taxiway, which is a portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron; or
 - (c) a rapid exit taxiway, which is a taxiway connected to a runway at an acute angle and designed to allow landing aircrafts to turn off at higher speeds than are achieved on other exit taxiways thereby minimising runway occupancy times;
- “taxiway strip” means an area on an aerodrome which includes a taxiway intended to protect aircraft operating on a taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway;
- “threshold” means the beginning of that portion of the runway usable for landing in an aerodrome;

- “touchdown zone” means the portion of a runway beyond the threshold, intended for landing aircraft on first contact with the runway;
- “unserviceable area” means a part of the movement area on an aerodrome that is unfit and unavailable for use by aircraft;
- “vicinity” means a defined airspace around an aerodrome for control of obstacles that may infringe the obstacle limitation surfaces around the aerodrome, contained within a radius of 10 000 meters from the aerodrome perimeter fence and at a height of 45 meters above ground level;
- “visual traffic pattern” means the aerodrome traffic zone of the aerodrome; and
- “VOR” means Very High Frequency Omni-directional Radio Range;
- “wildlife” includes feral birds and domesticated animals on an aerodrome; and
- “wildlife hazard” means a potential for an aircraft collision with wildlife on or near an airport.

PART II — *Categories of aerodromes*

Categories of aerodromes

3. (1) In these Regulations certificated aerodromes shall be classified in the following categories —

- (a) Category BWA comprising of public and private aerodromes which —
 - (i) are available for use by aircraft of maximum certificated take off mass of 80 000 kilograms or more,
 - (ii) are available for use by both domestic and international air traffic,
 - (iii) have air traffic services available, and
 - (iv) have the facilities of immigration, customs, re-fuelling, health, rescue fire fighting services and similar procedures available;
- (b) Category BWB comprising of public and private aerodromes which —
 - (i) are available for use by aircraft of maximum certificated take off mass not exceeding 80 000 kilograms,
 - (ii) are available for use by both domestic and international air traffic,
 - (iii) have air traffic services available, and
 - (iv) have the facilities of immigration, customs, re-fuelling, health, rescue fire fighting services and similar procedures available; and
- (c) Category BWC comprising of public and private aerodromes which are —
 - (i) available for use by aircraft of maximum certificated take off mass not exceeding 40 000 kilograms,
 - (ii) available for use by domestic and international air traffic,
 - (iii) have air traffic services available, and
 - (iv) have the facilities of immigration, customs, re-fuelling, health, rescue fire fighting services and similar procedures available.

(2) In these Regulations licensed aerodromes shall be classified in the following categories —

- (a) Category A comprising of public and private aerodromes —
 - (i) which are available for use by aircraft of maximum take-off mass not exceeding 21 000 kilograms,
 - (ii) which are available for use by domestic and international air traffic, and
 - (iii) which have facilities of immigration, customs, re-fuelling, health, rescue fire fighting services and similar procedures available with prior notice;

Aerodrome
reference code

7. (1) An aerodrome reference code shall be used for aerodrome planning purposes.

(2) The aerodrome reference code number and code letter shall be determined in accordance with specifications set out in Table 1 of Schedule 2.

Use of
common
reference
systems

8. (1) An operator shall use the World Geodetic System – 1984 (WGS-84) as the horizontal reference system to express aeronautical geographical coordinates for aerodromes.

(2) The Mean Sea Level datum shall be used as the vertical reference system (elevation) at aerodromes.

(3) Except where notified in the AIP or AIC the Gregorian calendar and Coordinated Universal Time shall be used as the temporal reference system.

Register for
certificates
and licences

9. (1) The Authority shall maintain a register of all certificates and licences issued in accordance with these Regulations.

(2) The register shall contain –

(a) the full name, nationality, postal or electronic mail address, telephone or facsimile number of the operator;

(b) the name and location of the aerodrome for which a certificate or licence is issued;

(c) the certificate or licence number;

(d) the certificate or licence expiry date;

(e) the date on which the certificate or licence was issued; and

(f) any other information considered relevant by the Authority.

Access to
aerodrome
by authorised
officer

10. (1) The Authority shall, before an aerodrome certificate or aerodrome licence is issued or renewed and, subsequently, at any other time, for the purpose of ensuring that safety at an aerodrome is maintained, –

(a) inspect and carry out tests on the aerodrome facilities, services and equipment;

(b) inspect the documents and records of the aerodrome; and

(c) verify the safety management system of the aerodrome.

(2) An authorised officer under this regulation shall be issued with an identification document and a delegation letter from the Chief Executive officer outlining –

(a) the specific authority to access and inspect aerodromes;

(b) enforcement action to be taken against an operator for non-compliance with these Regulations; and

(c) the procedures for the continued inspection of aerodromes in accordance with aerodrome standards.

(3) An operator shall, in order to facilitate the functions specified in subregulation (1), allow an authorised officer access to any part of the aerodrome or any aerodrome facility, including equipment, records, documents and personnel.

(4) Any costs involved in providing transport for the purpose of inspecting an aerodrome, in connection with the issuing of a licence or renewal of a licence, shall be borne by the operator or licensee.

(5) A person who contravenes the provisions of this regulation commits an offence and is liable to a fine not exceeding P5 000 000, or imprisonment for a term not exceeding 10 years, or both.

PART IV – *Private aerodromes*

A. *Private aerodrome establishment certificate*

11. (1) A person shall not establish a private aerodrome unless that person has applied and has been issued, by the Authority, with an aerodrome establishment certificate.

Application for aerodrome establishment certificate

(2) An application for an aerodrome establishment certificate shall be considered for approval by the Authority, if —

- (a) the applicant holds a valid authorisation from the relevant local authority for use of the place as an aerodrome;
- (b) the applicant holds a valid authorisation from the relevant local authority responsible for national environment management; and
- (c) the applicant holds proof of ownership or lease hold of the proposed aerodrome site.

(3) The Authority shall prior, to issuing an aerodrome establishment certificate, assess the suitability of the place proposed for construction taking into consideration —

- (a) the proximity of the place to other aerodromes including military aerodromes;
- (b) obstacles, terrain and existing airspace restrictions; and
- (c) that it is not against public interest that the place where the aerodrome is to be constructed should be used as such.

(4) An applicant shall submit an application for an aerodrome establishment certificate to the Authority for approval, in Form A set out in Schedule 1, accompanied by —

- (a) a detailed design of the proposed construction including related architectural requirements;
- (b) aerodrome data in accordance with the characteristics of the critical aircraft for which the aerodrome is intended;
- (c) a topographical map of the proposed aerodrome site as specified by the Authority indicating contours at one meter intervals; and
- (d) such fees as specified in Schedule 7.

(5) A person who contravenes the provisions of this regulation commits an offence and is liable to a fine not exceeding P5 000 000, or imprisonment for a term not exceeding 10 years, or both.

12. (1) The Authority shall issue, in Form B set out in Schedule 1, an aerodrome establishment certificate for the establishment of an aerodrome, to an applicant who complies with the requirements of regulation 11.

Issuance of aerodrome establishment certificate

(2) The Authority may refuse to grant an aerodrome establishment certificate to an applicant and where the Authority refuses, it shall notify the applicant in writing, of the reasons for the refusal, not later than 14 days after making that decision.

13. An aerodrome establishment certificate issued under regulation 12 shall be valid for a period of three years or the duration of the establishment, unless the construction of the aerodrome is not in compliance with regulation 6.

Validity of aerodrome establishment certificate

14. (1) An aerodrome establishment certificate is not transferable without the prior approval, in writing, of the Authority, and any purported transfer of a controlling interest in the operations of establishing an aerodrome is void and of no effect.

Transfer of aerodrome establishment certificate

(2) For the purpose of this regulation, the transfer of a controlling interest in the operations of establishing an aerodrome includes a transfer of the aerodrome establishment certificate.

Amendment
of aerodrome
establishment
certificate

15. (1) An operator who wishes to amend a certificate to change the names appearing therein shall make an application to the Authority in Form C set out in Schedule 1 and accompanied by —

- (a) a certified copy of the current aerodrome establishment certificate; and
- (b) a court order, or any other legal document verifying the change of name of the operator.

(2) The Authority shall, where the requirements of subregulation (1) are satisfied, change the name appearing on an aerodrome establishment certificate and issue a replacement aerodrome establishment certificate with the appropriate endorsement.

(3) The Authority shall retain copies of the documents submitted under subregulation (1).

(4) An operator, shall inform the Authority of —

- (a) any change in the physical address appearing on an aerodrome establishment certificate, at least 14 days before the change; and
- (b) the mailing address, upon the change.

(5) Where the operator does not inform the Authority of a change in the physical address within the time specified in subregulation (4), the Authority may suspend the aerodrome establishment certificate.

(6) An operator shall only amend an aerodrome establishment certificate and the design plans with the written approval of the Authority.

(7) The Authority shall impose an administrative fine of P50 000 on a person who fails to comply with the requirements of this regulation.

Renewal of
aerodrome
establishment
certificate

16. (1) An application for the renewal of an aerodrome establishment certificate shall be made to the Authority in Form D set out in Schedule 1 and shall be accompanied by, where applicable —

- (a) any particulars of deviations, if any, from the appropriate design, operation or equipment standards;
- (b) the particulars of the appropriate airspace classification requirements; and
- (c) such fees as specified in Schedule 7.

(2) An application for the renewal of an aerodrome establishment certificate shall be submitted 30 days before the expiry of the aerodrome establishment certificate.

(3) The Authority shall renew an aerodrome establishment certificate subject to the applicant complying with these Regulations, any standards set by the Authority and any other conditions specified or notified by the Authority as determined by safety inspections and audit procedures.

(4) The Authority shall impose an administrative fine of P25 000 on a person who fails to renew an aerodrome establishment certificate or comply with the requirements of this regulation.

Suspension
of aerodrome
establishment
certificate

17. (1) The Authority may suspend an aerodrome establishment certificate where —

- (a) following a safety inspection or audit, it is evident that the operator has not complied with these Regulations and has failed to remedy any non-compliance within a period of 30 days after the inspection;
- (b) the operator —

(i) prevents the Authority from carrying out a safety inspection or audit in accordance with these Regulations, or

(ii) is under receivership, liquidation or bankruptcy proceedings; or
(c) it is deemed necessary by the Authority, in the interest of aviation safety.

(2) The Authority may, on giving reasons to the operator, suspend an aerodrome establishment certificate for a period not exceeding 60 days.

(3) An operator who is notified of a suspension of an aerodrome establishment certificate under subregulation (2) may submit a response in writing, within 14 days of notification of the suspension.

(4) Notwithstanding subregulation (3), the Authority may suspend any or all of the operations for establishing the aerodrome pending receipt of a response from the operator.

(5) An operator who is aggrieved by the suspension of an aerodrome establishment certificate may appeal against the suspension, not later than 14 days immediately after the day on which the suspension was communicated to him or her, to the Appeals Tribunal in terms of section 80 (b) of the Act.

18. (1) The Authority shall revoke an aerodrome establishment certificate where —

(a) the operator has abandoned operations on the establishment of the aerodrome; or

(b) the operator is in breach of any condition subject to which the aerodrome establishment certificate is issued, including any approval, permission or exemption.

(2) Where the Authority revokes an aerodrome establishment certificate under this regulation, the Authority shall publish, in at least one local newspaper with wide circulation, a notice to that effect.

Revocation
of aerodrome
establishment
certificate

B. Licensing of private aerodromes

19. (1) A person shall not operate an aerodrome in Categories A, B, C, D and E without a licence issued by the Authority under section 55 (1) and (2) of the Act.

(2) An application for a licence, under subregulation (1), shall be made to the Authority in Form C set out in Schedule 1 and accompanied by —

(a) a copy of an approved aerodrome operations manual;

(b) a plan for the aerodrome;

(c) an environmental impact assessment report on the aerodrome;

(d) approval of the establishment of the aerodrome from the relevant local authority;

(e) particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards;

(f) particulars of the airspace classification requirements;

(g) a copy of the establishment certificate; and

(h) any fees as specified in Schedule 7.

(3) A person who contravenes the provisions of this regulation commits an offence and is liable to a fine not exceeding P5 000 000, or to imprisonment for a term not exceeding 10 years, or to both.

20. (1) The Authority shall issue an aerodrome licence to an applicant, in Form D set out in Schedule 1, authorising the applicant to operate the aerodrome as an airfield, where —

Application
for private
aerodrome
licence

Issuance of
licence

- (a) the applicant is found to be competent to operate an aerodrome on consideration of —
 - (i) any previous conduct and experience of the applicant, where applicable,
 - (ii) the equipment used by the applicant,
 - (iii) the organisation, staffing and maintenance of the aerodrome, or
 - (iv) any other arrangements made by the applicant;
- (b) the physical characteristics of the aerodrome and its surroundings are safe for use by aircraft;
- (c) in accordance with section 57 (1) of the Act, suitable facilities at the aerodrome are made available to the relevant Government authorities and agencies for the provision of customs, immigration and health services; and
- (d) the applicant complies with the Aviation Security Act, 2011.

Act No. 15
of 2011

(2) The Authority shall issue a licence subject to an applicant complying with these Regulations, the standards prescribed by the Authority and any other condition as may be specified or notified by the Authority in accordance with the requirements for safety audit and inspection.

(3) The Authority may refuse to grant a licence to an applicant and where the Authority refuses, it shall notify the applicant in writing, of the reasons for the refusal, not later than 14 days after making that decision.

Aerodrome
licence

21. An aerodrome licence issued under regulation 20 shall specify —

- (a) the aerodrome category for which the aerodrome is licensed;
- (b) the restrictions, if any, relating to non-compliance with or deviations from the appropriate aerodrome design, operation or equipment standards; and
- (c) the period of validity of the licence.

(2) The status of the aerodrome, its certificate number, associated conditions and the relevant information, shall be published in the AIP.

Validity of
licence

22. A licence issued under this Part shall be valid for a period of one year and may be renewed after the validity period unless the licence is suspended or revoked by the Authority in accordance with these Regulations.

Renewal of
licence

23. (1) An application for the renewal of a licence shall be made to the Authority in Form C set out in Schedule 1 and shall be accompanied by, where applicable —

- (a) a copy of the approved aerodrome operations manual;
- (b) particulars of deviations, if any, from the appropriate design, operation or equipment standards;
- (c) particulars of the appropriate airspace classification requirements; and
- (d) any fees specified in Schedule 7.

(2) An application for the renewal of a licence shall be submitted 30 days before the expiry of the licence.

(3) The Authority shall renew a licence subject to the applicant complying with these Regulations, the standards prescribed by the Authority and any other conditions specified or notified by the Authority as determined by safety inspections and audit procedures.

(4) The Authority shall impose an administrative fine of P25 000 on a person who fails to renew a licence or comply with the requirements of this regulation.

24. (1) An operator who wishes to amend a licence shall make an application to the Authority, in Form C set out in Schedule 1, accompanied by —

Amendment
of licence

- (a) a copy of an approved aerodrome operations manual;
- (b) a plan for the aerodrome;
- (c) an environmental impact assessment report of the aerodrome;
- (d) particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards;
- (e) particulars of the airspace classification requirements; and
- (f) fees as specified in Schedule 7.

(2) The Authority may where necessary, provided the requirements of regulations 62 and 63 are met, amend the licence —

- (a) in respect of a change in the use or operation of the aerodrome;
- (b) in respect of a change in the boundaries of the aerodrome;
- (c) where the operator requests for a variation; or
- (d) where the Authority deems it necessary.

(3) An application to change the name appearing on a licence shall be accompanied by —

- (a) a certified copy of the current licence; and
- (b) a court order, or any other legal document verifying the change of name of the operator.

(4) The Authority shall, where the requirements of subregulation (1) are satisfied, change the name appearing on a licence and issue a replacement licence with the appropriate endorsement.

(5) The Authority shall retain copies of the documents submitted under subregulation (3).

(6) An operator shall inform the Authority of —

- (a) any change in the physical address appearing in the licence, at least 14 days before the change; and
- (b) the mailing address, upon the change.

(7) The Authority shall impose an administrative fine of P50 000, on a person who fails to comply with the requirements of this regulation.

25. (1) The Authority may suspend a licence where —

Suspension of
licence

- (a) following a safety inspection or audit, it is evident that an operator has not complied with these Regulations and has failed to remedy any non-compliance within a period of 30 days after the inspection;
- (b) an operator —
 - (i) prevents the Authority from carrying out a safety inspection or audit in accordance with these Regulations, or
 - (ii) is under receivership, liquidation or bankruptcy proceedings; or
- (c) it is deemed necessary by the Authority, in the interest of aviation safety.

(2) The Authority may, on giving reasons to a licensee, suspend a licence for a period not exceeding 60 days.

(3) An operator who is notified of a suspension of a licence under subregulation (2) may submit a response in writing, within 14 days of notification of the suspension.

(4) Notwithstanding subregulation (3), the Authority may suspend any or all of the operations at an aerodrome pending receipt of a response from the operator.

(5) An operator who is aggrieved by the suspension of a licence may appeal against the suspension not later than 14 days immediately after the day on which the suspension was communicated to the operator, to the Appeals Tribunal under section 80 (b) of the Act.

Revocation of licence

- 26.** (1) The Authority shall revoke a licence where —
- (a) an operator has abandoned the aerodrome;
 - (b) an aerodrome is not maintained in accordance with the conditions of the licence; or
 - (c) an operator is in breach of any condition subject to which the licence is issued, including any approval, permission or exemption.
- (2) Where the Authority revokes a licence under this regulation, the Authority shall publish, in at least one local newspaper with wide circulation, a notice to that effect.

Surrender of licence

- 27.** (1) Subject to subregulation (2), an operator may surrender his or her licence to the Authority at any time.
- (2) An operator who wishes to surrender a licence shall give the Authority 60 days notice in writing, of the intention to surrender the licence.
- (3) The Authority shall revoke the licence upon the expiry of the period of notice in subregulation (2).
- (4) Where, after the expiry of the period provided in subregulation (2), the aerodrome whose licence is surrendered, the licensee shall remove, obliterate or modify the prescribed markings made on the aerodrome.

Transfer of licence

- 28.** (1) A licence is not transferable and any purported transfer of a controlling interest in the operations of an aerodrome is void and of no effect.
- (2) For the purpose of this regulation, transfer of a controlling interest in the operations of an aerodrome includes a transfer of the aerodrome licence.

