

Advisory Circular

GUIDANCE ON THE APPLICATION FOR, RENEWAL AND VARIATION OF AN AERODROME CERTIFICATE OR HELIPORT CERTIFICATE

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GENERAL

Advisory Circulars (ACs) are issued by the Director-General of Civil Aviation (DGCA) from time to time to provide practical guidance or certainty in respect of the statutory requirements for aviation safety. ACs contain information about standards, practices and procedures acceptable to CAAS. An AC may be used, in accordance with section 11 of the Air Navigation Act 1966 (ANA), to demonstrate compliance with a statutory requirement. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.

PURPOSE

This AC provides the guidance and information on the application for, renewal and variation of an aerodrome certificate or a heliport certificate.

APPLICABILITY

This AC is applicable to an operator who intends to or holds an aerodrome certificate or heliport certificate.

RELATED REGULATIONS

This AC relates specifically to Regulations 5, 6 and 8 of the Air Navigation (139 – Aerodromes) Regulations (ANR-139).

RELATED ADVISORY CIRCULARS

- AC 1-3 Safety Management System
- AC 139-2-1 Guidance on aerodrome manual and heliport manual

CANCELLATION

This is the first AC issued on the subject.

EFFECTIVE DATE

This AC is effective from 1 March 2023.

1 GUIDANCE FOR REGULATION 5 OF ANR-139 – APPLICATION FOR THE GRANT OR RENEWAL OF AERODROME CERTIFICATE OR HELIPORT CERTIFICATE

- 1.1 Regulation 5 of ANR-139 requires that an application must be made for the grant or renewal of Aerodrome or Heliport certificate. The applicant must be the owner of the aerodrome site, or have obtained permission from the owner to use the site as an aerodrome.
- 1.2 To allow for detailed consideration and inspection of the aerodrome or heliport, the application should be submitted early (at least 6 months before the intended date of commencement or expiry of the applicant's aerodrome or heliport certificate).
- 1.3 The time taken to process an application will depend on the completeness and quality of the information submitted and the progress the applicant makes in demonstrating that its management, staff and aerodrome or heliport site including infrastructure, facility, equipment, related services and operating procedures are in accordance with the regulatory requirements.

Pre-application engagement

- 1.4 Prior to the formal submission of the Aerodrome or Heliport certificate application, the applicant should engage CAAS in a pre-application discussion to allow CAAS to provide advice or information required for the application. The applicant should explain their scope of operation and address any issues pertaining to the aerodrome or heliport design. The applicant should start the pre-application engagement with CAAS at least 3 months before the aerodrome or heliport design is finalised. It should be anticipated that there will be several discussions between the applicant and CAAS before the submission of the formal application.

Submitting an Aerodrome or Heliport certificate application

- 1.5 Applicants should submit the *Form for Application/Renewal of An Aerodrome or Heliport Certificate* together with the Aerodrome or Heliport manual and any other supplementary information to the Aerodrome or Heliport manual, for instance, engineering and survey reports of the physical characteristics of the movement area, pavement strength and surface, and obstacle limitation surfaces to CAAS for processing. A copy of the application form can be found in **Appendix A** for an Aerodrome Certificate and **Appendix B** for a Heliport Certificate.

Evaluation of the Aerodrome or Heliport manual and other supplementary information

- 1.6 Upon receipt of the application including all relevant manual and supplementary information, the Aerodrome or Heliport manual and its supplementary information will be checked for compliance with the requirements specified in ANR-139 and relevant Aviation Specifications. All aspects of the aerodrome or heliport operations, including the management structure, adequacy and competency of operation and maintenance staff, arrangements and provisions for their training, aerodrome or heliport site, facility,

equipment, related services and operating procedures, etc. will be assessed in relation to the scale, scope and circumstances of the applicant's proposed operations.

- 1.7 The applicant's technical experts should be made available to CAAS for verification or clarification of contents as the need arises, to facilitate the evaluation.

