

**PART 12—AERODROME REGULATIONS**

ARRANGEMENT OF REGULATIONS

AERODROMES

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This part shall apply to :

- (i) civil aerodromes and heliports
- (ii) military airports serving civil aircraft operations ; and
- (iii) those portions of joint - use or shared - use airport under the control of an individual or civil entity and serving civil aircraft operations of any class or category.

Applicability.

Definitions.

1. The following are definitions of terms used in this Part :

*Aerodrome*—A defined area on land, including any building, installations and equipment, intended to be used either wholly or in part for the arrival, departure, and surface movement of aircraft.

*Aerodrome Certificate*—The certificate to operate an aerodrome issued by the Authority subsequent to the approval of the aerodrome operator's manual. The words certification and licensing have the same meaning wherever they are used in these regulations as well as the Nigerian Civil Aviation Act, 2006 (NCAA 2006), the Aerodrome standards manual and related guidance materials.

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

*Aerodrome Operator's Manual*—The operations manual that forms part of the application for an aerodrome certificate pursuant to these regulations, including any amendments thereto accepted and approved by the Authority.

*Aerodrome Operator*—The owner or provider of an aerodrome that is certified for operations by the Authority.

*Aerodrome Beacon*—Aeronautical beacon used to indicate the location of an aerodrome from the air.

*Aerodrome Elevation*— The elevation of the highest point of the landing area.

*Aerodrome Reference Point*—The designated geographical location of an aerodrome.

*Aeroplane Reference Field Length*—The minimum field length required for take-off at maximum certified take-off mass, sea level, standard atmospheric conditions, still air, and zero runway slope, as shown in the appropriate aeroplane flight manual prescribed by the certifying authority or equivalent data from the aeroplane manufacturer.

*Aeronautical Study*—A study of an aeronautical problem to identify possible solutions and select a solution that is acceptable without degrading safety.

*Aircraft Stand*—A designated area on an apron intended to be used for parking an aircraft.

*Apron*— A defined area on an aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance.

*Apron Management Service*— A service provided to regulate the activities and the movement of aircraft and vehicles on an apron.

*Certified Aerodrome*—An aerodrome whose operator has been granted an aerodrome certificate by the Authority.

*Frangible Object*— An object of low mass designed to break, distort, or yield on impact so as to present the minimum hazard to aircraft.

*Heliport*— An aerodrome or a defined area on a structure intended to be used wholly or in part for the arrival, departure, and surface movement of helicopters.

*Joint Use Airport*—Any airport owned and operated by the Ministry of Defence in which a portion of the Airport is leased to a person or entity for the provision of private or commercial air transport.

*Landing Area*. The part of a movement area intended for the landing or take-off of aircraft.

*Lighting System Reliability*— The probability that the complete lighting installation operates within the specified tolerances and that the system is operationally usable.

*Manoeuvring Area*—That part of an aerodrome to be used for the take-off, landing, and taxing of aircraft, excluding aprons.

*Marker*—An object displayed above ground level in order to indicate an obstacle or delineate a boundary.

*Marking*—A symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information.

*Movement Area*— That part of an aerodrome to be used for the take-off, landing, and taxing of aircraft, consisting of the manoeuvring area and the apron.

*Obstacle*— 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 extended above a defined surface intended to protect aircraft in flight.

*Obstacle Free Zone (OFZ)*—The airspace above the inner approach surface, inner transitional surfaces and 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*—Series of surfaces that define the volume of airspace at and around an aerodrome to be kept free of obstacle 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.

*Runway*—A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.

*Runway Strip*—A defined area including the runway and stopway, 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)*—The range over which the 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.

*Shoulder*—An area adjacent to the edge of a pavement so prepared as to provide a transition between the pavement and the adjacent surface.

*Safety Management System*—A system for the management of safety at aerodromes including the organization structure, responsibilities, procedures, processes

and provisions for the implementation of aerodrome safety policies by an aerodrome operator, which provides for the control of safety at, and the safe use of the aerodrome.

*Safety Area*—A defined area made up of either a runway or taxiway and the surrounding surfaces that are prepared or suitable for reducing the risk of damage to aircraft in the event of an undershoot, overshoot, or excursion from a runway or the unintentional departure from a taxiway.