PART V — *Certification of public use of aerodromes*

Application for certificate for public use of aerodrome

- 29.** (1) A person shall not operate an aerodrome as a category BWA, BWB and BWC aerodrome, without a certificate issued by the Authority in accordance with this Part.
- (2) Where —
- (a) an applicant applies to the Authority, in Form E set out in Schedule 1, to open an aerodrome for public use; or
 - (b) the Authority considers that an aerodrome should be opened for public use, the Authority may issue the applicant with a certificate for the public use of the aerodrome, in Form F set out in Schedule 1 subject to a condition that the aerodrome shall at all times be available for public use on such terms and conditions as may be stipulated by the Authority in the certificate.
- (3) An application for a certificate, under subregulation (1), shall be accompanied by —
- (a) three hard copies and three compact disc copies of the aerodrome operations manual;
 - (b) a plan for the aerodrome;
 - (c) an environmental impact assessment report on the aerodrome;
 - (d) approval of the establishment of the aerodrome from the relevant authority responsible for national environmental management;
 - (e) particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards;
 - (f) a copy of an aerodrome establishment certificate;
 - (g) particulars of the airspace classification requirements;
 - (h) proof of financial capability to operate the aerodrome safely in accordance with the Aviation Security Act; and
 - (i) any fees as specified in Schedule 7.

Act No. 15 of 2011

(4) A person who contravenes the provisions of this regulation commits an offence and is liable to a fine not exceeding P5 000 000, or imprisonment for a term not exceeding 10 years, or to both.

30. (1) Subject to section 56 of the Act, the Authority may issue a certificate for the public use of an aerodrome to an applicant, authorising the applicant to operate an aerodrome as an airport, if —

Issuance of
aerodrome
certificate

- (a) the proposed aerodrome operations manual is approved by the Authority pursuant to the standards set out in the BMIAS are met; or
- (b) on the basis of an aeronautical study, the Authority determines that —
 - (i) the level of safety at the aerodrome is equivalent to that provided for by the standards set out in the BMIAS, and
 - (ii) the issuance of an aerodrome certificate is in the public interest and not detrimental to aviation safety.

(2) Where an aerodrome does not meet a standard set out in the BMIAS, the Authority may specify in the aerodrome certificate such conditions relating to the subject matter of the standard as are necessary to ensure a level of safety equivalent to that established by the standard and as are necessary in the public interest and to ensure aviation safety.

(3) The Authority shall issue an aerodrome certificate in the Form F of Schedule 1, where the Authority is satisfied that —

- (a) the applicant has the necessary competency and experience to operate and maintain an aerodrome;
- (b) the personnel of the applicant are adequate in number and have the necessary competency and experience to operate and maintain an aerodrome;
- (c) the aerodrome operations manual prepared for the aerodrome and submitted with the application contains all the relevant information;
- (d) the aerodrome facilities, services and equipment are established in accordance with approved standards and recommended practices;
- (e) the aerodrome operating procedures make satisfactory provision for the safety of aircraft;
- (f) an approved safety management system is in place;
- (g) a copy of an approved Safety Management System Manual contains all the relevant information set out in Schedule 3;
- (h) the applicant has an approved aviation security programme in accordance with the Aviation Security Act ; and
- (i) the applicant has met any other aerodrome requirements as may be set out in the BMAIS.

(4) The Authority shall issue the certificate subject to the applicant complying with these Regulations, standards prescribed by the Authority and any other condition as may be specified or notified by the Authority in accordance with the requirements for safety audit and inspection.

(5) The Authority may refuse to issue a certificate to an applicant and where the Authority refuses, it shall notify the applicant in writing, of the reasons for the refusal, not later than 14 days after making that decision.

31. Where an applicant meets the requirements of this Part, the Authority shall when issuing the certificate for the public use of an aerodrome, endorse the conditions for the type of use of the aerodrome and other conditions as specified in the certificate and the information shall be published in the AIP.

Endorsement
of conditions
on aerodrome
certificate

Validity of
aerodrome
certificate

Renewal of
aerodrome
certificate

32. A certificate for the public use of an aerodrome shall be valid for a period of five years, unless if it is suspended or revoked, whichever is earlier.

33. (1) An application for the renewal of a certificate for the public use of an aerodrome shall be made to the Authority in Form E in Schedule 1 and shall be accompanied by, where applicable —

- (a) the aerodrome manual;
- (b) the particulars of deviations, if any, from the appropriate design, operation or equipment standards;
- (c) the particulars of the appropriate airspace classification requirements;
- (d) proof of financial capability to operate the aerodrome safely; and
- (e) fees as specified in Schedule 7.

(2) An application for the renewal of the certificate shall be submitted 30 days before the expiry of the licence.

(3) The Authority shall renew the certificate subject to the applicant complying with these Regulations, the standards prescribed by the Authority and any other conditions specified or notified by the Authority as determined by safety inspections and audit procedures.

(4) The Authority shall impose an administrative fine of P50 000 on a person who fails to renew a licence or to comply with the requirements of this regulation.

Amendment
of aerodrome
certificate

34. (1) An operator who wishes to amend a certificate for the public use of an aerodrome shall make an application to the Authority, in Form E set out in Schedule 1, accompanied by —

- (a) one hard copy and one compact disc copies of the aerodrome manual;
- (b) a plan for the aerodrome;
- (c) an environmental impact assessment report of the proposed upgrade;
- (d) particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards;
- (e) particulars of the airspace classification requirements; and
- (f) fees as specified in Schedule 7.

(2) The Authority may where necessary, provided the requirements of regulations 62 and 63 are met, amend the certificate —

- (a) in respect of a change in the use or operation of the aerodrome;
- (b) in respect of a change in the boundaries of the aerodrome;
- (c) where an operator requests for an amendment; or
- (d) where the Authority deems it necessary.

(3) An application to change the name appearing on a certificate shall be accompanied by —

- (a) a certified copy of the current certificate; and
- (b) a court order, or any other legal document verifying the change of name of the operator.

(4) The Authority shall, where the requirements of subregulation (1) are satisfied, change the name appearing on a certificate and issue a replacement certificate with the appropriate endorsement.

(5) The Authority shall retain copies of the documents submitted under subregulation (3).

(6) The operator shall inform the Authority of —

- (a) any change in the physical address appearing in the certificate, at least 14 days before the change; and
- (b) the mailing address, upon the change.

(7) The Authority shall impose an administrative fine of P50 000 on a person who fails to comply with the requirements of this regulations.

35. (1) The Authority may suspend a certificate for the public use of an aerodrome where —

Suspension
of aerodrome
certificate

- (a) following a safety inspection or audit, it is evident that the operator has not complied with these Regulations and has failed to remedy any non-compliance within a period of 30 days after the inspection;
- (b) the operator —
 - (i) prevents the Authority from carrying out a safety inspection or audit in accordance with these Regulations, or
 - (ii) is under receivership, liquidation or bankruptcy proceedings; or
- (c) an operator is in breach of any condition subject to which the certificate is issued, including any approval or exemption; and
- (d) it is deemed necessary by the Authority, in the interest of aviation safety.

(2) The Authority may, on giving reasons to the operator, suspend a certificate for a period not exceeding 60 days.

(3) An operator who is notified of a suspension of a certificate under subregulation (2) may submit a response in writing, within 14 days of notification of the suspension.

(4) Notwithstanding subregulation (3), the Authority may suspend any or all of the operations at an aerodrome pending receipt of a response from the operator.

(5) An operator who is aggrieved by the suspension of a certificate may appeal against the suspension, no later than 14 days immediately after the day on which the suspension was communicated to the operator, to the Appeals Tribunal under section 80 (b) of the Act.

36. (1) The Authority shall revoke a certificate for the public use of an aerodrome where —

Revocation
of aerodrome
certificate

- (a) the operator has abandoned the aerodrome;
- (b) an aerodrome is not maintained in accordance with the conditions of the certificate; or
- (c) the operator is in breach of any condition subject to which the certificate is issued, including any approval, permission or exemption.

(2) Where the Authority revokes a certificate under this regulation, the Authority shall publish, in at least one local newspaper with wide circulation, a notice to that effect.

(3) Any person who contravenes this regulation commits an offence and is liable to a fine not exceeding P 5 000 000, or to imprisonment for a term not exceeding 10 years, or to both.

37. (1) Subject to subregulation (2), an operator may surrender an aerodrome certificate to the Authority at any time.

Surrender of
aerodrome
certificate

(2) An operator who wishes to surrender an aerodrome certificate shall give the Authority 90 days notice in writing, of the intention to surrender the aerodrome certificate.

(3) The Authority shall revoke the aerodrome certificate upon the expiry of the period of notice in subregulation (2).

(4) Where, after the expiry of the period provided in subregulation (2), the airport whose aerodrome certificate is surrendered, the certificate holder shall remove, obliterate or modify the prescribed markings made on the aerodrome.

(5) The Authority shall impose an administrative fine of P50 000 on an aerodrome operator who fails to furnish information in accordance with this regulations.

Transfer of
aerodrome
certificate

38. (1) An aerodrome certificate is not transferable to any person without the prior approval, in writing, of the Authority, and any purported transfer of the certificate is void and of no effect.

(2) The Authority shall transfer an aerodrome certificate to a transferee where —

- (a) the operator, at least 60 days before ceasing to operate the airport, notifies the Authority in writing that he or she will cease to operate the airport as of the date specified in the notice;
- (b) the operator notifies the Authority in writing of the name of the transferee;
- (c) the transferee applies in writing to the Authority, within 60 days, before the operator ceases to operate the aerodrome, for the certificate to be transferred to the transferee; and
- (d) the requirements set out in regulations 56, 62 and 63 are met.

(3) An application referred to in subregulation (2) (c) shall include a copy of the notice referred to in subregulation (2) (a).

Charges at
aerodrome
open for
public use

39. (1) An operator shall prescribe the charges, approved by the Authority, for the public use of an aerodrome or for any facilities provided at an aerodrome open for public use for the safety, security, efficiency or regularity of air navigation.

(2) An operator shall, where required by the Authority, furnish the Authority with the particulars of the charges levied for the public use of an aerodrome or the performance of services at the aerodrome.

(3) Notwithstanding subregulation (1), the Authority may where necessary, prescribe the maximum charges which may be levied for the public use of an aerodrome or the performance of services at an aerodrome, for a specified period.

(4) Where the Authority prescribed the charges for public use of an aerodrome, under subregulation (3), the operator shall not cause or permit any charges to be made in contravention of that subregulation.

(5) Where the Authority prescribes charges for the public use of an aerodrome, the operator shall cause the prescribed charges to be posted in a conspicuous place at the aerodrome.

(6) The Authority shall impose an administrative fine of P25 000 on an aerodrome operator who fails to comply with the requirements of this regulations.

Operator to
notify and
furnish
information

40. (1) An operator shall —

- (a) in the case of a certificate for the public use of an aerodrome, cause to be notified the times during which the aerodrome is to be available for take-off and landing of aircraft for public transport or instruction in flying; and
- (b) upon request by an authorised person for information concerning the terms of the certificate,

furnish the authorised person with the necessary information.

(2) The Authority shall impose an administrative fine of P50 000 on an aerodrome operator who fails to furnish information in accordance with this regulations.

PART VI – *Obligations of an aerodrome operator*

41. This Part shall apply to all categories of aerodromes except where otherwise specified.

Application of Part

42. (1) An operator shall not operate a certificated aerodrome or licensed aerodrome under these Regulations unless the facilities and characteristics of the aerodrome are effectively related and match the needs of the aircraft for which the aerodrome is intended.

Conditions for operating aerodromes open for public use

(2) The Authority shall impose an administrative fine of P50 000 on a person who fails to comply with the requirements of this regulation.

43. (1) An operator shall not operate an aerodrome unless the physical characteristics of the aerodrome comply with the standards specified by the Authority and any publications as may be published or approved by the Authority.

Standards for physical characteristics

(2) The Authority shall impose an administrative fine of P50 000 on a person who fails to comply with the requirements of this regulation.

44. (1) An operator shall ensure that there is an adequate number of qualified and skilled personnel to perform the activities relevant for aerodrome operation and maintenance.

Competence of operational and maintenance personnel

(2) Where the Authority requires a competence certificate for the personnel of an aerodrome, the operator shall employ personnel with the required qualifications.

(3) An operator shall, where appropriate, implement programmes to upgrade the competency of personnel.

(4) The Authority shall impose an administrative fine of P50 000 on a person who fails to comply with the requirements of this regulation.

45. (1) Subject to any directives issued by the Authority, an operator shall operate and maintain an aerodrome in accordance with the procedures set out in the aerodrome operations manual.

Aerodrome operations and maintenance

(2) The Authority may give written directives to an operator to alter the procedures set out in an aerodrome operations manual.

(3) An operator shall ensure that there is proper and efficient maintenance of the facilities of the aerodrome.

(4) Where air navigation services are provided at an aerodrome, an operator shall coordinate with the air navigation services to ensure the safety of any aircraft associated with the aerodrome operating in the airspace.

(5) An operator shall ensure that all organisations performing activities at an aerodrome comply with aerodrome safety requirements.

(6) The Authority shall impose an administrative fine of P25 000 on an aerodrome operator who fails to comply with the requirements of this regulation.

46. (1) An operator shall have a safety management system that complies with the requirements specified in Schedule 3.

Safety management system

(2) The Authority shall impose an administrative fine of P50 000 on an aerodrome operator who does not have a safety management system.

(3) This regulation shall not apply to aerodromes in categories B, C, D and E.

Storage of inflammable and other dangerous goods

47. (1) An operator shall not store fuel, pyrotechnic stores and other highly inflammable goods or other dangerous goods at an aerodrome except with the permission of the Authority and in accordance with any prescribed standards.

(2) The Authority shall impose an administrative fine of P50 000 on an operator who fails to comply with the requirements of this regulation.

(3) This regulation shall not apply to aerodromes in categories C, D and E.

Safety measures against fire

48. (1) A person shall not, in an aerodrome, —

- (a) smoke within any place or bring an open flame into any place, where that act is prohibited by a displayed notice;
- (b) where there is no notice prohibiting smoking in a place, smoke within that place or bring an open flame into that place within a distance of an aircraft or of any vehicle used for the supply of fuel to an aircraft, or a store, dump, liquid fuel or explosives, as may be prescribed;
- (c) wilfully give a false fire alarm;
- (d) tamper or interfere with any fire hose reel, hydrant or any other item of equipment provided for fire fighting purposes;
- (e) keep, store, discard or discharge any flammable liquid, gas, signal flares or other like material in an aircraft, except in the receptacle appropriate for the purpose or in a place on the aerodrome specifically approved by the operator for the purpose; and
- (f) store or stack any material or equipment in a manner which constitutes or is likely to constitute a fire hazard.

(2) An operator shall display in conspicuous places at the aerodrome, the appropriate signs in respect of the acts prohibited under subregulation (1).

(3) The Authority shall impose an administrative fine of P50 000 on an operator who fails to comply with the requirements of this regulations.

Access to and operations within restricted area of aerodrome

49. (1) A person shall not access a restricted area of an aerodrome unless authorised by an operator and subject to such conditions as the operator may impose.

- (2) A person authorised to access a restricted area under subregulation (1) shall —
 - (a) not move an aircraft or a vehicle in the restricted area except with the permission and direction issued by an air navigation services personnel;
 - (b) not move an aircraft or vehicle in the restricted area in a manner that endangers the safety of persons and property; and
 - (c) authorise the use of only the area of the aerodrome designated for landing or taking off.

(3) A person who contravenes this regulation commits an offence and is liable to a fine not exceeding P1 000 000, or to imprisonment for a term not exceeding two years, or to both.

Entry into or exit from restricted area of aerodrome

50. (1) A person, aircraft or vehicle shall not enter or exit a restricted area of an aerodrome except through points established by the operator for the purpose.

(2) Except in an emergency or at an appropriate point of entry or exit established by an operator for that purpose, a person —

- (a) other than a person carried in an aircraft or in a vehicle, shall not enter or leave restricted areas of an aerodrome;
- (b) shall not move an aircraft on the surface of an aerodrome or a vehicle into or from the restricted area; and
- (c) shall not move a vehicle into or from the restricted area of an aerodrome.

(3) A person who contravenes this regulation commits an offence and is liable to a fine not exceeding P5 000 000, or to imprisonment for a term not exceeding 10 years, or to both.

51. (1) A person shall not test-run an aircraft engine at an aerodrome except at an aerodrome facility or a place designated, by an operator, for that purpose.

Test-running of aircraft engine

(2) The Authority shall impose an administrative fine of P25 000 on a person who fails to comply with the requirements of this regulations.

52. (1) A person shall not, in an aerodrome —

Certain acts prohibited on aerodrome

- (a) obstruct or interfere with the proper use of an aerodrome;
- (b) obstruct any person executing his or her duties at an aerodrome;
- (c) remove or deface any notice, writing, document or marking erected or displayed at an aerodrome;
- (d) throw, leave or drop anything capable of causing injury to any person or damage to any property;
- (e) dump any waste matter except at a place approved for the purpose by the operator; and
- (f) dump or spill any substance capable of causing water pollution, whether solid, liquid, vapour or gas or a combination of these, except at a place approved for that purpose by the operator.

(2) Except with the permission of an operator, a person shall not —

- (a) interfere or tamper with any part of the aerodrome or any equipment associated with the operation of the aerodrome;
- (b) climb any wall, fence, barrier, ceiling, gate or post on an aerodrome;
- (c) handle any baggage or carry baggage for a passenger at an aerodrome;
- (d) bring a vehicle into or drive into an aerodrome; and
- (e) obstruct an entrance to or a passage at an aerodrome in a manner that inconvenience other users of the entrance or passage.

(3) A person who contravenes this regulation commits an offence and is liable to a fine not exceeding P5 000 000, or to imprisonment for a term not exceeding 10 years, or to both.

53. (1) An operator shall remove from an aerodrome any vehicle or any obstacle that is likely to be hazardous to aircraft operations.

Removal of obstacle from aerodrome

(2) The Authority shall impose an administrative fine of P25 000 on an operator who fails to comply with the requirements of this regulations.

54. (1) An operator shall establish and maintain an aerodrome environment management programme and a wildlife management plan under regulation 66 for the area within the authority of the operator and for the area where any wildlife presents or is likely to present a hazard to aircraft operations.

Maintenance of environment management programme

(2) An operator shall ensure that the environment management programme established under subregulation (1) minimises the effects of any hazards or potential hazards, taking into account the provisions of the laws on environmental management.

(3) The Authority shall impose an administrative fine of P25 000 on an operator who fails to comply with the requirements of this regulations.