On-site audits and inspections

- 1.8 As part of the certification process, CAAS will conduct a visit to the applicant's aerodrome or heliport for on-site verification of aerodrome or heliport data; inspection of aerodrome or heliport services, facilities and equipment; interview of aerodrome or heliport operating staff; examination of operating procedures and training methods; checking the availability and adequacy of related services needed to support aerodrome or heliport operations; assessment of the aerodrome's safety management system; review of aerodrome or heliport operator's safety documents and records; as well as survey for any presence of obstacles in obstacle limitation surfaces at and in the vicinity of the aerodrome or heliport.
- 1.9 The applicant should allow CAAS access to any part of the aerodrome or heliport including facility, equipment, records and personnel. The applicant should also co-operate in facilitating the activities relating to the site audit.
- 1.10 CAAS may carry out inspection or testing of any aspect of the aerodrome or heliport or require substantiation of any information provided by the applicant. However, it should be clearly understood that such sample checking does not absolve the applicant from the responsibility to provide accurate information.
- 1.11 CAAS may also conduct special assessments if there are aerodrome or heliport facilities that are not in full compliance with the applicable standards contained in the relevant Aviation Specifications. This may involve more time and resources and may result in restrictions being imposed on aircraft operations.
- 1.12 A flight operations assessment may be required by CAAS to ensure that the operation of the aerodrome or heliport at the location specified in the application will not endanger the safety of aircraft operations.
- 1.13 The applicant needs to address and rectify any deficiencies raised by CAAS during the evaluation of documents and on-site audit within the communicated time duration. Where necessary, the Aerodrome or Heliport Manual must be revised accordingly and submitted to CAAS for acceptance before the issuance of an Aerodrome or Heliport Certificate may be considered.
- 1.14 When CAAS is satisfied that the applicant has complied with the applicable rules and regulations and the applicant is assessed to be competent to operate and maintain the aerodrome or heliport, the Aerodrome or Heliport certificate may be granted.

2 GUIDANCE FOR REGULATION 6 OF ANR-139 – GRANT AND RENEWAL OF AERODROME CERTIFICATE OR HELIPORT CERTIFICATE

- 2.1 An Aerodrome or Heliport certificate granted or renewed may be subject to conditions. These conditions, including modified conditions in the case of a renewed certificate, will be set out in an endorsement on the Aerodrome or Heliport certificate or otherwise

notified to the applicant or operator in writing; and the reasons for the condition or modified condition will be provided in writing to the applicant or operator.

3 GUIDANCE FOR REGULATION 8 OF ANR-139 – VARIATION TO THE AERODROME CERTIFICATE OR HELIPORT CERTIFICATE

- 3.1 The certified operator of an aerodrome or heliport must first obtain the approval of CAAS to vary an aerodrome certificate or a heliport certificate before implementing a change in any of the following matters:
- (a) the boundaries of the aerodrome;
 - (b) the position, layout or dimensions of any taxiway, runway or other physical characteristic and infrastructure of the aerodrome;
 - (c) the category of operations of the aerodrome;
 - (d) the type of approach at the aerodrome;
 - (e) the aircraft rescue and firefighting capabilities for the aerodrome;
 - (f) where the aerodrome is not a heliport — the aerodrome reference code stated in the aerodrome certificate for the aerodrome;
 - (g) any other information specified in the aerodrome certificate or heliport certificate.
- 3.2 The certified operator should also refer to AC139-4-5 Guidance on development works and modification at the aerodrome when it carries out modification and development work that affect physical characteristics of the aerodrome and/or affect aerodrome operations.
- 3.3 The certified operator must submit the *Form for Variation of An Aerodrome or Heliport Certificate* in **Appendix C** for an aerodrome certificate or **Appendix D** for a heliport certificate, at least 30 days before the date of intended implementation of the variation.
- 3.4 If there are changes to the aerodrome reference code, category of operations, or category of rescue and firefighting provided at the aerodrome, the aerodrome operator must submit associated evidence demonstrating such compliance which include, but are not limited to:
- (a) safety case;
 - (b) aeronautical studies;
 - (c) computer simulation reports and test results for example, runway friction values, aircraft wheelpath simulations, jet blast effect simulations;
 - (d) demonstrations for example, AES response time, generator cut-over time, lighting controls; or
 - (e) inspection reports including testing and commissioning for example, pavement strength, AGL systems.
- 3.5 The approved variation to an Aerodrome or Heliport certificate may be subject to conditions. These conditions will be set out in an endorsement on the Aerodrome or Heliport certificate or otherwise notified to the applicant or operator in writing; and the reasons for the condition or modified condition will be provided in writing to the applicant or operator.