*Shared Use Airport*—Any military airport with facilities and installations, a portion of which is owned and controlled by an individual or civil entity, available for use of both parties in civil or military aircraft operations.

*Taxiway Strip*—An area including a taxiway intended to protect an aircraft operating on a taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway.

*Unserviceable Area*—A part of the movement area that is unfit and unavailable for use by aircraft.

*Work Area*—A part of an aerodrome in which maintenance or construction works are in progress.

*Wildlife Hazard*—A potential for a damaging aircraft collision with birds or animals on or near an aerodrome.

**2.—(1)** No person shall operate an aerodrome in Nigeria for the take-off and landing of aeroplanes engaged in flights for the purpose of public transport or instruction in flying unless he or she is a holder of an Aerodrome Certificate granted under these Regulations.

Operation of Aerodrome in Nigeria.

(2) (a) Subject to the approval of the Ministry of Defence, a military airport, joint-use or shared-use airport may be authorised by the Authority for use by civil aircraft, upon acceptance and approval of a written application by an individual or civil entity intending to use the facility for civil aviation purposes.

(b) The approval or authorisation referred to in (a) above may be granted under such condition and for such period, which the Authority may determine, if the Authority is satisfied that the provisions or paragraph 7(3) of this regulation have been met and the use of such Airport by such operator will not jeopardise aviation safety.

**3.—(1)** The Authority may impose restrictions as to the use of an Aerodrome and may limit or totally prohibit the operation of any aeroplane or helicopter :

Restrictions.

(a) not equipped with radio equipment or

(b) the radio equipment of which is not complementary to the radio equipment installed for the control of air traffic at such aerodrome if the Authority is satisfied that such restriction, limitation, or prohibition is necessary in the interest of aviation safety.

(2) The Authority may restrict or prohibit flights by night from, or at any aerodrome at which adequate facilities for night flights are lacking; or where the

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terrain or other objects in the vicinity of the aerodrome could cause a hazard to the operation of aeroplanes or helicopters used in night flights.

Prohibitions  
in Certified  
Aerodrome.

**4.—(1)** Except with the approval of the certified aerodrome operator, no aircraft operator shall park or abandon used or unused aircraft on the movement areas of the aerodrome.

(2) Except with the approval of the certified aerodrome operator, no person shall :

(a) drive a vehicle into restricted areas of the aerodrome, or the terminal building or

(b) obstruct an entrance to or passage in the terminal building in such a manner as to inconvenience other aerodrome users.

(3) No person shall, on a certified aerodrome :

(a) obstruct or interfere with the authorized used of the aerodrome.

(b) obstruct any employee of the aerodrome operator acting in the execution of his or her duty in relation to the aerodrome.

(c) throw, leave, or drop anything capable of causing injury to any person or damage to property.

(d) dump any waste matter whatsoever elsewhere other than a place designated and approved for the purpose by aerodrome operator.

(e) commit any nuisance, disorderly, or indecent act, write, draw or affix any profane, obscene or abusive materials on aerodrome.

(f) spill or release substances capable of causing air, water, or soil pollution.

(4) Except with permission of the certified aerodrome operator, no person shall :

(a) interfere or tamper with any part of the aerodrome or any equipment associated with the operation of the aerodrome :

(b) trespass or gain access through restricted structures.

(c) carry out trade of any level and magnitude including foreign exchange.

(d) advertise in the aerodrome

(e) handle passengers and baggage, or confront passengers and aerodrome users for unsolicited service.

(5) (a) No person shall, on a certified aerodrome, supply any fuel to any aircraft except at a place and in a manner approved by the aerodrome operator.

(b) The aerodrome operator shall subject any approval granted under this subsection to compliance with such conditions as the aerodrome operator may impose in order to safeguard the safety of persons and property on the aerodrome.

Obstacle  
Limitations.

**5.—(1)** Any person who proposes any of the following construction or alteration shall notify the Authority :

(a) Any high-rise construction or alteration above the ground level at its site.



(b) Any construction or alteration which extends above an obstacle limitation surface prescribed in the aerodrome standards manual and associate guidance material.

(c) Any highway, railroad or other transverse way for mobile objects of which if adjusted upwards 4.8m for roads and highways, 5.4m for railroads or the height of the highest mobile object that would traverse the road will not exceed a standard of paragraph 1(a) and (b) of this section.