55. (1) An operator shall, in consultation with the Authority, —

Protection of navigation aids

- (a) prevent the construction of any facilities on an aerodrome, which may adversely affect the operation of any electronic, visual navigation or air navigation service facility on the aerodrome; and
- (b) as far as it is within the authority of the operator, prevent any interruption of visual or electronic signal of navigation aids.

(2) The Authority shall impose an administrative fine of P25 000 on an operator who fails to protect navigation aids in accordance with this regulations.

Responsibilities
of operator

56. (1) An operator shall —

- (a) maintain an aerodrome in a serviceable condition;
- (b) keep an aerodrome free of unauthorised persons, vehicles, animals which are not under proper control;
- (c) keep an aerodrome free of any obstacles where possible;
- (d) mark any obstacle in accordance with the prescribed guidelines;
- (e) inform the Authority of any alterations to obstacle or works on the aerodrome;
- (f) install approved wind direction indicators to show the surface direction of the wind and ensure that the wind direction indicators function satisfactorily;
- (g) maintain prescribed markings in a conspicuous condition and ensure that the markings are readily visible to aircraft in the air or manoeuvring on the ground;
- (h) avail facilities and ensure that the facilities are in a serviceable condition and that all apparatus installed function efficiently;
- (i) appropriately mark the areas on the landing area which are unserviceable;
- (j) inform the Authority, where an aerodrome becomes unserviceable through any cause or where any portion of the surface of the landing area deteriorates to such an extent that the safe operation of an aircraft may be endangered;
- (k) submit to the Authority reports on the condition of an aerodrome as may be required by the Authority; and
- (l) report all incidents and accidents on an aerodrome to the Authority.

(2) The Authority shall impose an administrative fine of P50 000 on an operator who fails to comply with the requirements of this regulations.

Notifying and
reporting

57. (1) An operator shall report to the Authority and pilots who may be affected, within the specified time limits set out by the Authority, information on —

- (a) any inaccuracies in the AIP;
- (b) any changes to the aerodrome facilities, equipment and level of service planned, in advance; and
- (c) issues that may require immediate notification including obstacles and wildlife hazards, levels of service, movement areas, and any other condition that affects aviation safety at the aerodrome and against which precautions are warranted.

(2) Where it is not practicable for an operator to arrange for the Authority or pilots who may be affected to receive notice of the circumstances referred to in subregulation (1) (c), the operator shall give immediate notice, directly to the pilots who may be affected by that circumstance.

(3) The Authority shall impose an administrative fine of P50 000 on an operator who fails to comply with the requirements of this regulations.

Special
inspections

58. (1) An operator shall inspect an aerodrome —

- (a) as soon as practicable after any accident or incident;
- (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 may affect aviation safety.

(2) An operator shall notify and report to the Authority, within the specified time limits, information on any special inspection carried out under subregulation (1).

(3) The Authority shall impose an administrative fine of P50 000 on an operator who fails to comply with the requirements of this regulation.

59. (1) Where a low flying aircraft, at or near an aerodrome, or where a taxiing aircraft is likely to be hazardous to people or vehicles, an operator shall —

- (a) post hazard warning notices to that effect, on any public way that is adjacent to the manoeuvring area; or
- (b) where a public way is not controlled by an operator, inform the relevant authority of the hazard.

(2) The Authority shall impose an administrative fine of P25 000 on an operator who fails to comply with the requirements of this regulations.

Warning notices

PART VII — *Aerodrome operations manual*

60. This Part shall apply to all categories of aerodromes except where otherwise specified.

Application of Part

61. (1) An applicant shall, after making an application for an aerodrome licence or an aerodrome certificate under Part IV or V, submit to the Authority an aerodrome operations manual for approval.

Requirements for aerodrome operations manual

(2) An aerodrome operations manual shall —

- (a) be signed by the operator;
- (b) be in a format that is easy to revise;
- (c) have a system for recording the current pages and any amendments, including a page for logging revisions; and
- (d) be organised in a manner that facilitates the preparation, review and approval processes.

(3) An operator shall keep at least one copy of the aerodrome operations manual approved by the Authority at the aerodrome and another copy at the principal place of business of the operator, where the place of business is different from the aerodrome.

(4) Where an operator of a category A, B, C, D or E aerodrome is not able to keep a copy of the aerodrome operations manual at the aerodrome, the operator shall keep the aerodrome operations manual at a place authorised by the Authority.

62. (1) An aerodrome operations manual shall contain information and instructions, set out in Schedule 5, to enable the personnel of an aerodrome to perform their duties.

Information to be included in aerodrome operations manual

(2) Notwithstanding the provisions of subregulation (1), and to the extent that the information is applicable, an aerodromes operations manual for aerodromes in categories —

- (a) BWA, BWB and BWC shall include the information and instructions provided in Schedule 4; and
- (b) A, B, C, D and E, shall include the information and instructions provided in Schedule 5.

(3) Where a person is given an exemption in accordance with Part XVI of these Regulations, the aerodrome operations manual shall indicate —

- (a) the exemption notice number given for the exemption by the Authority;
- (b) the date the exemption came into effect; and
- (c) any conditions or procedures subject to which the exemption was granted.

Amendment of
aerodrome
operations
manual

- 63.** (1) An operator shall, in order to maintain the accuracy of the information in an aerodrome operations manual —
- (a) whenever necessary, subject to subregulation (2), amend the aerodrome operations manual; and
 - (b) the Authority may issue a written directive requiring an operator to alter or amend an aerodrome operations manual.
- (2) Notwithstanding subregulation (1) an operator shall obtain written permission from the Authority before an aerodrome operations manual is amended.
- (3) The Authority shall approve an amendment made to an aerodrome operations manual where an amendment meets the requirements of these Regulations.
- (4) The Authority shall impose an administrative fine of P25 000 on an operator who fails to comply with the requirements of this regulations.

PART VIII — *Wildlife hazard management*

Application
of Part

- 64.** In this Part —
- (a) regulation 65 applies to all categories of aerodromes; and
 - (b) regulations 66 and 67 apply to aerodromes in categories BWA, BWB, BWC and A.

Restriction of
animal or
wildlife in
aerodrome

- 65.** (1) A person shall not bring, permit, graze or feed animals in any area of an aerodrome or cause wildlife to graze in a restricted area of an aerodrome.
- (2) Subject to subregulation (1), a person who brings, permits or grazes animals or wildlife in a restricted area of an aerodrome or who causes an animal to graze or feed in a restricted area of an aerodrome, or who receives wildlife in a restricted area of the aerodrome, shall ensure that the wildlife is at all times under proper control while in the restricted area.
- (3) A person who contravenes this regulation commits an offence and is liable to a fine not exceeding P5 000 000, or to imprisonment for a term not exceeding 10 years, or to both.

Wildlife
hazard
management

- 66.** (1) An operator shall, in consultation with the authority responsible for wildlife, take the necessary action to control wildlife hazards at an aerodrome.
- (2) An operator shall have a wildlife management plan which shall be approved by the Authority and the wildlife management plan shall form part of the aerodrome operations manual.
- (3) The Authority shall impose an administrative fine of P50 000 on an operator who fails to comply with the requirements of this regulations.

Bird hazard
reduction at
aerodrome

- 67.** (1) An operator shall adopt set safety standards, by the Authority, to minimise the risks associated with bird strike hazards.
- (2) An operator shall take practical measures to control the bird habitat at or around the aerodrome and to disperse birds which are a potential hazard to aircraft operations.
- (3) A bird strike hazard on, or in the vicinity of, an aerodrome shall be assessed through —
- (a) procedure established for recording and reporting bird strikes to aircraft; and
 - (b) the collection of information from aircraft operators and aerodrome personnel, or any other person, on the presence of birds, on or around the aerodrome, which constitute a potential hazard to aircraft operations.

(4) An operator shall prepare a bird strike hazard report in respect of a bird strike hazard at an aerodrome using the information gathered under subregulation (3).

(5) An operator shall send a bird strike hazard report to the Authority and the Authority shall then forward the report to the ICAO for inclusion in the ICAO Bird Strike Information System database.

(6) Where a bird strike hazard is identified at an aerodrome, an operator shall take action to decrease the number of birds constituting the potential hazard to aircraft operations by adopting measures for discouraging the presence of birds on, or in the vicinity of the aerodrome.

(7) An operator shall cause records of all aspects of bird strike hazard control to be kept and shall report all bird strike hazard to the Authority.

(8) An operator shall monitor the local environment of an aerodrome including any activities that may attract birds and in designing the bird hazard management programme, the operator shall consider the local environment and the activities that may attract birds.

(9) The Authority shall impose an administrative fine of P25 000 on an operator who fails to comply with the requirements of this regulations.

PART VIX — *Obstacle restrictions and removal*

68. This Part shall apply to all categories of aerodromes.

Application of Part

69. (1) A person shall not cause or permit the erection or growth of an obstacle at or in the vicinity of an aerodrome without the approval of the Authority.

Requirements for obstacle limitation

(2) A person shall not cause or permit any object to penetrate the obstacle limitation surface without the written permission of the Authority where, the object may cause an increase in an obstacle clearance altitude or in the height for an instrument approach procedure or of any associated visual circling procedure.

(3) The object referred to in subregulation (2) includes a new object or an extension of an existing object above the obstacle limitation surface.

(4) The obstacle clearance altitude, height applicable to obstacle limitation surface and the obstacle limitation requirements shall comply with the specifications issued by the Authority.

(5) The Authority shall levy, on the person growing or erecting an obstacle, the charges in Schedule 7 for the inspection for growing or erecting an obstacle within the vicinity of an aerodrome.

(6) A person who contravenes this regulation commits an offence and is liable, to a fine not exceeding P5 000 000, or to imprisonment for a term not exceeding 10 years, or to both.

70. Notwithstanding regulation 69, an operator shall ensure that obstacle limitation surfaces established for an aerodrome are in accordance with these Regulations.

Establishment of obstacle limitation surfaces

Authorisation to construct within vicinity of an aerodrome

71. (1) A person shall not construct a building or a structure within the vicinity of an aerodrome except where that person is authorised by the Authority.

(2) The person referred to in subregulation (1) shall conduct an aeronautical study of the effect of the construction on operation of aircraft, to be carried out before the Authority can authorise the person to build or construct a structure.

(3) The Authority shall levy the charges in Schedule 7 for the inspection of the construction of an obstacle within the vicinity of an aerodrome.

(4) A person who contravenes this regulation commits an offence and is liable, to a fine not exceeding P5 000 000, or to imprisonment for a term not exceeding 10 years, or to both.

Land use in vicinity of aerodrome

72. All land use practices and activities in the vicinity of an aerodrome shall conform to any guidelines issued by the Authority.

Removal of obstacle

73. (1) The owner of an obstacle shall cause to be removed, from an aerodrome, an obstacle in the vicinity of an aerodrome, except where, after an aeronautical study, the Authority determines that the obstacle does not adversely affect the safety of operations of aircraft or does not significantly affect the regularity of their operations.

(2) The Authority may direct the removal of any obstacle in the vicinity of an aerodrome which, in the opinion of the Authority, constitutes a hazard to aircraft operations.

(3) Where the owner of an obstacle fails to remove the obstacle within the time directed by the Authority, the Authority shall remove the obstacle at the cost of the owner of the obstacle.

(4) A person who contravenes this regulation commits an offence and is liable to a fine not exceeding P5 000 000, or to imprisonment for a term not exceeding 10 years, or to both.

Marking and lighting of obstacle on aerodrome

74. (1) An operator shall ensure that an obstacle is marked and where a runway is used at night and is associated with the obstacle, that the obstacle is lit.

(2) The markings and lights referred to in subregulation (1) shall be in accordance with Part X.

(3) An operator shall, where practicable, ensure that all fixed obstacles to be marked in accordance with subregulation (1) are coloured as shown in Schedule 6.

(4) Where the requirements specified in subregulation (3) are impracticable, markings or flags shall be displayed on or above the fixed obstacles, except the obstacles that are sufficiently conspicuous by their shape, size or colour, which may not be marked.

(5) An operator shall ensure that a mobile obstacle is coloured as approved by the Authority or has displayed on it or above it, a flag.

(6) An obstacle which is lit in accordance with subregulation (1) shall be indicated as low-intensity, medium-intensity or high-intensity light obstacle or a combination of these lights and shall be displayed in accordance with any guidelines issued by the Authority.

(7) The Authority shall impose an administrative fine of P25 000 on an operator who fails to comply with the requirements of this regulations.

PART X – *Aeronautical ground lighting*

75. This Part shall apply to aerodromes in categories BWA, BWB and BWC except as otherwise exempted by the Authority.

Application of Part

76. (1) An operator shall establish and maintain aeronautical ground lights and any other lights as may be appropriate for the safe operation of aircraft and for runways, taxiways, aprons, thresholds and stopways.

Establishment and maintenance of aeronautical ground lights

(2) Where an aerodrome is used at night or during conditions of poor visibility, an operator shall ensure that aeronautical ground lights and any other lights are installed on the aerodrome.

(3) Without prejudice to the generality of subregulation (1), the location, characteristics, intensity control and settings of aeronautical ground lights shall be in accordance with specifications issued by the Authority.

(4) A light on the ground which is not an aeronautical ground light, which, by reason of its intensity, configuration or colour, may prevent or cause confusion in the clear interpretation of aeronautical ground lights, shall be extinguished, screened or modified to eliminate such a possibility.

(5) A person shall not, except with the permission of the Authority, establish, maintain or alter the character of —

(a) an aeronautical ground light, except an aeronautical beacon which is or may be visible from the waters; or

(b) any aeronautical ground light, other than an aeronautical beacon, at an aerodrome, or any aeronautical ground light which forms part of the lighting system for use by aircraft taking off from or landing at the aerodrome.

(6) A person shall not —

(a) intentionally or negligently damage an aeronautical ground light; or

(b) interfere with an aeronautical ground light without the permission of the operator.

(7) The Authority shall not grant permission under subregulation (5) except with the consent of the lighthouse authority of the area where the aerodrome is situated.

(8) A person who contravenes this regulation commits an offence and is liable to a fine not exceeding P5 000 000, or to imprisonment for a term not exceeding 10 years, or to both.

77. (1) An operator shall not operate or maintain an aerodrome provided with runway lighting, without a secondary power supply.

Secondary power supply

(2) The Authority shall impose an administrative fine of P50 000 on an operator who fails to comply with the requirements of this regulations.

78. (1) An operator shall, where necessary, provide aerodrome beacon at an aerodrome intended for use at night, where —

Aeronautical beacon

(a) aircraft navigate is predominantly by visual means;

(b) reduced visibility is frequent; or

(c) it is difficult to locate the aerodrome from the air due to a surrounding light or terrain.

(2) An aerodrome operator shall provide an identification beacon at an aerodrome, which is intended for use at night and which is not easily identifiable from the air by other means.

(3) The location and characteristics of an aerodrome and an identification beacon described in subregulations (1) and (2) shall be in accordance with specifications issued by the Authority.

(4) The Authority shall impose an administrative fine of P50 000 on an operator who fails to comply with the requirements of this regulations.

PART XI — *Aeronautical visual aids*

Application of Part	79. This Part shall apply to all categories of aerodromes.
Wind direction indicators	80. (1) An operator shall provide and maintain at least one wind direction indicator for an aerodrome. (2) A wind direction indicator referred to in subregulation (1) shall be located so as to be visible to an aircraft in-flight or on the movement area and in such a way as to be free from the effects of air disturbances caused by nearby objects. (3) The characteristics of a wind direction indicator and the methods and procedures for installation and maintenance shall be in accordance with the methods and procedures approved by the Authority. (4) The Authority shall impose an administrative fine of P25 000 on an operator who fails to comply with the requirements of this regulations.
Signalling lamp	81. (1) An operator shall provide a signalling lamp at a controlled aerodrome and the characteristics and operating procedure of a signalling lamp shall be in accordance with specifications issued by the Authority. (2) The characteristics and operating procedure of a signalling lamp shall be in accordance with specifications set out in the BMAIS. (3) In this regulation, “controlled aerodrome” means an aerodrome where air traffic control services are provided.
Signal panel and signalling area	82. (1) The Authority may where it considers it necessary, require a signalling panel and a signalling area to be provided at an aerodrome for the safe operation of aircraft. (2) Where a signalling panel and signalling area is provided, the location and the characteristics of the signal area shall be in accordance with specifications issued by the Authority.
Markings	83. (1) An operator shall provide markings, in accordance with specifications approved by the Authority, for — (a) a paved runway centreline; (b) a paved runway edge; (c) a paved runway threshold; (d) a paved runway touchdown zone; (e) a paved runway holding position; (f) an aiming point; (g) a paved runway side stripe; (h) a paved runway turn pad; and (i) an intermediate holding position at an aerodrome. (2) A runway marking shall be white in colour. (3) The taxiway markings, runway turn pad markings and aircraft stand markings shall be yellow in colour. (4) Apron safety-lines shall be of a conspicuous colour, which shall contrast with that used for aircraft stand markings. (5) The application, location and characteristics of markers for unpaved runway edge markers, stopway edge markers, taxiway edge markers, taxiway centreline markers and boundary markers shall be in accordance with the specifications issued by the Authority. (6) The Authority shall impose an administrative fine of P25 000 on an operator who fails to comply with the requirements of this regulation.

84. (1) An operator shall ensure that where a VOR aerodrome checkpoint is established at an aerodrome, it is indicated by a VOR aerodrome checkpoint sign.

(2) The VOR aerodrome checkpoint location and characteristics shall be in accordance with specifications issued by the Authority.

85. An operator shall provide aircraft stand markings for designated parking positions on a paved apron in accordance with specifications issued by the Authority.

86. An operator shall provide apron safety lines on a paved apron as required by the parking configuration and ground facilities and in accordance with specifications issued by the Authority.

87. (1) An operator shall provide road-holding position markings at all road entrances to a runway as indicated in Schedule 7.

(2) A road-holding position marking provided under subregulation (1) shall be located across the road at all the holding positions.

88. (1) An operator shall provide a mandatory instruction marking and a sign to identify a location beyond which a taxiing aircraft or vehicle shall not proceed, except where it is authorised by the aerodrome control tower.

(2) Where it is impracticable to install a mandatory instruction marking or a sign in accordance with subregulation (1), the mandatory instruction marking or sign shall be provided on the surface of the pavement.

(3) The locations and characteristics of the mandatory instruction marking and sign shall be in accordance with specifications issued by the Authority.

(4) An operator shall provide the signs to convey mandatory instructions and information on a specific location or destination on a movement area, to provide surface movement guidance and control.