APPENDIX A – FORM FOR APPLICATION/RENEWAL OF AN AERODROME CERTIFICATE



FORM FOR APPLICATION/RENEWAL OF AN AERODROME CERTIFICATE

Application Renewal

1 Particulars of the Applicant

Full Name:

Address:
.....
..... Postal Code:

Position:

Phone: 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

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

Aerodrome traffic density:

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:

.....

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:

NOTES:

- 1 One copy of the Aerodrome Manual, prepared in accordance with the aircraft activities expected at the aerodrome commensurate with the relevant CAAS Aviation Specifications, is required as part of this application.
- 2 Documentary evidence in support of all matters in this application may be requested.

APPENDIX B – FORM FOR APPLICATION/RENEWAL OF A HELIPORT CERTIFICATE



FORM FOR APPLICATION/RENEWAL OF A HELIPORT CERTIFICATE

Application Renewal

1 Particulars of the Applicant

Full Name:

Address:

.....

Postal Code:

Position:

Phone:

E-mail:

2 Particulars of the Heliport Site

Heliport Name:

Real Property Description:

.....

.....

Geographical Coordinates of the Heliport Reference Point:

Latitude: Longitude:

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

3 Is the Applicant the Owner of the Heliport Site?

Yes No

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 a heliport.

4 Details of Heliport

Intended commencement date of heliport operations:

Operating hours:

Largest type of helicopter expected to operate at heliport:

Intended type of operations : Non-instrument Non-precision Precision

Intended fire-fighting category:

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

Yes No

6 Details to be shown on the Heliport Certificate

Heliport Name:

Heliport Operator:

Address:

.....

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

My authority to act on behalf of the applicant is:

.....

.....

Signed: Date:

Name of person making the declaration:

NOTES:

- 1 One copy of the Heliport Manual, prepared in accordance with the helicopter activities expected at the heliport commensurate with the relevant CAAS Aviation Specifications, is required as part of this application.
- 2 Documentary evidence in support of all matters in this application may be requested.

APPENDIX C – FORM FOR VARIATION OF AN AERODROME CERTIFICATE



FORM FOR VARIATION OF AN AERODROME CERTIFICATE

1 Particulars of the Applicant

Full Name:

Address:
.....
..... Postal Code:

Position:

Phone: 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

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 Variation to Aerodrome Certificate

Variation of aerodrome certificate due to a change in:

Category of operations of the aerodrome Aerodrome reference code

Type of approach at the aerodrome Aircraft rescue and firefighting capabilities

Aerodrome layout Any other information specified in the aerodrome certificate

Details of variation to be made to the aerodrome certificate:

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Reasons for the variation:

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Intended implementation date of variation:

On behalf of the Aerodrome Operator shown above, I hereby apply vary the aerodrome certificate.

My authority to act on behalf of the applicant is:

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.....

Signed: Date:

Name of person making the declaration:

NOTES:

- 1 Documentary evidence in support of all matters in this application may be requested.

APPENDIX D – FORM FOR VARIATION OF A HELIPORT CERTIFICATE



FORM FOR VARIATION OF A HELIPORT CERTIFICATE

1 Particulars of the Applicant

Full Name:

Address:
.....
..... Postal Code:

Position:

Phone: E-mail:

2 Particulars of the Heliport Site

Heliport Name:

Real Property Description:
.....
.....

Geographical Coordinates of the Heliport Reference Point:
Latitude: Longitude:
(in degrees, minutes and tenths of minutes and in WGS-84 format)

3 Is the Applicant the Owner of the Heliport Site?

Yes No

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 a heliport.

4 Details of Variation to Heliport Certificate

Variation of heliport certificate due to a change in:

Category of operations of the heliport Heliport firefighting category

Type of operations at the heliport Heliport layout

Any other information specified in the heliport certificate

Details of variation to be made to the heliport certificate:

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Reasons for the variation:

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Intended implementation date of variation:

On behalf of the Heliport Operator shown above, I hereby apply vary the heliport certificate.

My authority to act on behalf of the applicant is:

.....
.....

Signed: Date:

Name of person making the declaration:

NOTES:

- 1 Documentary evidence in support of all matters in this application may be requested.