(d) Any construction or alteration on any of the following :

(i) airport, heliport or landing facility

(ii) An airport under construction that is subject of a notice or proposal on file with the Authority.

(2) An aeronautical study shall be conducted by the Authority of any construction or alteration for which a notice is submitted under paragraph (a)-(d) of this section to determine the effect of the proposal upon the operation of air navigation facilities and the safe and efficient use of the navigable airspace.

(3) The study may include the physical and electromagnetic radiation effect the proposal may have on the operation of air navigation facility.

**6.—**(1) The Authority shall maintain a register of all aerodrome certificates issued under these Regulations.

Register of  
Certificates.

(2) The register shall contain the following particulars—

(a) the full name, and if any, the trade name of the holder of the certificate.

(b) the postal address of the holder of the certificate.

(c) the name and the location of the aerodrome for which the certificate is issued.

(d) the number of the certificate issued.

(e) file reference number of the initial and each subsequent safety inspection record and audit report in respect of each aerodrome certified.

(f) the nationality of the holder of the certificate.

(3) The particulars referred to in subsection (2) shall be recorded in the register within seven days from the date on which the certificate was issued by the Authority.

(4) The register shall be kept in a safe place at the office of the Director General.

(5) A copy of the register shall be furnished by the Authority, on payment of the appropriate fee as prescribed, to any person who requests the copy.

**7.—**(1) *Requirement for Aerodrome Certificate :*

Aerodrome  
Certification.

(a) As of September 2007, all Nigerian primary Aerodromes used for international operations shall be certified in accordance with these Regulations. Other Nigerian Aerodromes shall be certified as at April 2008 in accordance with this Part.

(b) No person shall operate an Aerodrome without an Aerodrome certificate after the date stated in 1 (a) above.

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(c) All new applications for certification of Aerodromes shall be in accordance with this Part.

(2) *Application for Aerodrome Certificate*—An application for the issuance of an Aerodrome Certificate or an amendment thereto, shall be :

(a) made to the Authority in the appropriate form prescribed by the Authority.

(b) accompanied by :

(i) the operator's aerodrome manual ;

(ii) the plans of the Aerodrome including obstacle chart ;

(iii) security clearance from the Federal Government ;

(iv) written approval from the town planning authority ;

(v) a written statement from the Ministry of Environment attesting the applicants compliance with relevant laws and regulations for environmental management ;

(vi) proof that the applicant is financially capable of operating the Aerodrome ;

(vii) particulars of proposed non-compliance with, or deviations from the Standards prescribed in these Regulations ;

(viii) the appropriate airspace classification requirements ;

(ix) the appropriate fee as prescribed by the authority ; and

(x) confirmation of insurance cover, type of cover and premium paid.

(3) *Grant of Aerodrome Certificate*—The Authority shall grant an Aerodrome Certificate to an applicant if :

(a) the aerodrome facilities, services and equipment are in accordance with the standards specified in the Authority's Aerodrome Standards Manual and these Regulations ;

(b) the aerodrome operating procedures make satisfactory provision for the safety of aircraft ;

(c) an aerodrome manual has been prepared for the aerodrome and contains all the relevant information ; and

(d) the applicant will, if the certificate is granted, be able to operate and maintain the aerodrome satisfactorily.

(4) *Refusal to Grant Aerodrome Certificate*—If the Authority refuses to grant an Aerodrome Certificate to an applicant, the Authority shall give the applicant a written notice stating the reasons for the refusal, not later than 14 days after the date of refusal.

(5).—(a) *Duration of Aerodrome Certificate*—An Aerodrome Certificate remains in force for a period of one year, unless it is suspended or cancelled by the Authority.

(b) An Aerodrome Certificate shall be renewed annually.

(6).—(a) *Renewal of Aerodrome Certificate*—An aerodrome operator shall ensure that renewal of his or her Aerodrome Certificate is commenced not less than 90 days to the date of expiration of his or her certificate.