(5) The location and characteristics of the signs referred to in subregulation (4) shall be in accordance with the specifications issued by the Authority.

(6) The Authority shall impose an administrative fine of P50 000 on an operator who fails to comply with the requirements of this regulation.

89. Where an information sign is required but is physically impossible to install, an operator shall install the information marking in accordance with specifications issued by the Authority.

90. (1) An operator shall ensure that the visual aids for denoting obstacles are frangible and that those located near a runway or taxiway are sufficiently low to preserve clearance for propellers and for engine pods of a jet aircraft.

(2) The Authority shall impose an administrative fine of P25 000 on an operator who fails to comply with the requirements of this regulations.

91. An operator shall ensure that all fixed obstacles that extend above take-off climb surfaces are marked and that where the runway is used at night, the obstacles are lit in accordance with the specifications issued by the Authority.

92. (1) An operator shall ensure that restricted areas are marked in a manner that is visible to aircraft operating on the ground and in the air.

(2) Without prejudice to the generality of subregulation (1), markings denoting restricted areas such as closed runways and taxiways, non-load-bearing surfaces, pre-threshold areas and unserviceable areas shall be marked in accordance with the specifications issued by the Authority.

VOR
aerodrome
checkpoint
marking

Aircraft stand
markings

Apron safety
lines

Road-holding
positions

Mandatory
instruction
markings and
signs

Information
marking

Visual aids for
denoting
obstacles

Obstacles to
be marked or
lit

Visual aids
for denoting
restricted
areas

PART XII — *Aerodrome operational services, equipment, installations
and facilities*

Application
of Part

93. This Part shall apply to all categories of aerodromes except where otherwise specified.

Immigration,
customs and
health functions
at aerodromes

94. The Authority may, in consultation with the authorities responsible for immigration, customs and health, notify the public of any aerodrome which is introduced as, or ceases to be a place for landing or departure of aircraft in accordance with the laws relating to immigration, customs and health.

Supply of
aviation fuel
to aircraft

95. (1) An operator shall not cause or permit aviation fuel to be delivered to an aviation fuel installation or from it, to an aircraft unless when the aviation fuel is delivered to the installation, the operator is satisfied that —

- (a) the installation is capable of storing and dispensing the fuel so as not to render it unfit for use in an aircraft;
- (b) the installation is marked in an appropriate manner to the grade of the fuel stored or where different grades are stored in different parts, that each part is so marked;
- (c) in the case of delivery into the installation or part of the installation from a vehicle or vessel, the fuel has been sampled and is of the grade appropriate to that installation or part of the installation as the case may be and is fit for use in an aircraft; or
- (d) when aviation fuel is dispensed from the installation, the operator of the aviation fuel installation is satisfied after sampling, that the fuel is fit for use in an aircraft.

(2) An operator shall not cause or permit aviation fuel to be dispensed for use in an aircraft where the operator knows or has reason to believe that the aviation fuel is not fit for use in the aircraft.

(3) An operator of an aviation fuel installation shall not, on an aerodrome, supply fuel to an aircraft except at a place and in a manner approved by the operator.

(4) An approval granted by an operator under subregulation (3), may be subject to any conditions the operator may impose, in order to safeguard persons or property on the ground.

(5) An operator shall keep a written record for any aviation fuel installation, which includes —

- (a) particulars of the grade and quantity of aviation fuel delivered and the date of delivery;
- (b) particulars of all samples taken of the aviation fuel and of the results of the tests of those samples;
- (c) particulars of the maintenance and cleaning of the installation; and
- (d) particulars of all fuel dispensed and the date of dispensation.

(6) An operator shall preserve the written record for a period of twelve months or such longer period as the Authority may in a particular case direct and shall, within a reasonable time after being requested to do so by an authorised person, produce the record.

(7) Where it appears to the Authority or to an authorised person that aviation fuel is intended or likely to be delivered in contravention of this regulation, the Authority may direct an operator not to permit aviation fuel to be dispensed from an aviation fuel installation for a particular period of time.

(8) In this regulation —
“aviation fuel” means fuel intended for use in an aircraft; and
“aviation fuel installation” means any apparatus or container, including a vehicle designed, manufactured or adapted for the storage of aviation fuel or for the delivery of fuel to an aircraft.

(9) The Authority shall impose an administrative fine of P50 000 on an operator who fails to comply with the requirements of this regulations.

96. (1) This regulation shall apply to all categories of aerodromes.

Aerodrome
emergency
planning

(2) An operator shall, immediately after the issuance of a certificate under Part III or IV, establish an aerodrome emergency plan at an aerodrome, and the aerodrome emergency plan shall —

(a) be commensurate with the aircraft operations and activities conducted at an aerodrome; and

(b) provide for the coordination of the actions to be taken in the event of an emergency occurring at an aerodrome or in its vicinity.

(3) An emergency referred to in subregulation (2) (b) includes —

(a) an aircraft emergency;

(b) natural disasters and sabotage including bomb threats;

(c) unlawful seizure of aircraft;

(d) the effect of improper handling;

(e) transportation and storage of dangerous goods; and

(f) occurrences of building fires.

(4) An emergency plan shall provide for coordination with the rescue coordination centres and for the response and participation of all agencies whose assistance is required in the event of an emergency, including an emergency outside an aerodrome —

(a) fire department;

(b) police;

(c) medical and ambulance services;

(d) hospital; and

(e) military force.

(5) An emergency plan shall include —

(a) the types of emergencies planned for;

(b) the agencies to be involved in the plan;

(c) the responsibility and role of each agency, the emergency operation centre and the command post for each type of emergency;

(d) the names and contacts of offices or people to be contacted for each type of emergency; and

(e) a grid map of the aerodrome and its immediate vicinity.

(6) In developing an aerodrome emergency plan, an operator shall take into consideration the human factor principles to ensure optimum response by all existing agencies participating in the emergency operations.

(7) This regulation shall apply to aerodromes in categories A, BWA, BWB, BWC and where specified by the Authority.

(8) The Authority shall impose an administrative fine of P25 000 on an operator who fails to comply with the requirements of this regulations.

Maintenance of safety inspection programme

97. (1) An operator shall establish and maintain a safety inspection programme for the aerodrome.

(2) The safety inspection programme shall —

- (a) provide procedures to ensure that competent aerodrome personnel execute the programme effectively; and
- (b) provide a reporting system to ensure prompt correction of unsafe aerodrome conditions noted during any inspection.

Maintenance of fire prevention programme

98. (1) An operator shall establish a fire prevention programme with preventive measures against any possible fire on the aerodrome and identify a person to maintain the fire prevention programme for the aerodrome and the aerodrome buildings.

(2) Where an aerodrome does not have designated fire services, the operator shall arrange with the relevant local government authority or any other fire prevention authority to maintain a fire prevention programme for the aerodrome and to advise the operator of any dangerous conditions for rectification.

(3) An operator shall ensure that unsafe practices that may result in fire are not performed on the aerodrome or within its vicinity.

(4) Notwithstanding subregulation (3), where unsafe practices are performed during maintenance on the aerodrome, an operator shall alert the rescue and fire fighting services concerned, to be on standby for the duration of the unsafe practices.

(5) The Authority shall impose an administrative fine of P50 000 on an operator who fails to comply with the requirements of this regulations.

Aerodrome emergency exercise

99. (1) This regulation shall apply to all categories of aerodromes.

(2) An emergency plan established under regulation 89 shall contain procedures for periodic testing of the adequacy of the plan and for reviewing the results of the testing in order to improve the effectiveness of an emergency plan.

(3) Without prejudice to the generality of subregulation (2), an emergency plan shall be tested by conducting —

- (a) full scale emergency exercises every two years;
- (b) partial emergency exercises every year, to ensure that any deficiencies found during the full scale aerodrome emergency exercise are corrected and reviewed, or after an actual emergency, to correct any deficiency found;
- (c) table top emergency exercises every six months; and
- (d) contingency plan exercises in accordance with the Aviation Security Act.

(4) The Authority shall impose an administrative fine of P25 000 on an operator who fails to comply with the requirements of this regulation.

Emergency operation centre and command post

100. (1) An operator shall ensure that a fixed emergency operations centre at the aerodrome and a mobile command post at the scene of the emergency, are available for use during an emergency.

(2) This regulation shall apply to aerodromes in categories BWA, BWB, BWC and A, where required by the Authority.

(3) The Authority shall impose an administrative fine of P25 000 on an operator who fails to comply with the requirements of this regulations.

101. (1) This regulation shall apply to aerodromes in categories BWA, BWB and BWC and A, where required by the Authority.

Emergencies
in difficult
environment

(2) Where an aerodrome is located close to a water body or a swampy area or difficult terrain for approach or departure operation and where a significant portion of approach or departure operations takes place over such an area, the emergency plan established under regulation 89 shall include —

- (a) the ready availability of and coordination with appropriate specialist rescue services; and
- (b) the establishment, testing and assessment at regular intervals of a pre-determined response for the specialist rescue services.

102. (1) For purposes of this regulation, aerodromes shall be categorised in accordance with Table 2 in Schedule 2.

Aerodrome
rescue and fire
fighting
services

(2) An operator shall put in place rescue and fire fighting facilities commensurate with the category of the aerodrome as specified in Table 2 in Schedule 2.

(3) Where an aerodrome is located close to a water body, a swampy area or difficult terrain for approach or departure operations and where a significant portion of approach or departure operations takes place over such an area, specialist rescue services and fire-fighting equipment appropriate to the hazard and risk shall be made available.

(4) The level of protection provided at an aerodrome for rescue and fire fighting shall be appropriate to the aerodrome category which shall be determined using the principles in Table 2 in Schedule 2.

(5) The amounts of water for foam production and the complementary agents to be provided on the rescue and fire fighting vehicles shall be in accordance with an aerodrome category, determined using the principles in Table 3 in Schedule 2.

(6) All rescue and fire fighting personnel shall be properly trained, including training in human performance and team coordination and shall participate in live fire drills commensurate with the types of aircraft and rescue and fire fighting equipment in use at the aerodrome, including pressure-fed fuel fires.

(7) The minimum number of rescue and fire fighting vehicle provided at an aerodrome shall be as provided in the second column for the aerodrome category in the first column of Table 4 in the Second Schedule and shall correspond to the foam meeting performance in the third column of Table 3 in Schedule 2.

(8) This regulation shall not apply to aerodromes in categories B, C, D and E, unless otherwise specified by the Authority in the aerodrome licence.

(9) The Authority shall impose an administrative fine of P50 000 on an operator who fails to comply with the requirements of this regulation.

103. (1) An operator shall have in place a plan for the removal of disabled aircraft from the movement area or from an area adjacent to a movement area.

Removal of
disabled
aircraft

(2) The plan for the removal of disabled aircraft shall be based on the characteristics of the type of aircraft operations and shall include —

- (a) a list of equipment and personnel available for the purpose and the contact details of such personnel;
- (b) the arrangement for the rapid receipt of aircraft recovery equipment kits from other aerodromes, where applicable;
- (c) the name of the coordinator designated to implement the plan; and
- (d) particulars of the procedures for removing a disabled aircraft from the movement area or from an area adjacent to it.

(3) The plan referred to under subregulation (1) shall include particulars of the procedures for removing a disabled aircraft from the movement area or from an area adjacent to it.

(4) The Authority shall impose an administrative fine of P25 000 on an operator who fails to comply with the requirements of this regulations.

Apron
management
service

104. (1) This regulation shall apply to aerodromes in categories BWA, BWB and BWC.

(2) An operator shall provide an apron management service at an aerodrome where air navigation services are provided.

(3) The apron management service established under subregulation (2) shall be provided by an operator, an aerodrome air navigation service unit, or a combination of these, as may be specified for each category of aerodrome, in the AIP.

(4) Subject to subregulation (3), where an aerodrome control tower does not participate in an apron management service, procedures shall be established to facilitate the orderly transition of aircraft between the apron management unit and the aerodrome control tower.

(5) An operator shall ensure that, where an apron management service is established, radio communication facilities are provided.

(6) Where low visibility procedures are in effect, persons and vehicles operating in an apron shall be restricted to the essential minimum required to operate the area.

(7) An emergency vehicle responding to an emergency shall have priority over all other surface movement traffic and any vehicle operating on an apron shall give way to an emergency vehicle or to an aircraft which is about to taxi, or which is being pushed or towed.

(8) An aircraft stand at an apron where an apron management service is provided shall be visually monitored by an operator to ensure that the recommended clearance distances are provided to an aircraft using the stand.

(9) The Authority shall impose an administrative fine of P25 000 on an operator who fails to comply with the requirements of this regulation.

Ground
servicing
of aircraft

105. (1) An operator shall ensure that fire extinguishing equipment, suitable for at least the initial intervention in the event of a fuel fire, is readily available during the ground servicing of an aircraft, and that there is a manner of quickly summoning the rescue and fire fighting service in the event of a fire or major fuel spill.

(2) An operator shall ensure that, when an aircraft refuelling operation takes place while passengers are on board, embarking or disembarking, ground equipment is positioned in a manner that allows —

(a) the use of a sufficient number of exits for expeditious evacuation; and

(b) a ready escape route from each of the exits to be used in an emergency.

(3) The Authority shall impose an administrative fine of P25 000 on an operator who fails to comply with the requirements of this regulations.

Access of
ground
vehicles to
aerodrome
movement area

106. (1) This regulation shall not apply to aerodromes in categories B, C, D and E, unless otherwise specified by the Authority in the licence.

- (2) An operator shall —
- (a) limit the access of a ground vehicle used for aerodrome and aircraft operations, to the aerodrome manoeuvring area;
 - (b) provide adequate procedures for the safe and orderly access to the aerodrome and operation in the manoeuvring area of ground vehicles, where an air navigation service unit is in operation at the aerodrome, in order to ensure that each ground vehicle operating in the aerodrome manoeuvring area is controlled by —
 - (i) two-way radio communication between the vehicle and the air navigation service unit, or
 - (ii) an accompanying radio communication or an escort vehicle with adequate measures including signals or guards to control the vehicle, where the vehicle does not have a radio;
 - (c) provide adequate measures to ensure that ground vehicles operating in the aerodrome movement area are controlled by signs, pre-arranged signals or standards approved by the Authority, where an air navigation service unit is not in operation at the aerodrome; and
 - (d) ensure that any person who operates a ground vehicle on the aerodrome movement area is familiar with and complies with the rules and procedures for the operation of ground vehicles as approved by the Authority.

(3) An operator shall ensure that a person who has access to an aerodrome movement area wears coloured reflective gear which shall be conspicuously displayed while on the movement area.

(4) In this regulation, “gear” includes a vest, band, overcoat, helmet and socks.

(5) The Authority shall impose an administrative fine of P25 000 on an operator who fails to comply with the requirements of this regulations.

107. (1) This regulation shall not apply to aerodromes in categories B, C, D and E, unless otherwise specified by the Authority in the licence.

(2) A person shall not operate a vehicle on a manoeuvring area at an aerodrome where air navigation services are provided, except where authorised by an aerodrome control tower.

(3) A person shall not operate a vehicle on an apron of an aerodrome except where authorised by an operator.

(4) The driver of a vehicle operating on a movement area shall have a rotating beacon placed on the vehicle.

(5) The driver of a vehicle on a movement area shall comply with all mandatory instructions conveyed by markings and signs, when —

- (a) the vehicle is on the manoeuvring area or is on an apron, except where the driver is authorised by the aerodrome control tower; or
- (b) the vehicle is on an apron, except where the driver is authorised by the operator.

(6) The driver of a vehicle on a movement area shall comply with all mandatory instructions conveyed by lights and instructions issued by the aerodrome control tower when the vehicle is on a manoeuvring area or, by the appropriate designated authority, when the vehicle is on an apron.

(7) The driver of a vehicle on a movement area shall be appropriately trained for the tasks to be performed and shall be issued with an authorisation by the operator to perform the task trained for.

Aerodrome
vehicle
operation

- (8) The driver of a radio-equipped vehicle shall —
- (a) establish satisfactory two-way radio communication with the aerodrome control tower before entering a manoeuvring area;
 - (b) establish satisfactory two-way radio communication with the appropriate designated authority before entering an apron; and
 - (c) maintain a continuous listening watch on the assigned frequency while on the movement area.
- (9) The Authority shall impose an administrative fine of P25 000 on an operator who fails to comply with the requirements of this regulations.

Location,
construction
and
installation
of equipment
on operational
areas

108. (1) Except for air navigation purposes, a person shall not construct or install equipment or any installation on a runway strip, a runway end safety area, a taxiway strip, a clearway or within any distances determined by the Authority, where the construction or the equipment may endanger the safety of an aircraft.

(2) Where any equipment or installation required for air navigation purposes is to be located on a portion of a runway strip or on a runway end safety area, a taxiway strip, a clearway or within any distances determined by the Authority, the equipment or installation shall be located in accordance with the standards specified by the Authority.

(3) The Authority shall impose an administrative fine of P25 000 on an operator who fails to comply with the requirements of this regulations.

Fencing of
aerodromes
and installations

109. (1) This regulation shall apply to aerodromes in categories BWA, BWB, BWC and A.

(2) An operator shall provide a fence or a suitable barrier on the aerodrome —

- (a) to prevent the entrance into the movement area, of any animals likely to be a hazard to aircraft; and
- (b) to deter the inadvertent or premeditated access of an unauthorised person onto a non-public area of the aerodrome.

(3) An operator shall provide suitable means of protection for an aerodrome to deter the inadvertent or premeditated access of unauthorised persons into ground installations and facilities, essential for the safe operation of aircraft.

(4) The fence or barrier required under subregulation (2) shall be located so as to separate the movement area and other facilities or zones on the aerodrome which are vital to the safe operation of aircraft, from areas open to public use.

(5) An operator shall, where greater security is needed, provide a cleared area on both sides of the fence or barrier to facilitate the work of patrols and to make trespassing more difficult and provision for a perimeter road along the aerodrome fencing for the use of both maintenance personnel and security patrols may be made.

(6) Where the Authority considers it necessary for security reasons, the fence or barrier required under subregulation (2) shall be illuminated at a minimum essential level and the security lighting shall be located so that the ground area on both sides of the fence or barrier, particularly at access points, is illuminated.

(7) The Authority shall impose an administrative fine of P25 000 on an operator who fails to comply with the requirements of this regulations.

PART XIII – *Aerodrome maintenance*

110. (1) An operator shall, in order to maintain a facility in a condition that does not impair the safety, regularity and efficiency of air navigation, establish at the aerodrome, a maintenance programme, which shall include preventive maintenance measures.

Maintenance Programme

(2) In this regulation, “preventive maintenance measures” means programme maintenance work done to prevent failure or degradation of a facility.

(3) The Authority shall impose an administrative fine of P50 000 on an operator who fails to comply with the requirements of this regulations.

111. (1) An operator shall at all times ensure that —

Maintenance of pavements

- (a) the surface of pavements including runways, taxiways and aprons are kept clear of any loose stones or other objects which may cause damage to aircraft structures or engines or which may impair the operation of aircraft systems;
- (b) the surface of a runway is maintained in a condition that precludes formation of harmful irregularities such as water pools and rough surfaces;
- (c) the surfaces of the paved runways, taxiways and aprons, are maintained in a condition that provides good friction characteristics and low rolling resistance and the operator shall ensure that —
 - (i) measurements of the friction characteristics of the runway are made periodically with a continuous friction measuring device using self-wetting features,
 - (ii) corrective maintenance action is taken whenever the friction characteristics for the entire runway or portion of it are below the prescribed minimum friction level or minimum maintenance planning level, and
 - (iii) where the drainage characteristics of a runway, or portions of the runway are poor due to slopes or depressions, the runway friction characteristics are assessed under natural or simulated conditions that are representative of local rain and that corrective maintenance action is taken where necessary;
- (d) where a taxiway is used by turbine-engine aircraft, the surface of the taxiway shoulders is maintained so as to be free of any loose stones or other objects that may be ingested by the aircraft engines; or
- (e) any standing water, mud, dust, oil, rubber deposits and other contaminants are removed to minimise accumulation, with priority given to runways, taxiways, aprons, holding bays and other areas, in that order.

(2) An operator shall ensure that the overlaying of runway pavements is done in accordance with the BMAIS so that aircraft operations do not experience down ramp.

(3) An operator who contravenes this regulation commits an offence and is liable to a fine not exceeding P1 000 000, or to imprisonment for a term not exceeding two years, or to both.

Preventive maintenance of visual aids

112. (1) An operator shall not operate an aerodrome unless a system of preventive maintenance of visual aids is employed at the aerodrome.

(2) The system of preventive maintenance required under subregulation (1) shall, if employed for instrument precision approach runways categories I and II include —

- (a) visual inspections and in-field measurement of the intensity, beam spread and orientation of lights included in the approach and runway lighting systems;
- (b) control and measurement of the electrical characteristics of each circuitry included in the approach and runway lighting systems; and
- (c) control of the correct functioning of the light intensity settings used by air traffic control unit.

(3) The in-field measurements of intensity, beam spread and orientation of lights applicable to instrument precision approach runways categories I and II shall be undertaken by measuring all lights, as far as practicable to ensure conformity with specifications issued by the Authority, using a mobile measuring unit of sufficient accuracy to analyse the characteristics of individual lights.

(4) The frequency of measurement of lights shall be done at least twice a year for instrument precision approach runways categories I and II and at least once a year for other lights.

(5) An operator who is required to employ a system of preventive maintenance under subregulation (1) for instrument precision approach runways categories I and II operations and for operations under runway visual range conditions shall comply with specifications issued by the Authority.

(6) The Authority shall impose an administrative fine of P25 000 on an operator who fails to comply with the requirements of this regulations.

Construction or maintenance activities during periods of low visibility operations

113. (1) An operator shall ensure that any construction or maintenance activity is not undertaken in the proximity of aerodrome electrical systems at any time during periods of low visibility operations.

(2) The Authority shall impose an administrative fine of P25 000 on an operator who fails to comply with the requirements of this regulations.

Works on aerodrome

114. (1) An operator shall establish procedures and precautions to ensure that any work carried out on an aerodrome does not endanger the safety of any aircraft operations.

(2) The procedures and precautions in subregulation (1) shall comply with standards approved by the Authority.

(3) The Authority shall impose an administrative fine of P50 000 on an operator who fails to comply with the requirements of this regulations.

PART XIV — *Electrical systems*

Electrical power supply systems for air navigation facilities

115. (1) This Part shall apply to categories of aerodromes where aeronautical electrical systems have been installed.

(2) An operator shall not operate an aerodrome unless adequate primary power supply systems are made available for the safe functioning of air navigation services and facilities.

(3) The design and provision of electrical power systems for aerodrome visual and radio navigation aids shall be such that equipment failure does not leave a pilot-in-command with inadequate visual information, non-visual guidance or misleading information.

(4) Where secondary power is required for air navigation services and facilities, an operator shall arrange the electric power supply connection to ensure that aerodrome facilities are automatically connected to the secondary power supply upon failure of the primary power supply.

(5) Subregulation (4) applies to non-instrument runways except that a secondary power supply for visual aids may not be provided where an emergency lighting system is provided and is capable of being deployed within 15 minutes.

(6) An operator shall, where the primary runway is an instrument non-precision approach runway, provide a secondary power supply capable of fulfilling the requirements of subregulation (4), except that a secondary power supply for visual aids need not be provided for more than one instrument non-precision approach runway.

(7) An operator shall provide the following aerodrome facilities with secondary power supply capable of supplying power where there is a failure of the primary power supply —

- (a) a signalling lamp and the minimum lighting necessary to enable air navigation services personnel to carry out their duties;
- (b) all obstacle lights which, in the opinion of the Authority are essential to ensure the safe operation of an aircraft;
- (c) approach, runway and taxiway lighting;
- (d) meteorological equipment;
- (e) essential security lighting, if provided;
- (f) essential equipment and facilities for the aerodrome emergency agencies;
- (g) floodlighting on a designated isolated aircraft parking position if provided; and
- (h) illumination of apron areas over which passengers may walk.

(8) The maximum switch-over time between failure of the primary source of power and the secondary source of power for the services required by subregulation (7) shall be as indicated in Table 5 in Schedule 2.

(9) In this regulation, “switch-over time” means the time required for the actual intensity of a light measured in a given direction to fall from 50 per cent and recover to 50 per cent during a power supply changeover, when the light is being operated at intensities of 25 per cent or more.

(10) The Authority shall impose an administrative fine of P50 000 on an operator who fails to comply with the requirements of this regulations.

PART XV — Reporting of information to aeronautical information services

116. This Part shall apply to all categories of aerodromes.

Application of Part

117. (1) An operator shall ensure that all information relating to the aerodrome and its facilities, which is significant for the conduct of flights to and from the aerodrome, is available to the users of the aerodrome.

Information for users of aerodromes

(2) An operator shall be responsible for notifying the aeronautical information services of any errors and omissions in the aeronautical information of operational significance, published in the AIP or the AIC or in the NOTAM, and of any pending changes in the aerodrome or its facilities which are likely to affect this information.

(3) An operator shall provide the following information on the guidance of pilots and operators —

- (a) the pavement classification number (PCN) and the PCN reported shall indicate that an aircraft with an aircraft classification number (ACN) equal to or less than the reported PCN can operate on the pavement subject to any limitation on the tire pressure, or aircraft all-up mass for specified aircraft type;
 - (b) construction or maintenance work on or immediately adjacent to any manoeuvring area;
 - (c) unserviceable portions of any part of a manoeuvring area;
 - (d) the runway surface conditions when affected by water, damp, water patches or flooded, as appropriate;
 - (e) parked aircraft or other objects on, or immediately adjacent to the taxiways;
 - (f) the presence of other temporary hazards;
 - (g) failure or irregular operation of any part of the aerodrome lighting system, or of the aerodrome main and secondary power supplies;
 - (h) failures, irregular operations and changes in the operational status of any electronic approach or navigation aid, or aeronautical communication facility;
 - (i) failures and changes in the runway visual range observer system;
 - (j) information concerning the level of protection provided at an aerodrome for aircraft rescue and fire fighting purposes;
 - (k) the level of protection normally available at an aerodrome expressed in terms of the category of the rescue and fire fighting services as described in regulation 103 of these Regulations and in accordance with the types and amounts of extinguishing agents normally available at the aerodrome; and
 - (l) any other information of operational significance.
- (4) The Authority shall impose an administrative fine of P50 000 on an operator who fails to comply with the requirements of this regulations.

Action for
occurrences
of operational
significance

118. (1) An operator shall take immediate action to amend the information contained in the Aeronautical Information Circular and where necessary, promulgate the change by NOTAM through the Aeronautical Information Services using the Aeronautical Information Services address notified in the Aeronautical Information Circular, where any of the following conditions occur or are anticipated, —

- (a) changes in the availability of the manoeuvring area and changes in the runway declared distance, provided that increases in declared distances may only be made with the approval of the Authority;
- (b) significant changes in aerodrome lighting and other visual aids;
- (c) presence or removal of temporary obstructions to aircraft operation in the manoeuvring area;
- (d) presence of airborne hazards to air navigation;
- (e) interruption, return to service, or major changes to rescue facilities and fire fighting services available, provided that permanent changes to the promulgated rescue fire fighting category may only be made with the approval of the Authority;
- (f) failure of, or return to, operation of hazard beacons and obstruction lights on or in the vicinity of the aerodrome;
- (g) erection or removal of obstructions to air navigation, and erection or removal of significant obstacles in take-off, climb or approach areas;
- (h) air displays, air races, parachute jumping, or any unusual aviation activity; and
- (i) any other information of operational significance.

(2) Where any condition in subregulation (1) arises at short notice, an operator shall notify the Authority to issue a NOTAM.

(3) Where any condition in subregulation (1) is intended, the operator shall make a written request to the Authority, for the amendment of the AIP, AIC or for supplementary action.

(4) The Authority shall impose an administrative fine of P25 000 on an operator who fails to comply with the requirements of this regulations.

119. (1) The Authority shall initiate a NOTAM action —

- (a) for the establishment or withdrawal of electronic aids to air navigation; and
- (b) for changes in the regularity or reliability of operation of any electronic aid to air navigation or aeronautical communication facility.

(2) An operator or a person in charge of a navigation facility shall request, from the Authority, for a NOTAM action, or an amendment or a supplement of AIP or AIC.

(3) The Authority shall impose an administrative fine of P50 000 on an operator who fails to comply with the requirements of this regulations.

120. (1) An operator shall provide the Authority with accurate aeronautical data as specified in Schedule 6, for publication in the AIP or AIC.

(2) An operator shall ensure that aerodrome related aeronautical data is adequate and accurate and that the integrity of the data is maintained and protected throughout the data process from survey or origin up to the next intended user.

(3) An operator shall determine and report aerodrome related aeronautical data in accordance with prescribed accuracy and integrity requirements while taking into account the established quality system procedures.

(4) The accuracy requirements for aeronautical data shall be based upon a 95 per cent confidence level and in that respect, three types of positional data shall be identified, namely —

- (a) surveyed points;
- (b) calculated points; and
- (c) declared points.

(5) Without prejudice to the generality of subregulations (1), (2), (3) and (4), the determination and reporting of aerodrome aeronautical data shall be in accordance with the accuracy and integrity levels issued by the Authority or by a person in charge of a navigation facility.

(6) Subject to subregulation (5), the following classification and data integrity levels shall apply —

- (a) critical data, integrity level 1×10^{-8} : where there is a high probability, when using corrupted critical data that the continued safe flight and landing of an aircraft may be severely at risk with the potential for catastrophe;
- (b) essential data, integrity level 1×10^{-5} : where there is a low probability, when using corrupted essential data that the continued safe flight and landing of an aircraft may be severely at risk with the potential for catastrophe; and
- (c) routine data, integrity level 1×10^{-3} : where there is a very low probability when using corrupted essential data that the continued safe flight and landing of an aircraft may be severely at risk with the potential for catastrophe.

(7) The Authority shall impose an administrative fine of P25 000 on an operator who fails to comply with the requirements of this regulations.

Action for occurrences affecting electronic aids, communication facilities

Aeronautical data reporting

PART XVI — Exemptions

Application of Part

121. This Part shall apply to all categories of aerodromes.

Application for exemption

122. (1) A person may apply to the Authority for an exemption, under section 90 (4) of the Act, from any provision of these Regulations.

(2) An application for an exemption shall be submitted to the Authority at least 60 days before the proposed effective date of exemption.

(3) An application for exemption shall contain —

(a) the name, physical address, mailing address, telephone number, fax number and electronic mail address of the applicant, where available;

(b) the specific requirement from which the applicant seeks exemption;

(c) justification for the exemption;

(d) a description of the type of operations to be conducted under the proposed exemption;

(e) the proposed duration of the exemption;

(f) a detailed description of the alternative means by which the applicant is to ensure a level of safety equivalent to that established by the regulation from which the exemption is applied for;

(g) a review of any known safety concerns related to the required exemption, including information about any relevant accidents or incidents of which the applicant is aware; and

(h) any other relevant information that may be required by the Authority.

(4) Where the applicant seeks emergency processing of an application for an exemption, the application shall contain facts and reasons to support the reasons for not filing the application within the time specified in subregulation (2) and satisfactory reasons for deeming the application an emergency.

(5) The Authority may refuse an application made under subregulation (4) where in the opinion of the Authority, the reasons given for emergency processing are not satisfactory.

(6) An application for exemption shall be accompanied by a fee prescribed by the Authority.

Initial review by Authority

123. (1) The Authority shall review an application for exemption made under regulation 122 (1) for accuracy and compliance according to the requirements of regulation 122.

(2) Where the Authority determines that an application for an exemption meets the requirements of regulation 122, the Authority shall publish, in at least one local newspaper with wide circulation, a detailed summary of the application, for public comment, specifying the date by which the comments are to be received by the Authority for consideration.

(3) Where an applicant does not meet the requirements of regulation 122, the Authority shall inform the applicant and no further action shall be taken on that application.

Evaluation of application for exemption

124. (1) The Authority shall conduct an evaluation of an application for an exemption after an initial review in accordance with regulation 122, to determine whether —

(a) the application by the applicant provides a level of safety equivalent to that established by the regulation from which the exemption is sought;

(b) a grant of the exemption would contravene the applicable standards; and

(c) the request should be granted or refused and if issued, any conditions or limitations that may be part of the exemption.

(2) The Authority shall inform the applicant in writing and publish a detailed report of its evaluation and decision to grant or deny the application for exemption.

(3) The report referred to in subregulation (2) shall specify the recommended duration of the exemption, where the exemption is proposed to be granted, and any recommended conditions or limitations of the exemption.

(4) Where an exemption affects a significant population of the aviation industry, the Authority shall publish the report in the AIP.

PART XVII — *Miscellaneous*

125. This Part shall apply to all categories of aerodromes.

Application
of Part

126. (1) A person shall not —

Use and
retention of
licenses,
certificates and
records

- (a) use a certificate, licence, approval, permission, exemption or any other document issued or required by these Regulations which is forged, altered, revoked, or suspended, or which the person is not entitled to use;
- (b) forge or alter a certificate, licence, approval, permission, exemption or any other document issued or required by these Regulations;
- (c) lend a certificate, licence, approval, permission, exemption or any other document issued or required by these Regulations to any other person; or
- (d) make any false representation for the purpose of procuring for himself, herself or any other person the issue, renewal or amendment of a licence, certificate, approval, permission or exemption or other document.

(2) A person shall not, during the period for which a licence, certificate or record is required to be preserved under these Regulations —

- (a) mutilate, alter, render illegible or destroy a licence, certificate or any entry made in any record;
- (b) knowingly make, procure or assist in the making of any false entry in a licence, certificate or record; and
- (c) wilfully omit to make a material entry in a licence, certificate or record.

(3) A record required to be maintained under these Regulations shall be recorded on a permanent and indelible material.

(4) A person shall not purport to issue a licence, certificate or an exemption under these Regulations unless that person is authorised to do so.

(5) The Authority may suspend or revoke a certificate of an operator who contravenes any provision of these Regulations.

(6) A person who contravenes the provisions of this regulation commits an offence and is liable, on conviction, to a fine not exceeding P5 000 000, or to imprisonment for a term not exceeding 10 years, or both.

127. Any certificate, licence, exemption or document issued by the Authority under these Regulations shall be reproduced by the Authority, on request by the licensee, certificate holder, exemption holder or owner of the document, at a fee specified in Schedule 7.

Replacement
of certificate,
licences or
documents

128. (1) The Authority shall charge the fees specified in Schedule 7 in connection with —

Aeronautical
user charges

- (a) the issuance, validation, renewal, extension or variation of any certificate, licence or any document, including a copy of any of these;
- (b) the undertaking of any examination, test, inspection or investigation;
- (c) the change of name of an operator appearing on a certificate or licence; or
- (d) the grant of any permission or approval required for the purpose of these Regulations.

(2) The Authority shall, with regard to aerodromes established by the Authority, charge fees specified on Schedule 7 in connection with —

- (a) aircraft landing fees;
- (b) aircraft parking fees;
- (c) passenger service charges;
- (d) use or rental of any assets of the Authority; or
- (e) any other services related to the functions of the Authority.

(3) Where an application for which any fee charged under subregulation (1) is made, the applicant shall, before the application is processed, pay the required fee.

(4) The Authority shall not refund any fee where an application is withdrawn after payment of a fee or where the application ceases to have effect or is refused.

Dangerous
light

129. (1) A person shall not exhibit a light in the vicinity of an aerodrome which, by its glare, endangers the safety of an aircraft arriving or departing from the aerodrome.

(2) Where in the opinion of the Authority, a light appears to be capable of endangering the safety of an aircraft as described in subregulation (1), the Authority may direct the operator of the place where the light is exhibited or the person having charge of the light, to extinguish the light and to prevent, the exhibition of the light, for a period, as may be specified by the Authority.

(3) Any person who contravenes this regulation commits an offence and is liable to a fine not exceeding P5 000 000, or to imprisonment for a term not exceeding 10 years, or to both.

Lighting of
en-route
obstacles

130. (1) An operator or a person in charge of an en-route obstacle shall ensure that the en-route obstacle is fitted with medium intensity steady red light —

- (a) positioned as close as possible to the top of the obstacle; and
- (b) spaced as far as practicable, equally between the top lights and ground level with an interval not exceeding 33 metres, at the intermediate levels.

(2) Where any light which is required by this regulation to be displayed fails, the operator or the person in charge of an en-route obstacle shall repair or replace the light as soon as is reasonably practicable, but not later than twenty four hours after the failure of the light.

(3) Subject to subregulation (2), the operator or the person in charge of an en-route obstacle shall ensure that the lights required to be fitted by this regulation are displayed.