(7).—(a) *Suspension or cancellation by the Authority.*—The Authority may, by written notice given to the holder of an aerodrome certificate, suspend or cancel the certificate if there are reasonable grounds for believing that :

- (i) a condition to which the certificate is subject has been breached ; or
  - (ii) the aerodrome facilities, operations or maintenance are not of the standard necessary in the interests of the safety of air navigation ; or
- (b) Before suspending or canceling an Aerodrome Certificate, the Authority must :
- (i) give to the holder a show cause notice that :
    - (aa) sets out the facts and circumstances that, in the opinion of the Authority, would justify the suspension or cancellation ; and
    - (bb) invites the holder to show cause, in writing, within 14 days after the date of the notice, why the certificate should not be suspended or cancelled ; and
  - (ii) take into account any written submission that the holder makes to the Authority within the time allowed.

(8).—(a) *Transfer of an Aerodrome Certificate.*—The Authority may approve the transfer of an Aerodrome Certificate when :

- (i) the current holder of the Aerodrome Certificate notifies the Authority in writing, at least 90 days before ceasing to operate the Aerodrome.
  - (ii) the current holder of the Aerodrome Certificate notifies the Authority, in writing, of the name of the transferee.
  - (iii) the transferee applies to the Authority, in writing, within 90 days before the current holder of the Aerodrome Certificate ceases to operate the aerodrome ; and
  - (iv) the requirements set out in subsection (3) are met by the transferee.
- (b) If the Authority does not consent to the transfer of an Aerodrome Certificate, it shall notify the transferee, in writing, of its reasons not later than 30 days after making that decision.

(9) (a) *Surrender of an Aerodrome Certificate*—The holder of an Aerodrome Certificate shall give the Authority not less than 30 days written notice of the date on which the certificate is to be surrendered in order that suitable promulgation action can be taken.

(b) The Authority will cancel the certificate on the date specified in the notice

(10) *Endorsement of Conditions of Aerodrome Certificate.*—The Authority, when granting the Aerodrome Certificate will endorse the Conditions for the type and use of the aerodrome and other details in the Aerodrome Certificate.

(11) *Amendment of an Aerodrome Certificate*—Provided that the requirements of subsection (3) have been met, the Authority shall amend an Aerodrome Certificate when :

- (a) there is a change in the ownership or management of the aerodrome.

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(b) there is a change in the use or operation of the aerodrome, there is a change in the boundaries of the aerodromes, or

(c) the holder of the Aerodrome Certificate request amendment.

(12) *Interim Aerodrome Certificate*

(i) The Authority may issue an Interim Aerodrome Certificate to the applicant referred to in regulation 7(2) or the proposed transferee of an Aerodrome Certificate referred to in 7(8) authorising the applicant or transferee to operate an Aerodrome if the Authority is satisfied that :

(a) an Aerodrome Certificate in respect of the aerodrome will be issued to the applicant or transferred to the transferee as soon as the applicant procedure for the grant or transfer of an Aerodrome Certificate has been completed ; and

(b) the grant of the Interim Certificate is in the public interest and is not detrimental to aviation safety.

(ii) An Interim Aerodrome Certificate issued pursuant to regulation 7(2)(i) shall expire on ;

(a) the date on which the Aerodrome Certificate is issued or transferred,

(b) the expiry date specified in the Aerodrome Certificate whichever is earlier.

(iii) These regulations shall apply to an Interim Aerodrome Certificate in the same manner as they apply to an Aerodrome Certificate.

Aerodrome  
Manual.

**8.—(1) (a) *Preparation of the Aerodrome Manual***—The operator of a certified aerodrome shall have a manual to be known as the Aerodrome Manual for the aerodrome.

(b) The Aerodrome Manual shall :

(i) be typewritten or printed, and signed by the aerodrome operator ;

(ii) be in a format that is easy to revise ;

(iii) have a system for recording the accuracy of pages or amendments thereto, including a page for logging revisions ; and

(iv) be organised in a manner that will facilitate the preparation, review and acceptance/approval process.

(2) *Information to be included in the Aerodrome Manual*—The particulars to be included in the Aerodrome Manual are as provided in the Requirements to these Regulations (RR 8 (2)).

(3) (a) *Location of the Aerodrome Manual*—The aerodrome operator shall provide the Authority with a complete and current copy of the Aerodrome Manual.

(b) The aerodrome operator shall keep at least one complete and current copy of the Aerodrome Manual at the aerodrome and one copy at the operator's principal place of business if other than the aerodrome.

(c) The aerodrome operator shall make a copy of the Aerodrome Manual available for inspection by authorised officers of the Authority.