(4) The operator or the person in charge of an en-route obstacle shall ensure that sufficient light is fitted and arranged at each level of an obstacle where lights are required to be fitted, so as to show, when displayed, in all directions.

(5) The Authority may direct that an en-route obstacle is fitted with additional lights which shall be displayed in such positions and at such times as the Authority may specify.

(6) In this regulation —

“en-route obstacle” means any building, structure or erection, which is one hundred metres or more, above ground level, except a building, structure or erection, which is in the vicinity of an aerodrome; and

“medium intensity steady light” means a light, which complies with the characteristics described for a medium intensity type C light as specified in the BMIAS.

(7) The Authority shall impose an administrative fine of P50 000 on an operator who fails to comply with the requirements of this regulations.

131. (1) Where an aerodrome does not meet the requirements of any standards issued by the Authority, the Authority —

- (a) may determine, after carrying out aeronautical studies, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant standard; and
- (b) shall inform the operator to comply with condition and procedures from the aeronautical studies.

(2) The Authority shall close an aerodrome, suspend or revoke a certificate where an operator fails to comply with the condition and procedures from aeronautical studies conducted under subregulation (1).

132. Any deviation from a standard issued by the Authority or procedures in these Regulations shall be set out in an endorsement on the aerodrome manual and shall be approved by the Authority.

133. The Authority shall —

- (a) carry out such safety inspections and audits as may be necessary for the purpose of verifying the validity of an application for construction and operation of an aerodrome; and
- (b) carry out safety inspections and audits of any document and records of an operator, which may be necessary to determine compliance with the appropriate requirements as prescribed in these Regulations.

134. (1) A person shall not operate, or cause or permit an aerodrome to be operated unless there is a policy of insurance in force in relation to the aerodrome.

(2) A policy of insurance shall be of no effect for the purposes of subregulation (1) unless —

- (a) there has been issued by the insurer to the operator a certificate in relation to the policy of insurance in such form and containing such particulars as the Authority may prescribe, and
- (b) the operator has sent, or caused to be sent, to the Authority a copy of the certificate required under subregulation (1).

(3) Where a policy of insurance expires, a licence or certificate issued under these Regulations in respect of the aerodrome to which the policy of insurance relates, shall be deemed to have been revoked.

(4) A licence or certificate shall not be renewed or amended under these Regulations, in relation to the operation of an aerodrome where the policy of insurance expires.

(5) For the purpose of this regulation, “policy of insurance” means a policy which insures an operator against liability in respect of loss and damage caused to any person or property at that aerodrome and which complies with any conditions as may be prescribed by the Authority.

(6) This regulation shall not apply to aerodromes in categories C, D and E, unless required by the Authority.

135. The standards and recommended practices for heliports design and operations are contained in the International Civil Aviation Organization, Annex 14 Volume II.

Aeronautical studies

Deviations from standards

Safety inspections and audits

Obligation to insure aerodrome

Heliports

Use of Military Aerodromes	<p>136. (1) A person shall not operate a civil aircraft in a military aerodrome without the written consent of the Authority.</p> <p>(2) The Authority shall impose an administrative fine of P25 000 on a person who fails to comply with the requirements of this regulations.</p>
Accident investigation	<p>137. (1) An accident or incident on an aerodrome shall be investigated in accordance with Part XV of the Act and the Civil Aviation (Accident and Investigation) Regulations.</p> <p>(2) Subject to subregulation (1), the Authority may conduct its own internal investigations to determine if any breach of aerodromes safety regulations and requirements contributed to an accident or incident.</p>
General penalty	<p>138. A person who contravenes any of the provisions of these Regulations for which no penalty is prescribed, commits an offence and is liable to a fine not exceeding P5 000 000, or to imprisonment for a term not exceeding 10 years, or to both.</p>
Savings and transition	<p>139. (1) A licence, certificate or any document issued to any operator before the commencement of these Regulations shall continue in force as if issued under these Regulations, until the licence, certificate or document expires or is revoked by the Authority.</p> <p>(2) Any person who, immediately before the commencement of these Regulations was operating as an operator shall, within six months after the commencement of these Regulations, comply with these Regulations.</p>

SCHEDULES

Schedule 1

FORMS

Form A

(reg 11 (4))

AERODROME ESTABLISHMENT CERTIFICATE APPLICATION FORM

An aerodrome establishment certificate applicant shall complete both section 1 and 2 of the application, below, in full.

Section 1. PARTICULARS REGARDING THE APPLICANT

1.1 Full name of Applicant:

1.2 (a) Proposed Aerodrome Name:

(b) Geographical Position: South.....East.....

(c) Aerodrome Category:

1.3 Physical address:

1.4 Postal address:

1.5 Telephone number:

1.6 Telefax number:

1.7 Cellular phone number:

1.8 E-mail address:

1.9 Legal status of applicant/holder (individual/close corporation/company/trust/other – specify):

1.10 Registration number in the case of a close corporation/company/trust:

1.11 Full particulars in respect of the individual/each responsible director/shareholder/partner/member/office bearer:

Name	Position	Identity number	Nationality	Country of permanent residence
-------------	-----------------	------------------------	--------------------	---------------------------------------

1.12 Are you the owner of the aerodrome site?.....(enclosed proof of ownership)

(a) If yes, please enclose documents of ownership; and

(b) If not, please enclose any documented rights you hold over the site.

Section 2

2.1 The Aerodrome Design Plans shall clearly show, as prescribed by the Authority:

aerodrome physical characteristics (minimum runway dimensions – 1200m x 18m for categories BWA, BWB, BWC, A and B)

- obstacle limitation surfaces
 - integrated security measures in accordance with the Civil Aviation (Security) Regulations
 - visual aids for navigation obstacles and restricted areas
 - appropriate equipment and installations
 - airspace classification, where appropriate
 - topographical map, indicating contours at one (1) meter intervals
- 2.2 Before submitting an application for an aerodrome establishment certificate, the applicant shall consult all relevant land authorities and enclose consent letters from the following:

- Ministry of Lands and Housing where the aerodrome site is on State Land
- Local Land Board and Tribal Authority where the aerodrome site is on tribal land
- the Director of the Department of Environmental Affairs
- the Director of Wildlife and National Parks
- the District Commissioner

Signature of Applicant.....Date.....

Form B

(reg 12 (1))

AERODROME ESTABLISHMENT CERTIFICATE

Ref: CAAB.....

Date:

Address:

Dear Sir/Madam

AERODROME ESTABLISHMENT CERTIFICATE

Your application for an Aerodrome Establishment Certificate, and the subsequent site inspection conducted by the Civil Aviation Authority of Botswana (CAAB), on, refer.

The Civil Aviation Authority of Botswana (CAAB) is pleased to grant.....

....., an Aerodrome Establishment Certificate, for the

construction of an aerodrome at....., as shown in your plans dated

..... The approval is granted on the following conditions:

- (a) The design and construction of the aerodrome is undertaken by a person registered by the relevant professional body;
- (b) The Authority shall inspect the site of the aerodrome during construction to ascertain compliance with standards prescribed in the Procedures for the Licensing of Private Aerodromes; and
- (c) (the Aerodrome Operator) shall apply for a licence to operate the aerodrome, as an....., or a certificate to open the aerodrome for public use as an....., once construction is complete.

Yours faithfully

Aerodromes Inspector.....Signature.....Date.....

CAAB Stamp

1.10 Registration number in the case of a close corporation/company/trust:

1.11 Full particulars in respect of the individual/each responsible director/shareholder/partner/member/office bearer:

Name	Position	Identity number	Nationality	Country of permanent residence
-------------	-----------------	------------------------	--------------------	---------------------------------------

1.13 Are you the owner of the aerodrome site?

(a) If yes, please enclose documents of ownership; and

(b) If not, please enclose any documented rights you hold over the site.

SECTION 2. AERODROME LICENCE

2.1 (a) Proposed name for aerodrome.....

(b) Category aerodrome applied for:.....

2.2 (a) For what purpose is the aerodrome intended?.....

.....

(b) Operational hours:.....

2.3 (a) Geographical Position :

South°-,'-,.....” East.....°-,'-,.....”

(b) Elevation.....m

(c) Direction and distance from nearest populous area City/Town/ Village.....

.....

(d) Name of and distance from the nearest aerodrome

2.4 (a) Runway particulars: length.....width.....

(b) Runway Plan Attached Yes.....No.....

2.5 Aerodrome Facilities in place —

- (a) Fire extinguishing service
- (b) First Aid
- (c) Rescue equipment.....
- (d) Fuel (type).....
- (e) Perimeter fence type.....
- (f) Other facilities.....

2.6 Supporting documents:

Mark the appropriate block

- Aerodrome manual
- Environmental impact report
- Consent Letter from Ministry of Lands and Housing where the aerodrome site is on State Land
- Consent Letter from Local Land Board and Tribal Authority where the aerodrome site is on tribal land
- Consent letter from the Director of the Department of Environmental Affairs
- Consent letter from the Director of Wildlife and National Parks
- Consent letter from the District Commissioner
- Plans of the aerodrome

SECTION 3. AMENDMENT OF AERODROME LICENCE

3.1 Licence number:

3.2 Expiry date:

3.3 Particulars of amendments applied for:

3.4 Particulars of non-compliance with or deviations from aerodrome design, operation or equipment standards in respect of amendments applied for:

3.5 Particulars of non-compliance with or deviations from airspace classification requirements in respect of amendments applied for:

3.6 Supporting documents:

Mark the appropriate block

- Amended Aerodrome Operations Manual
- Consent Letter from Ministry of Lands and Housing where the aerodrome site is on State Land
- Consent Letter from Local Land Board and Tribal Authority where the aerodrome site is on tribal land
- Consent letter from the Director of the Department of Environmental Affairs
- Consent letter from the Director of Wildlife and National Parks
- Consent letter from the District Commissioner
- Plans of the aerodrome (as amended)

SECTION 4. RENEWAL OF AERODROME LICENCE

4.1 Licence number: 4.2 Expiry date:

4.3 Category of aerodrome applied for:

4.4 Particulars of non-compliance with or deviations from aerodrome design, operation or equipment standards in respect of amendments:

4.5 Particulars of non-compliance with or deviations from airspace classification requirements:

4.6 Supporting documents:

Mark the appropriate block

- Aerodrome Operations manual

Signature of Applicant.....Date.....

Form D

(reg 20 (1))

AERODROME LICENCE

Pursuant to Part IV of Civil Aviation (Aerodromes) Regulations, 2012, the Chief Executive Officer of the Civil Aviation Authority of Botswana hereby grants the following licence, subject to the conditions attached:

1. Licence number:
2. Expiry date:
3. Aerodrome Category:
4. Description of aerodrome:
5. Name of holder:
6. Special Restrictions:

The aerodrome shall be available for appropriate use by aircraft of maximum take-off mass not exceedingkg, and shall only be available for use by air traffic.

7. Aerodromes Inspectorate:

I..... hereby certify that the holder of this licence has been duly licensed in accordance with Part IV of the Civil Aviation (Aerodromes) Regulations, 2012.

Signature:..... Date:.....

Official Stamp

Form E

(reg 29 (2) (a), 33 (1) (e) and 34 (1))

**APPLICATION FOR AERODROME CERTIFICATE,
AMENDMENT OR RENEWAL**

Mark the appropriate block

- Application for new Certificate
- Application for amendment of Certificate
- Application for renewal of Certificate

1. Particulars of the applicant

Full Names:

Address:

.....

..... Postal Code:

Position:

Phone:..... Fax:..... E-mail:

2. Particulars of the aerodrome site

Aerodrome Name:

Real Property Description:

.....

.....

.....

Geographical Coordinates of the Aerodrome Reference Point:

Latitude: Longitude:

(in degrees, minutes and tenths of minutes and in WGS-84 format)

3. Is the applicant the owner of the Aerodrome Site?

Yes/No (enclose proof of ownership)

If No, please provide:

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

4. Details of aerodrome

Intended commencement date of aerodrome operations:

Operating hours:

Largest type of aircraft expected to operate at aerodrome:

Intended aerodrome reference code:

Intended type of runway: Non-instrument/Non-precision

Precision CAT I CAT II CAT III

Annual aerodrome traffic forecast:

Intended rescue & fire-fighting category:

5. Is the aerodrome to be used for regular public transport operations?

Yes/No

6. Details to be shown on the aerodrome certificate

Aerodrome Name:

Aerodrome Operator:

Address:

Aerodrome Category

7. Application for new certificates and certificate amendments shall be accompanied by the following: (Part 7 is not applicable in case of certificate renewal) –

- three hard copies and three soft copies (3 CDs) of the aerodrome manual;
- a plan for the aerodrome;
- an environmental impact assessment report;
- approval from any relevant authority;
- proof of financial capability to operate an aerodrome safely;
- particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards;
- proof of financial capability to operate an aerodrome safely;
- particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards;
- particulars of the airspace classification requirements; and
- a topographical map of the proposed aerodrome site as specified by the Authority, indicating contours at one meter intervals.

8. An application for the renewal of a certificate shall be accompanied by –

- three hard copies and three soft copies (3 CDs) of the aerodrome manual;
- proof of financial capability to operate an aerodrome safely; and
- particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards.

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

My authority to act on behalf of the applicant is:.....
.....

Signed: Date:

Name of person making the declaration:.....

Form F

(reg 29 (2) and 30 (1))

AERODROME CERTIFICATE

Aerodrome Certificate No.: Expiry Date:

Name of Aerodrome:

Aerodrome Category:

Location of Aerodrome:

Name and Address of Aerodrome Operator:

.....

1. The Civil Aviation Authority, through the Chief Executive Officer, or his or her delegated authority, acting under the Civil Aviation Act 2011, having —

- (a) been satisfied that the Aerodrome Operator is competent to operate and maintain its Aerodrome properly, such that it is safe for use by aircraft;
- (b) accepted that the Aerodrome Operations Manual submitted is accurate and complies with the requirements under the Civil Aviation (Aerodrome) Regulations, 2012;
- (c) checked that the Aerodrome Operator’s aerodrome facilities, services and equipment comply with the standards specified in the Botswana Manual of Implementing Aerodromes Standards;
- (d) checked that the Aerodrome Operator’s aerodrome operating procedures make satisfactory provision for the safety of aircraft; and
- (e) been satisfied that an acceptable safety management system is in place at the Aerodrome Operator’s aerodrome,

in exercise of the power contained in Civil Aviation (Aerodrome) Regulations 2012, hereby certifies the above-mentioned aerodrome to be used as a place for the take-off and landing of aircraft, or for such purposes as may be specified by the Chief Executive Officer, or his or her delegated authority, subject to the conditions listed in the schedule in the overleaf.

2. The aerodrome certificate shall not be transferable to any person without the prior approval in writing of the Authority, and any purported transfer of an aerodrome certificate shall be void and of no effect.

CAAB Authorised Signature Date.....

Official Stamp

SCHEDULE TO CERTIFICATE

General Conditions

1. The Aerodrome Operator shall ensure that all the aerodrome facilities, equipment, services and procedures are operated and/or maintained properly and efficiently in accordance with the Aerodrome Operations Manual submitted to the Authority, the applicable standards and recommended practices set out in the Botswana Manual of Implementing Aerodromes Standards and any condition specified in this Aerodrome Certificate.
2. Rescue and fire fighting services and equipment must be kept ready for immediate turnout at all times when the aerodrome is available for the take-off and landing of aircraft.
3. The Aerodrome Operator shall ensure that the copy of the Aerodrome Operations Manual is submitted to and kept by the Authority are always kept complete and current.
4. The Aerodrome Operator shall also ensure that each member of the aerodrome operating staff is aware of the contents of the every part of the Aerodrome Operations Manual relevant to his or her duties and undertakes his or her duties in conformity with the relevant provisions of the Aerodrome Operations Manual.
5. The Aerodrome Operator shall ensure that an adequate number of qualified and skilled personnel are employed to perform all critical activities for the operation and maintenance of its aerodrome, and that a programme to upgrade the competency of the personnel is in place.
6. The Aerodrome Operator shall ensure that appropriate air traffic services are available to ensure the safety of aircraft in the airspace associated with his aerodrome, and that proper coordination with the agencies responsible for aeronautical information services, meteorological services, security and other areas related to safety are established.
7. The Aerodrome Operator shall establish and implement an operating safety management system at the aerodrome that complies with the standards set out in the Regulations.
8. The Authority shall be granted free access to the aerodrome and any associated facility, equipment, document, record and operator personnel relating to the operation, safety or security of the aerodrome for the purpose of inspection, testing and/or verification of performance.
9. The Aerodrome Operator shall notify the agency responsible for aeronautical information services of any change to any aerodrome facility or equipment or level of service at the aerodrome which has been planned in advance and which is likely to affect the accuracy of the information contained in any publication by the agency before effecting the change.
10. The Aerodrome Operator shall notify the agency responsible for aeronautical information services and the air traffic control unit immediately of any obstacles, obstructions or hazards; change in level of service at the aerodrome as set out in any publication by the aeronautical information services or variation from the Botswana Manual of Implementing Aerodromes Standards; closure of the movement area of the aerodrome; significant change in aerodrome facility or the physical layout of the aerodrome; and any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted; of which the Aerodrome Operator has knowledge of immediately.

SCHEDULE 2

USE AND CATEGORISATION OF AERODROMES

Table 1: Aerodrome Reference Code
(reg 7 (2))

Code Element 1		Code Element 2		
Code number	Aerodrome reference field length	Code letter	Wing span	Outer main gear wheel span
(1)	(2)	(3)	(4)	(5)
1	Less than 800 m	A	Up to but not including 15 m	Up to but not including 4.5 m
2	800 m up to but not including 1 200 m	B	15 m up to but not including 24 m	4.5 m up to but not including 6 m
3	1 200 m up to but not including 1 800 m	C	24 m up to but not including 36 m	6 m up to but not including 9 m
4	1 800 m and over	D	36 m up to but not including 52m	9 m up to but not including 14 m
		E	52 m up to but not including 65 m	9 m up to but not including 14 m
		F	65 m up to but not including 80 m	14m up to but not including 16 m

Table 2 – Aerodrome Category for Rescue and Fire Fighting*(reg 103)*

Aerodrome category	Aircraft overall length	Maximum fuselage width
1	0 metres up to but not including 9 metres	2 metres
2	9 metres up to but not including 12 metres	2 metres
3	12 metres up to but not including 18 metres	3 metres
4	18 metres up to but not including 24 metres	4 metres
5	24 metres up to but not including 28 metres	4 metres
6	28 metres up to but not including 39 metres	5 metres
7	39 metres up to but not including 49 metres	5 metres
8	49 metres up to but not including 61 metres	7 metres
9	61 metres up to but not including 76 metres	7 metres
10	76 metres up to but not including 90 metres	8 metres

Table 3 – Minimum usable amounts of Extinguishing Agents*(reg 103 (7))*

Aerodrome Category	Foam meeting performance level A		Foam meeting performance level B		Complementary agents	
	Water (L)	Discharge rate foam solution minute (L)	Water (L)	Discharge rate foam solution minute (L)	Dry chemical powder (kg)	Discharge Rate kg/sec
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	350	350	230	230	45	2.25
2	1 000	800	670	550	90	2.25
3	1 800	1 300	1 200	900	135	2.25
4	3 600	2 600	2 400	1 800	135	2.25
5	8 100	4 500	5 400	3 000	180	2.25
6	11 800	6 000	7 900	4 000	225	2.25
7	18 200	7 900	12 100	5 300	225	2.25
8	27 300	10 800	18 200	7 200	450	4.5
9	36 400	13 500	24 300	9 000	450	4.5
10	48 200	16 600	32 300	11 200	450	4.5

- (1) For purposes of aerodrome rescue and fire fighting services, the aerodrome category shall be based on the longest aircraft that normally uses the aerodrome, and the width of its fuselage.
- (2) Where after selecting the aerodrome category appropriate to the overall length of the longest aircraft, the fuselage of that aircraft is found to be greater than the maximum width provided for that category, the category for that aircraft shall be the next category.
- (3) The amounts of water for foam production may be replaced as follows —
 - (a) for aerodrome categories one and two, up to one hundred per cent of water may be replaced by a complementary agent; or
 - (b) for aerodrome categories three to ten, where a foam meeting performance level A is used, up to thirty per cent of the water may be replaced by a complementary agent.
- (4) The quantities of water shown in columns 2 and 4 of Table 3 are based on the average overall length of an aircraft in a given category and where operations of the aircraft larger than the average size are expected, the quantities of water shall be recalculated.
- (5) Any other complementary agent other than dry chemical powder, which has equivalent fire fighting capability, may be used.
- (6) The operational objective of a rescue and fire fighting service shall be to achieve a response time not exceeding three minutes to any point of each operational runway, in optimum visibility and surface conditions.

Table 4 – Minimum number of rescue and fire fighting vehicle

Aerodrome category	Number of rescue and fire fighting vehicles
1	1
2	1
3	1
4	1
5	1
6	2
7	2
8	3
9	3
10	3

Table 5 — Secondary Power Supply Requirements

Runway Type	Lighting aids requiring power	Maximum switch-over time
Non-instrument	Visual approach slope indicators ^a	15 seconds
	Runway edge ^b	15 seconds
	Runway threshold ^b	15 seconds
	Runway end ^b	15 seconds
	Obstacle	15 seconds
Non-precision approach	Approach lighting system	15 seconds
	Visual approach slope indicators ^{a,d}	15 seconds
	Runway edge ^d	15 seconds
	Runway threshold ^d	15 seconds
	Runway end	15 seconds
Precision approach category I	Obstacle ^a	15 seconds
	Approach lighting system	15 seconds
	Visual approach slope indicators ^{a,d}	15 seconds
	Runway edge ^d	15 seconds
	Runway threshold ^d	15 seconds
	Runway end	15 seconds
Precision approach category II	Essential taxiways ^a	15 seconds
	Obstacle ^a	15 seconds
	Inner 300 m of the approach lighting system	1 second
	Other parts of the approach lighting system	15 seconds
	Obstacle ^a	15 seconds
	Runway edge	15 seconds
	Runway threshold	1 second
	Runway end	1 second
	Runway centre line	1 second
	Runway touchdown zone	1 second
All stop bars	1 second	
Runway meant for take-off in runway visual range conditions less than a value of 800 m	Essential taxiway ^a	15 seconds
	Obstacle ^a	15 seconds
	Runway edge	15 seconds ^c
	Runway end	1 second
	Runway centre line	1 second

Note

- a. Supplied with secondary power when their operation is essential to the safety of flight operation.
- c. One second where no runway centre line lights are provided.
- d. One second where approaches are over hazardous or precipitous terrain.

SCHEDULE 3

(reg 47 (1) and 30 (3) (g))

Systematic Management of Safety at Aerodrome

1. Safety Management

Aerodromes in Categories BWA, BWB, BWC and A shall have in place a system, commensurate with the level of operations, for managing safety, to which it is committed, is readily identifiable by the personnel of the Aerodrome and the personnel of the Authority and is clearly documented in the Aerodrome Manual.

2. Interpretation

In this Schedule, unless the context otherwise requires —

“risk” is the combination of the probability, or frequency of occurrence of a defined hazard and the magnitude of the consequences of the occurrence.

3. Safety Objective

An aerodrome and the facilities, equipment and systems of the aerodrome shall be designed and operated such that for any hazard, the combination of the probability of occurrence and the seriousness of the consequences of the hazard occurring must not result in a level of risk that is unacceptable.

4. Safety Management Policy Statements

Safety Management Systems established at aerodromes shall include the following —

- (a)* a statement that the highest priority shall be attached to safety in relations to all business activities;
- (b)* a business objective for safety that shall minimise the aerodrome’s contribution to aviation accidents risk to as low as reasonably practicable;
- (c)* a commitment by the operator to adopt an explicit and pro-active approach to safety management;
- (d)* statements of safety-related responsibilities at all levels of the organization;
- (e)* a commitment to comply with all appropriate safety standards; and
- (f)* a commitment that the safety assurance processes used by external suppliers comply with safety standards and requirements.

5. Safety Management Principles

- (1)
 - (a) Whenever practicable, quantitative safety levels shall be derived, maintained and improved for all aviation products and services delivered by the aerodrome; and when quantitative safety levels cannot be derived, a qualitative reasoning shall be performed in order to meet the safety objective;
 - (b) An operator shall assess all existing operations, proposed changes, additions or replacements for their safety significance;
 - (c) An operator shall identify and record the safety requirements for a service or product, the results of the safety assessment process and the evidence that the safety requirements have been met; and the records shall be maintained throughout the life of the service or product; and
 - (d) An operator shall ensure that personnel whose functions impact on safety at the aerodrome are and remain adequately trained and qualified for the job they are required to do and for which they have accountability.
- (2)
 - (a) An operator shall ensure that there is accountability, at a suitable senior level for the management, development and monitoring of the safety management system;
 - (b) An operator shall routinely carry out internal safety audits to provide assurance of the safety activities and to confirm compliance with the safety requirements and the safety management system;
 - (c) An operator shall have in place suitable monitoring arrangements so that undesirable trends in service or product performance can be recognized and be subject to remedial action; and in order to achieve this, the operator shall in accordance with the provisions of the Part B of this Schedule —
 - (i) establish a reporting system for accident and incident reporting that ensures the Authority is informed of the aviation safety aspects in connection with the aerodrome;
 - (ii) investigate safety significant occurrences, identify any failures of its management of safety and take corrective action if required;
 - (d) The operator shall establish and maintain procedures, which enable tracing of documents and data related to the safety management system, and the procedures shall ensure that all safety related documents and data are available, and that invalid documents and data shall be destroyed and secured against unintended use.

6. Safety Management Strategy

- (1) An operator shall establish processes to identify safety shortcomings, so that remedial action can be taken to ensure safety levels are maintained.
- (2) The basic principles to be applied in the safety management strategy shall include —
 - (a) safety achievement; specifying the means by which the safety performance of the organization meets its safety objectives and derived requirements;
 - (b) safety assurance; specifying the means for providing assurance that risks are being managed properly and effectively; and
 - (c) safety promotion; specifying the means by which safety issues are communicated within the aerodrome to eliminate unnecessary risks and avoid repeat errors or risks.

7. Operational Safety Assurances Documentation

- (1) An operator shall produce and maintain safety assurance documentation, and this documentation shall cover —
 - (a) all safety related roles and functions;
 - (b) a safety based risk assessment of the roles and functions where practicable;
 - (c) a process of risk management for safety related tasks and functions to ensure that identified risks remain tolerable;
 - (d) safety performance measurements of the current operations as part of the ongoing risk management; and
 - (e) corrective procedures and measures that modify the original tasks or functions to address inadequate performance.

8. Safety Assurance Documentation on Systems Requiring Approval

- (1) An operator shall, when intending to introduce new systems into operation, or introduce changes to, or replace existing systems, submit an application for approval by the Authority.
- (2) The operator shall also submit an application for approval if the intended changes affect the approvals in the certificate.
- (3) An aerodrome licensee or certificate holder shall, if satisfied that their own safety requirements as well as those issued by the Authority have met the compliance criteria, notify the Authority in writing indicating compliance with the specified safety requirements for any operational system.

9. **Safety Assessment Methodology**

The safety assessment of the aerodrome shall involve —

- (a) systematic identification of possible hazards to aircraft;
- (b) evaluation of the seriousness of the consequences of the hazard occurring;
- (c) considering the chances of a hazard happening;
- (d) determining whether the consequent risk is tolerable and within the operators acceptable safety performance criteria; and
- (e) taking action to reduce the severity of the hazard or the probability of it arising in order to reduce the risk to a tolerable level.

10. **Safety Auditing of Aerodromes**

An operator shall carry out internal safety auditing of the aerodrome in order to determine —

- (a) the level of compliance with requirements;
- (b) the areas and degree of risk and their effective management; and
- (c) the competence and performance of those responsible for safety.

SCHEDULE 4

(reg 63 (2) (a))

PARTICULARS TO BE INCLUDED IN AN AERODROME OPERATIONS MANUAL FOR AERODROMES IN CATEGORIES BWA, BWB AND BWC

PART I: GENERAL

1. General information includes the following —

- (a) purpose and scope of the aerodrome manual;
- (b) the legal requirement for a certificate and an aerodrome operations manual as prescribed in the national regulations;
- (c) conditions for use of the aerodrome - a statement to indicate that the aerodrome shall at all times, when it is available for the take-off and landing of aircraft, be so available to all persons on equal terms and conditions;
- (d) the available aeronautical information system and procedures for its promulgation;
- (e) the system for recording aircraft movements; and
- (f) obligations of the operator.

PART 2: PARTICULARS OF THE AERODROME SITE

1. General information includes the following —

- (a) a plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator;
- (b) a plan of the aerodrome showing the aerodrome boundaries;
- (c) a plan showing the distance of the aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome; and
- (d) particulars of the land title of the aerodrome site. If the boundaries of the aerodrome are not defined in the land title documents particulars of the land title to, or interest in, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome.

PART 3: PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE

1. General Information

1. General information includes the following –

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

2. Aerodrome Dimensions and Related Information

1. General information includes the following –

- (a) runway - true bearing, designation number, length, width, displaced threshold location, slope, surface type, and type of runway and, for a precision approach runway, the existence of an obstacle free zone;
- (b) length, width and surface type of strip, runway end safety areas, and stopways;
- (c) length, width and surface type of taxiways;
- (d) apron surface type and aircraft stands;
- (e) clearway length and ground profile;
- (f) visual aids for approach procedures, viz. Approach lighting type and visual approach slope indicator system (PAPI/APAPI and T-VASIS/AT-VASIS); marking and lighting of runways, taxiways, and aprons; other visual guidance and control aids on taxiways (including runway holding positions, intermediate holding positions and stop bars) and aprons, location and type of visual docking guidance system; availability of standby power for lighting;

- (g) the location and radio frequency of VOR aerodrome checkpoints;
- (h) the location and designation of standard taxi routes;
- (i) the geographical coordinates of each threshold;
- (j) the geographical coordinates of appropriate taxiway centre line points;
- (k) the geographical coordinates of each aircraft stand;
- (l) the geographical coordinates and the top elevation of significant obstacles in the approach and take-off area, in the circling area and in the vicinity of the aerodrome: This information may best be shown in the form of charts such as those required for the preparation of aeronautical information publications, as specified in Annexes 4 and 15 to the Convention;
- (m) pavement surface type and bearing strength using the Aircraft Classification Number - Pavement Classification Number (PCN) method;
- (n) one or more pre-flight altimeter check locations established on an apron and their elevation;
- (o) declared distances: take-off run available, take-off distances available, accelerate-stop distance available, landing distance available;
- (p) disabled aircraft removal plan: the telephone, telex or facsimile number and e-mail address of the aerodrome coordinator for the removal of a disabled aircraft on or adjacent to the movement area, information on the capability to remove a disabled aircraft, expressed in terms of the largest type of aircraft which the aerodrome is equipped to remove; and
- (q) rescue and fire-fighting; the level of protection provided, expressed in terms of the category of the rescue and fire-fighting services, which should be in accordance with the longest aircraft normally using the aerodrome and the type and amounts of extinguishing agents normally available at the aerodrome.

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

PART 4: PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES

1. Aerodrome Reporting

Particulars of the procedures for reporting any changes to the aerodrome information set out in the Aeronautical Information Publication (AIP) and Aeronautical Information Circular (AIC) and procedures for requesting the issue of Notices to Airmen (NOTAMs), including the following –

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

2. Access to the Aerodrome Movement Area

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

- (a) the role of the operator, the aircraft operator, aerodrome fixed-base operator, the aerodrome security entity, the Authority and other government departments, as applicable; and
- (b) the personnel responsible for controlling access to the aerodrome, and the telephone numbers for contacting them during and after working hours.

3. Aerodrome Emergency Plan

Particulars of the aerodrome emergency plan, including the following –

- (a) plans for dealing with emergencies occurring at the aerodrome or in its vicinity, including the malfunction of aircraft in flight; structural fires; sabotage, including bomb threats (aircraft or structure); unlawful seizure of aircraft; and incidents on the airport covering “during the emergency” and “after the emergency” considerations;
- (b) details of test and aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests;
- (c) details of exercises to test emergency plans, including the frequency of those exercises;
- (d) a list of organizations, agencies and persons of authority, both on-and/off-airport, for site roles; their telephone and facsimile numbers, e-mail addresses and the radio frequencies of their offices;

- (e) the establishment of an aerodrome emergency committee to organize training and other preparations for dealing with emergencies; and
- (f) the appointment of an on-scene commander for the overall emergency operation.

4. Rescue and Fire-Fighting

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

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

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

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

6. Visual Aids and Aerodrome Electrical Systems

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

- (a) arrangements for carrying out inspections during and outside the normal hours of aerodrome operation, and the checklist for such inspections;
- (b) arrangements for recording the result of inspections and for taking follow-up action to correct deficiencies;
- (c) arrangements for carrying out routine maintenance and emergency maintenance;
- (d) arrangements for secondary power supplies and, if applicable, the particulars of any other method of dealing with partial or total system failure; and

- (e) personnel responsible for the inspection and maintenance of the lighting, and the telephone numbers for contacting those persons during and after working hours.

7. Maintenance of the Movement Area

Particulars of the facilities and procedures for the maintenance of the movement area, including arrangements for –

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

8. Aerodrome Works – Safety

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

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

9. Apron Management

Particulars of the apron management procedures, including the following –

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

10. Apron Safety Management

Procedures to ensure apron safety, including —

- (a) protection from jet blasts;
- (b) enforcement of safety precautions during aircraft refuelling operations;
- (c) apron sweeping;
- (d) apron cleaning;
- (e) arrangements for reporting incidents and accidents on an apron; and
- (f) arrangements for auditing the safety compliance of all personnel working on the apron.

11. Airside Vehicle Control

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

- (a) details of the applicable traffic rules, including speed limits and the means of enforcing the rules; and
- (b) the method of issuing driving permits for operating vehicles in the movement area.

12. Birds and Wildlife Hazard Management

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

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

13. Obstacle Control

Particulars setting out the procedures for —

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

14. Removal of Disabled Aircraft

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

- (a) the roles of the operator and the holder of the aircraft operator certificate;
- (b) arrangements for notifying the aircraft operator;
- (c) arrangements for liaising with the air traffic control unit;
- (d) arrangements for obtaining equipment and personnel to remove the disabled aircraft; and
- (e) role and telephone numbers of personnel responsible for arranging for the action as necessary, including amendment of the AIS publications.

15. Handling of Hazardous Materials

(1) Particulars of the procedures for the safe handling and storage of hazardous materials on the aerodrome, including the following —

- (a) arrangements for special areas of the aerodrome to be set up for the storage of inflammable liquids, including aviation fuels, and any other hazardous materials; and
- (b) the method to be followed for the delivery storage, dispensing and handling of hazardous materials.

(2) For the purposes of this paragraph “hazardous materials” include inflammable liquids and solids, corrosive liquids, compressed gases and magnetized or radioactive materials.

16. Low Visibility Operations

Particulars of procedures to be introduced for low-visibility operations, including the measurement and reporting of runway visual range as and when required, and the personnel, their telephone numbers, responsible for measuring the Runway Visual Range.

17. Protection of Sites for Radar and Navigational Aids

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

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

Note:

1. In writing, the procedures for each category, clear and precise information should be included on —
 - (i) when, or in what circumstances, an operating procedure is to be activated,
 - (ii) how an operating procedure is to be activated,
 - (iii) actions to be taken;
 - (iv) the equipment necessary for carrying out the actions, and access to such equipment.
2. If any of the procedures specified above are not relevant or applicable, reasons should be given.

PART 5

AERODROME ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM

1. Aerodrome Administration

Particulars of the aerodrome administration, including the following —

- (a) an aerodrome organizational chart showing the names and positions of key personnel, including their responsibilities;
- (b) the name, position and telephone number of the person who has overall responsibility for aerodrome safety; and
- (c) airport committees.

2. Safety Management System

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

- (a) the safety policy, in so far as applicable, on the safety management process and its relation to the operational and maintenance process;
- (b) the structure or organization of the Safety Management System, including staffing and the assignment of individual and group responsibilities for safety issues;
- (c) Safety Management System strategy and planning, such as setting safety performance target, allocating priorities for implementing safety initiative and providing a framework for controlling the risks to as low a level as is reasonably practicable keeping always in view the requirements of the prescribed standards and recommended practice, and regulations;
- (d) Safety Management System implementation, including facilities, methods and procedures for the effective communication of safety messages and the enforcement of safety requirements;
- (e) a system for the implementation of, and action on, critical safety areas which require a higher level of safety management integrity (safety measures programme);
- (f) measures for safety promotion and accident prevention and a system for risk control involving analysis and handling of accidents, incidents, complaints, defects, faults, discrepancies and failures, and continuing safety monitoring;
- (g) the internal safety audit and review system detailing the systems and programmes for quality control of safety;
- (h) the system for documenting all safety-related airport facilities as well as airport operational and maintenance records, including information on the design and construction of aircraft payments and aerodrome lighting; the system should enable easy retrieval of records including charts;
 - (i) personnel training and competency, including the review and evaluation of the adequacy of training provided to personnel on safety-related duties and of the certification system for testing their competency; and
 - (ii) the incorporation and enforcement of safety-related clauses in the contract for construction work at the aerodrome.