(4) *Amendment of the Aerodrome Manual*—To maintain the accuracy of the Aerodrome Manual, the Authority may issue a written directive to an aerodrome operator requiring the operator to alter or amend the manual in accordance with that directive.

(b) The operator of a certified aerodrome shall alter or amend the Aerodrome Manual, whenever necessary, in order to maintain the accuracy of the information in the manual.

(c) The operator submit in writing a proposed amendment to its Aerodrome Manual to the Authority at least 30 days before the proposed effective date of the amendment or alteration, unless a shorter filing period is allowed by the Authority.

(d) In the case of amendments initiated by the Authority, the Authority shall notify the operator of the certified aerodrome of the proposed amendment, in writing, fixing a reasonable period within which the operator may submit written information, views, and arguments on the amendment. After considering all relevant materials presented, the Authority shall notify the operator within 30 days of any amendment adopted, or rescind the notice. The amendment becomes effective not less than 30 days after the operator receives notice of it.

(e) Notwithstanding the provisions of paragraph (d) of this section, if the Authority finds there is an emergency requiring immediate action with respect to the safety of air transportation, the Authority may issue amendment, effective without stay on the date the operator receive notice of it. In such a case, the Authority shall incorporate the findings of the emergency and a brief statement of the reason for the findings in the notice of the amendment.

(5) *The Authority's Acceptance/Approval of the Aerodrome Manual*—The Authority shall accept/approve the Aerodrome Manual and any amendments thereto, provided they meet the requirement of this Part.

(6) *Aerodrome Manual Controller*—The operator shall appoint a person to be the Aerodrome Manual Controller, whose functions shall include :

(a) keeping a record of persons who hold copies of the whole or part of the Aerodrome Manual.

(b) updating of information in the manual given to those holders referred to in (a).

9.—(1) *General*—The grant of an Aerodrome Certificate obliges the aerodrome operator to ensure the safety, regularity and efficiency of operations at the aerodrome, to allow authorised officers of the Authority access to the aerodrome to carry out safety audits, inspections and testing and to be responsible for notifying and reporting to the Authority as prescribed in these Regulations.

Obligation of  
the  
Aerodrome  
Operator.

(2) *Compliance with Standards and Practice*—The aerodrome operator shall comply with the standards specified in the Aerodrome Standards Manual and with any conditions endorsed in the Aerodrome Certificate.

(3).—(a) *Competence of Operational and Maintenance Personnel*—The aerodrome operator shall employ an adequate number of qualified and skilled personnel to perform all critical activities for aerodrome operation and maintenance.

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(b) If the Authority or any other competent authority of the government requires competency certification for the personnel referred to in paragraph (a) above, the aerodrome operator shall employ only those persons possessing such certificates.

(c) The aerodrome operator shall implement a programme to upgrade the competency of the personnel referred to in paragraph (b).

(4) (a) *Aerodrome Operation and Maintenance*—Subject to any directives that the Authority may issue, the aerodrome operator shall operate and maintain the aerodrome in accordance with the procedures set out in the Aerodrome Manual.

(b) To ensure the safety of aircraft, the Authority may give written directives to an aerodrome operator to alter the procedures set out in the Aerodrome Manual.

(c) The aerodrome operator shall ensure proper and efficient maintenance of the aerodrome facilities.

(d) The Aerodrome Certificate holder shall coordinate with the ATS provider in order to be satisfied that appropriate air traffic services are available to ensure the safety of aircraft in the airspace associated with the aerodrome. The coordination shall cover other areas related to safety such as aeronautical information service, air traffic services, designated meteorological authorities and security.

(5)—(a) *Aerodrome Operator's Safety Management System*—An aerodrome operator must have, and put into effect, a safety management system that includes the policies, procedures, and practices necessary to provide the services covered by its approval safely.

(b) The safety management system must be in accordance with the standards set out in the Requirements to this Part.

(c) The aerodrome operator must keep under review its safety management system and take such corrective action as is necessary to ensure that it operates properly.

(6)—(a) *Aerodrome Operator's Internal Safety Audits and Reporting*—The aerodrome operator shall arrange for audits of the safety management system, including inspections of the aerodrome facilities and equipment.

(b) The audits referred to in paragraph (a) above shall be carried out over 12 months, or less, as agreed with the Authority.

(c) The aerodrome operator shall ensure that the audit reports, including the report on the aerodrome facilities, services and equipment, are prepared by suitably qualified safety personnel.