SCHEDULE 5

(reg 63 (1) and (2) (b))

PARTICULARS TO BE INCLUDED IN AN AERODROME OPERATIONS MANUAL FOR AERODROMES IN CATEGORIES A, B, C, D AND E.

PART I: GENERAL

1. General information includes the following —

- (a) purpose and scope of the aerodrome manual;
- (b) the legal requirement for an aerodrome certificate and an aerodrome Handbook as prescribed in the national regulations;
- (c) conditions for use of the aerodrome - a statement to indicate that the aerodrome shall at all times, when it is available for the take-off and landing of aircraft, be so available to all persons on equal terms and conditions;
- (d) the available aeronautical information system and procedures for its promulgation;
- (e) the system for recording aircraft movements; and
- (f) obligations of the operator.

PART 2: PARTICULARS OF THE AERODROME SITE

1. General information includes the following —

- (a) a plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator;
- (b) a plan of the aerodrome showing the aerodrome boundaries; and
- (c) a plan showing the distance of the aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome.

PART 3: PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE

1. General Information

- (a) the name of the aerodrome;
- (b) the location of the aerodrome;
- (c) the geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System - 1984 (WGS-84) reference datum;
- (d) the aerodrome elevation points along the runway, and the highest elevation of the touchdown zone of a precision approach runway;
- (e) the aerodrome reference temperature; and
- (f) the name of the operator and the address, telephone and facsimile numbers at which the operator may be contacted at all times.

2. Aerodrome Dimensions and Related Information

- 1. General information includes the following —
 - (a) runway - true bearing, designation number, length, width, displaced threshold location, slope, surface type, and type of runway and, for a precision approach runway, the existence of an obstacle free zone;
 - (b) length, width and surface type of strip;
 - (c) apron surface type and aircraft stands;
 - (d) one or more pre-flight altimeter check locations established on an apron and their elevation; and
 - (e) rescue and fire-fighting plan.

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

PART 4: PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES

1. Aerodrome Reporting

Particulars of the procedures for reporting any changes to the aerodrome information set out in the AIP and AIC and procedures for requesting the issue of Notices to Airmen (NOTAMs), including the following –

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

2. Access to the Aerodrome Movement Area

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

- (a) the role of the operator, the aircraft operator, aerodrome fixed-base operator, the aerodrome security entity, the Authority and other government departments, as applicable;
- (b) the personnel responsible for controlling access to the aerodrome, and the telephone numbers for contacting them during and after working hours;
- (c) inspection checklist;
- (d) arrangements for reporting the results of inspections and for taking prompt follow-up actions to ensure correction of unsafe conditions; and
- (e) the names and roles of persons responsible for carrying out inspections, and their telephone numbers during and after working hours.

4. Maintenance of the Movement Area

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

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

5. Aerodrome Works – Safety

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

- (a) the names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the work, and arrangements for contacting those persons and organizations at all times; and
- (b) a distribution list for work plans, if required.

6. Birds and Wildlife Hazard Management Plan

7. Obstacle Control

(1) Particulars setting out the procedures for –

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

8. Handling of Hazardous Materials

(1) Particulars of the procedures for the safe handling and storage of hazardous materials on the aerodrome, including the following –

- (a) arrangements for special areas of the aerodrome to be set up for the storage of inflammable liquids, including aviation fuels, and any other hazardous materials; and
 - (b) the method to be followed for the delivery storage, dispensing and handling of hazardous materials.
- (2) For the purposes of rule 15 (1) “hazardous materials” include inflammable liquids and solids, corrosive liquids, compressed gases and magnetized or radioactive materials.

9. Protection of Sites for Radar and Navigational Aids

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

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

Note:

1. In writing, the procedures for each category, clear and precise information should be included on —
 - (i) when, or in what circumstances, an operating procedure is to be activated,
 - (ii) how an operating procedure is to be activated,
 - (iii) actions to be taken,
 - (iv) the equipment necessary for carrying out the actions, and access to such equipment.
2. If any of the procedures specified above are not relevant or applicable, the reason should be given.

SCHEDULE 6

(reg 121 (1))

AERODROME AERONAUTICAL DATA

1. Aerodrome Geographical Coordinates

Geographical coordinates indicating latitude and longitude for ground positions at aerodromes shall be determined and reported in World Geodetic System – 1984 geodetic reference datum.

2. Aerodrome Reference Point

- (1) An aerodrome reference point shall be established for an aerodrome.
- (2) The aerodrome reference point shall be located near the initial or planned geometric centre of the aerodrome and shall normally remain where first established.
- (3) The position of the aerodrome reference point shall be measured and reported in degrees, minutes and seconds.

3. Aerodrome and Runway Elevations

The aerodrome elevation and geoid undulation at the aerodrome shall be measured and reported in accordance with specifications prescribed in the Manual of Aerodrome Standards.

4. Aerodrome Reference Temperature

- (1) An aerodrome reference temperature shall be determined for an aerodrome in degrees Celsius.
- (2) The aerodrome reference temperature should be the monthly mean of the daily maximum temperatures for the hottest month of the year, the hottest month being, that which has the highest monthly mean temperature: This temperature should be averaged over a period of years.

5. Aerodrome Dimensions and Related Information

- (1) The following data shall be measured or described, as appropriate, for each facility provided on an aerodrome —
 - (a) runway – true bearing to one-hundredth of a degree, designation number, length, width, displaced threshold location to the nearest metre, slope, surface type, type of runway and, for a precision approach runway category I, the existence of an obstacle free zone when provided;
 - (b) strip, runway end safety area, stopway – length, width to the nearest metre, surface type;
 - (c) taxiway – designation, width, surface type;
 - (d) apron – surface type, aircraft stands;
 - (e) the boundaries of the air traffic control service;

- (f) clearway – length to the nearest metre, ground profile;
 - (g) visual aids for approach procedures, marking and lighting of runways, taxiways and aprons, other visual guidance and control aids on taxiways and aprons, including runway-holding positions and stop bars, and location and type of visual docking guidance systems;
 - (h) location and radio frequency of any VOR aerodrome check-point;
 - (i) location and designation of standard taxi-routes; and
 - (j) distances to the nearest metre of localizer and glide path elements comprising an instrument landing system or azimuth and elevation antenna of microwave landing system in relation to the associated runway extremities.
- (2) The geographical coordinates of each threshold, appropriate taxiway centre line points and each aircraft stand shall be measured and reported in degrees, minutes, seconds and hundredths of seconds.
 - (3) The geographical coordinates of significant obstacles in the approach and take-off areas, in the circling area and in the vicinity of an aerodrome shall be measured and reported in degrees, minutes, seconds and tenths of seconds, and in addition, the top elevation rounded up to the nearest metre, type, marking and lighting (if any) of the significant obstacles shall be reported.
 - (4) This regulation shall not apply to aerodromes in categories B, C, D and E unless otherwise specified by the Authority in the licence.

6. Strength of Pavements

The bearing strength of a pavement at an aerodrome shall be determined and reported using guidelines prescribed by the Authority in the Manual of Aerodrome Standards.

7. Pre-flight Altimeter Check Location

- (1) One or more pre-flight altimeter check locations shall be established for the aerodrome.
- (2) A pre-flight check location shall be located on an apron.

- Note:
- 1. Locating a pre-flight altimeter location on an apron enables an altimeter check to be made prior to obtaining taxi clearance and eliminates the need for stopping for that purpose after leaving the apron.
 - 2. Normally an entire apron can serve as a satisfactory altimeter check location.
 - 3. The elevation of a pre-flight altimeter check location shall be given as the average elevation, rounded to the nearest metre, of the area on which it is located. The elevation of any portion of a pre-flight altimeter check location shall be within 3m of the average elevation for that location.

8. Declared Distances

The following distances shall be calculated to the nearest metre for a runway intended for use by international commercial air transport —

- (a) take-off run available;
- (b) take-off distance available;
- (c) accelerate-stop distance available; and
- (d) landing distance available.

9. Condition of the Movement Area and Related Facilities

- (1) An operator shall provide information on the condition of the movement area and the operational status of related facilities in accordance with the requirements specified in the Manual of Aerodrome Standards including information of operational significance to the air navigation service units without delay.
- (2) The condition of the movement area and the operational status of related facilities shall be monitored and reports on matters of operational significance or affecting aircraft performance given, particularly in respect of the following —
 - (a) construction or maintenance work;
 - (b) rough or broken surfaces on a runway, taxiway or an apron;
 - (c) water on a runway, a taxiway or an apron;
 - (d) other temporary hazards, including parked aircraft;
 - (e) failure or irregular operation of part of all of the aerodrome visual aids; and
 - (f) failure of the normal or secondary power supply.
- (3) To facilitate compliance with rules (1) and (2), inspections of the movement area shall be carried out each day at least once where the aerodrome code number is 1 or 2 and at least twice where the aerodrome code number is 3 or 4.
- (4) The presence of water on a runway including a description of the runway surface conditions and the water depth, where applicable, shall be reported using the following terms —
 - (a) damp – the surface shows a change of colour due to moisture;
 - (b) wet – the surface is soaked but there is no stagnant water;
 - (c) water patches – significant patches of standing water are visible; and
 - (d) flooded – extensive standing water is visible.

Note – Guidance on determining and expressing the minimum friction level of a runway is provided in the Manual of Aerodrome Standards.

10. Disabled Aircraft Removal

- (1) The telephone and fax number(s) of the officer of the aerodrome responsible for the coordination of operations for the removal of an aircraft disabled on or adjacent to the movement area shall be made available to aircraft operators.
- (2) The operator shall provide information concerning the capability to remove an aircraft disabled on or adjacent to the movement area.

Note – The capability to remove a disabled aircraft may be expressed in terms of the largest type of aircraft which the aerodrome is equipped to remove.

11. Rescue and Fire Fighting

- (1) Information concerning the level of protection provided for aircraft rescue and fire fighting purposes shall be made available.
- (2) The level of protection normally available at the aerodrome shall be expressed in terms of the category of the rescue and fire fighting services and in accordance with the types and amounts of extinguishing agents normally available at the aerodrome.
- (3) An operator shall notified to the air navigation services unit and the Aeronautical Information Services significant changes in the level of protection normally available at an aerodrome for rescue and fire fighting to enable those units to provide the necessary information to arriving and departing aircraft and shall advise those units when such a change has been corrected.

Note:– A significant change in the level of protection is considered to be a change in the category of the rescue and fire fighting service from the category normally available at the aerodrome, resulting from a change in availability of extinguishing agents, equipment to deliver the agents or personnel to operate the equipment, etc. A report of a significant change should include the new category of the rescue and fire fighting service available at the aerodrome.

12. Visual Approach Slope Indicator Systems

An operator shall provide information concerning the status of the visual approach slope indicator system installed at the aerodrome including —

- (a) associated runway designation number;
- (b) type of system for an AT-VASIS, PAPI or APAPI installation, the side of the runway on which the lights are installed, i.e. left or right, shall be given;
- (c) where the axis of the system is not parallel to the runway centre line, the angle of displacement and the direction of displacement, i.e. left or right shall be indicated;
- (d) nominal approach slope angle(s). (For a T-VASIS or an ATVASIS this shall be angle and for a PAPI and an APAPI this shall be angle $(B+C)/2$ and $(A+B)/2$, respectively); and
- (e) minimum edge height(s) over the threshold of the on-slope signal(s): For a T-VASIS or an AT-VASIS this shall be the lowest height at which only the wing bar(s) are visible;

however, the additional heights at which the wing bar(s) plus one, two or three fly down light units come into view may also be reported if such information would be of benefit of aircraft using the approach. For a PAPI, this shall be the setting angle of the third unit from the runway minus 2', i.e. angle B minus 2', and for an APAPI this shall be the setting angle of the unit farther from the runway minus 2', i.e. angle A minus 2'.

13. Coordination between the Operator and the Aeronautical Information Services

- (1) To ensure that the Aeronautical Information Services obtain information to enable them to provide up-to-date pre-flight information and to meet the need for in-flight information, the operator shall establish arrangements with the Aeronautical Information Services to report, with a minimum of delay —
 - (a) information on aerodrome conditions;
 - (b) the operational status of associated facilities, services and navigation aids within their area of responsibility;
 - (c) any other information considered to be of operational significance.
- (2) Before introducing changes to the air navigation system, due account shall be taken by the operator of the time needed by the Aeronautical Information Services for the preparation, production and issue of relevant material for promulgation. To ensure timely provision of information to the Aeronautical Information Services, close coordination between those services concerned is therefore required.
- (3) Of a particular importance are changes to aeronautical information that affects charts and/or computer-based navigation systems which qualify to be notified by the aeronautical information regulation and control system. The pre-determined internationally agreed aeronautical information regulation and control effective dates in addition to 14 days postage time shall be observed by the responsible operator when submitting the raw information/data to the Aeronautical Information Services.
- (4) The operator responsible for the provision of raw aeronautical information/data to the Aeronautical Information Services shall do that while taking into account specified accuracy and integrity requirements for aeronautical data.

SCHEDULE 7

(reg 16 (1) (c), 19 (2) (h), 23 (1) (d), 24 (1), 23 (9) (i), 33 (1) (e), 34 (1) (f), 70 (5), 72 (3), 128 and 129 (2))

FEES

1. The Authority shall levy fees for certificates or licences for the —

- (a) issuance;
- (b) renewal;
- (c) extension; and
- (d) variation,

of any certificate, licence or any document, including a copy thereof.

2. Any costs involved in providing transport for the purpose of inspecting an aerodrome, in connection with its certification or licensing, shall be borne by the holder of the certificate or licensee of that aerodrome.

3. A certificate or licence application fees shall be payable —

- (a) for the initial processing of the application for the certificate or licence an aerodrome and issue of the certificate or licence thereof;
- (b) where the certificate or licence has expired; or
- (c) where the operator wants to change the certificate or licence category.

4. The following are the fees levied by the Authority —

AERODROMES

For inspection of —	Category A, B, C, D and E	Category BWA, BWB and BWC
(a) an existing aerodrome	P 750	P 3 750
(b) an existing helipad	P 750	P 3 750
(c) an intended aerodrome site	P 1500	P 7 500
(d) an intended helipad site	P 1500	P 7 500

For issue or renewal of a licence or certificate

Licence/Certification Category	Licence/Certification Application Fees	Licence/Certification Renewal Fees
A	P5 000	P2 000
B	P2 000	P1 000
C	P1 000	P750
D	P750	P500
E	P1 000	P750
BWA	P22 000	P 19 000
BWB	P 18 000	P 15 000
BWC	P 15 000	P 12 000

For variation and replacement of a licence or certification

Aerodrome Category	Variation Fees	Replacement fees
A	P2 000	P50
B	P1 000	P50
C	P750	P50
D	P500	P50
E	P750	P50
BWA	P19 000	P50
BWB	P15 000	P50
BWC	P12 000	P50
Approval, permission and exemption of documents	-	P50

5. Classification of aerodromes established by the Authority for the purpose of payment of parking and landing.

Group I aerodrome

Francistown

Gaborone

Maun

Kasane

Selebi Phikwe

Group II aerodrome

Ghanzi

Shakawe

Goodhope

Gumare

Group III aerodrome

Bokspits

Gweta

Hukuntsi

Kanye

Kang

Makalamabedi

Motopi

Mamuno

Nokaneng

Nata

Palapye

Seronga

Tsodilo Hills

Tsabong

Tsau

6. Aerodrome landing fees (in Pula)

<i>Aircraft weight</i>		<i>Single</i>		
<i>Exceeding (kg)</i>	<i>Not exceeding (kg)</i>	<i>Group I aerodrome</i>	<i>Group II aerodrome</i>	<i>Group III aerodrome</i>
-	1000	20.00	10.00	10.00
1000	2000	25.00	15.00	12.00
2000	3000	40.00	25.00	20.00
3000	4000	50.00	30.00	30.00
4000	5000	65.00	35.00	35.00
5000	6000	75.00	40.00	55.00
6000	8000	130.00	60.00	65.00
8000	10000	155.00	75.00	75.00
10000	15000	195.00	85.00	115.00
15000	20000	265.00	130.00	115.00
20000	30000	360.00	185.00	145.00
30000	50000	460.00	305.00	270.00
50000	70000	660.00	425.00	350.00
70000	100000	885.00	545.00	500.00
100000	150000	1335.00	-	-
150000	200000	1650.00	-	-
200000	250000	2100.00	-	-
250000	275000	2550.00	-	-
275000	300000	3000.00	-	-
300000	350000	3450.00	-	-
350000	400000	3900.00	-	-
400000	-	3900.00 plus 180.00 for 10000kg	-	-

7. Aircraft parking fees (in Pula). The following parking fees shall be applicable to aerodromes under Paragraph 5 of this Schedule. The first four hours shall be exempt from payment of parking fees for all aircraft. Parking slots shall be given as directed by air traffic control authorities or the airport manager.

<i>Aircraft weight Exceeding (kg)</i>	<i>Not exceeding (kg)</i>	<i>Fees up to 24 hours in excess of</i>
	2000	10.00
2000	3000	15.00
3000	4000	25.00
4000	5000	30.00
5000	10000	35.00
10000	20000	45.00
20000	30000	60.00
30000	50000	90.00
50000	75000	120.00
75000	100000	150.00
100000	150000	180.00
150000	200000	210.00
200000	300000	270.00
300000	400000	300.00
400000	-	300.00 plus P45 for each 100 0000 kg or part thereof in excess of 400 001 kg

8. Passenger Service Charges (in Pula). The following passenger service charges shall be payable by departing passengers. The charge shall be collected by the carrier or operator.

<i>Departing passengers</i>	<i>Amount</i>
International passengers	100.00
Domestic passengers	50.00

9. Inspection fees for growing, erecting and constructing an obstacle in the vicinity of an aerodrome.

<i>Activity for inspection</i>	<i>Amount</i>
Growing an obstacle	P500
Erecting an obstacle	P500
Constructing an obstacle	P500

MADE this 17th day of December, 2012.

HON. NONOFO E. MOLEFHI,
Minister of Transport and Communications.