(d) The aerodrome operator shall retain a copy of the report(s) referred to in paragraph (c) above for a period to be agreed with the Authority. The Authority may request a copy of the report(s) for its review and reference.

(e) The report(s) referred to in paragraph (c) above must be prepared and signed by the persons who carried out the audits and inspections.

(7)—(a) *Access to the Aerodrome by Authorised Inspectors*—Personnel so authorized by the Authority may inspect and carry out tests on the aerodrome facilities, services and equipment, inspect the aerodrome operator's documents and records

and verify the aerodrome operator's safety management system before the Aerodrome Certificate is granted or renewed and, subsequently, at any other time, for the purpose of ensuring safety at the aerodrome.

(b) An aerodrome operator shall, at the request of the person referred to in paragraph (a) above allow access to any part of the aerodrome or any aerodrome facility, including equipment, records, documents and operational personnel, for the purpose referred to in paragraph (a) above.

(c) The aerodrome operator shall cooperate in conducting the activities referred to in paragraph (a).

(8) *Removal of Obstructions from the Aerodrome Surface*—An aerodrome operator shall remove from the aerodrome surface any vehicle or other obstruction that is likely to be hazardous.

Aerodrome  
Design  
Requirements.

(9) *Warning Notices*—When low flying aircraft, at or near aerodrome or taxiing aircraft are likely to be hazardous to people or vehicular traffic, the aerodrome operator shall :

(a) post hazard warning notices on any public way that is adjacent to the maneuvering area ; or

(b) if such a public way is not controlled by the aerodrome operator, inform the authority responsible for posting the notices on the public way that there is hazard.

(10) *Retention of Records*—The holder of an Aerodrome Certificate shall establish and retain personnel training and inspection records as prescribed in the aerodrome standards manual.

(1) EXEMPTIONS :

(a) The Authority may exempt, in writing, an aerodrome operator from complying with specific provisions of these Regulations.

(b) Before the Authority decides to exempt the aerodrome operator, the Authority must take into account all safety related aspects.

(c) An exemption is subject to the aerodrome operator complying with the conditions and procedures specified by the Authority in the Aerodrome Certificate as being necessary in the interest of safety.

(d) When an aerodrome does not meet the requirement of a standard or practice specified in , the Aerodrome Standards Manual and these Regulations, and other relevant document the Authority 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 Regulations.

Deviation from these Regulations and the conditions and procedures referred to in Regulation 7 (10) shall be set out in an endorsement on the Aerodrome Certificate.

**10.—**(1) An applicant for or a holder of an Aerodrome Certificate shall provide the Authority with the following :

Aerodrome  
Design  
Requirements.

(a) physical characteristics ;

(b) obstacle limitation surface ;

(c) visual aids for navigation, denoting obstacle and the restricted areas ;

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Operating  
Requirements.

(d) equipment and installation ;

(e) an airspace classification appropriate to the characteristics of the aircraft it intends to serve, the lowest meteorological minima for each runway, and the ambient light conditions expected during the operation of aircraft.

(2) The physical characteristics, obstacle limitation surfaces, visual aids, equipment and installation mentioned above in (a) (b) ; and (c) shall comply with the aerodrome design standards highlighted in the Aerodrome Standards Manual.

**11.—(1) *Aerodrome Data***—The holder of an Aerodrome Certificate shall provide and report aerodrome related aeronautical data in accordance with the requirements.

(2) *Notifying and Reporting*—An aerodrome operator shall adhere to the requirement to notify and report to the Authority, air traffic control and pilots within the specified time limits required by these regulations, in accordance with the requirements.

(3) *Visual aids for Navigation*—The holder of an Aerodrome Certificate shall establish procedures to ensure that a system of preventive maintenance and checking of the aerodrome visual aids for navigation is employed as contained in the Requirements.

(4) *Works on Aerodrome*—The holder of an Aerodrome Certificate shall carry out works on aerodrome in accordance with the Requirements.

(5) *Aerodrome Emergency Plan*—The holder of an Aerodrome Certificate shall establish an Aerodrome Emergency Plan (AEP) in accordance with the Requirements.

(6) *Rescue and Fire Fighting*—The holder of an Aerodrome Certificate shall provide rescue and fire fighting services in accordance with the Requirements.

(7) *Apron Control and Management Services*—The holder of an Aerodrome Certificate shall provide apron control and management services in accordance with the Requirements.

(8) *Ground Vehicle and Pedestrians*—The holder of an Aerodrome Certificate shall ensure ground vehicle operations in accordance with the Requirements.

(9) *Protection of Navigational Aids*—The holder of an Aerodrome Certificate shall provide protection to navigational aids in accordance with the Requirements.

(10) *Aerodrome Inspection Programme*—The holder of an Aerodrome Certificate shall establish and maintain an inspection programme in accordance with the Requirements.

(11) *Public Protection*—The holder of an Aerodrome Certificate shall provide public protection in accordance with the Requirements.

(12) *Aerodrome Security*—The holder of an Aerodrome Certificate shall provide aerodrome security in accordance with existing laws and regulations.

(13) *Aeronautical Studies*—The applicant for or holder of an Aerodrome Certificate shall carry out aeronautical study in accordance with the Requirements.



(14) *Bird Hazard Reduction*—The holder of an Aerodrome Certificate shall establish and maintain bird hazard reduction programme in accordance with the Requirements.

(15) *Pavement Strength and Overload Operations*—The holder of an Aerodrome Certificate shall regulate overload operations in accordance with the Requirements.

(16) *Quality Control Programme*—A Quality control programme shall be established with emphasis as contained in the Requirements.

(17) *Environmental Protection*—The holder of an Aerodrome Certificate shall establish an environmental management programme in accordance with these Requirements.

(18) *Removal of Disabled Aircraft*—The holder of an Aerodrome Certificate shall establish and implement a disable aircraft removal plan in accordance with the requirements.

#### USE OF HELIPORTS

##### GENERAL

##### APPLICABILITY

This part shall apply to the certification and operation of heliports in Nigeria with the exception of military heliports.

**12.** The followings are definition of terms used in this part.

Definition.

*Air Taxiway*—A defined path on the surface established to permit the movement of helicopters above it while remaining in ground effect at ground speeds not exceeding 37km/h (20kt).

*Air Transit Route*—A defined path on the surface established to permit the movement of helicopters above it, normally at heights not above 30m (100ft) above ground level and at ground speeds in excess of 37 km/h (20kt).

*Approach Surface*—An inclined plane or a combination of planes sloping upwards from the end of the safety area, centred on a line passing through the centre and through which no obstacle may penetrate.

*Elevated Heliport*—An area on a raised structure on land designated for the arrival and departure of helicopters.

*Final Approach and Take-off Area (FATO)*—A defined area over which the final phase of the approach manoeuvre to hover or landing is completed and from which the take-off manoeuvre is commenced.

And, where the FATO is to be used by performance class I helicopters, it includes the rejected take-off area available.

*Ground Effect*—The reaction to the downward airflow through the helicopter rotor striking the ground or water, which enhances the lift forces acting on the helicopter.

*Ground Taxiway*— A defined path on the surface established to permit the movement over the ground of wheeled helicopters under their own power.

*Helicopter Clearway*—A defined area on the surface beyond the rejected take-off distance available (RTODA) and under the control of the appropriate authority,

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selected and / or prepared as a suitable area over which a performance Class 1 helicopter may accelerate and achieve a specific height and in which lightweight and frangible objects only are permitted.

*Helidec*—An area located on a floating or fixed structure offshore designated for use by helicopters.

*Heliport*—An aerodrome or a defined area on a structure intended to be used wholly or in part for the arrival, departure and surface movements of helicopters.

*Heliport Elevation*—The elevation of the highest point of the landing area.

*Heliport Reference Point*—The designated geographical location of a heliport.

*Inner Horizontal Surface*—A circular surface located in a horizontal plane above the final approach and take-off area and its environs and designated to allow safe visual manoeuvring by helicopters.

*Landing Distance Available (LDAH)*—The length of the (FATO) plus any additional area declared available and suitable for helicopters to complete the landing manoeuvre from a defined height.

*Rejected Take-off Distance Available (RTODAH)*—The length of the FATO declared available and suitable for performance Class 1 helicopters to complete a rejected take-off.

*Safety Area*—On a heliport, a defined area surrounding the FATO which is free of obstacles, other than those required for air navigation purposes, and intended to reduce the risk of damages to helicopters, accidentally diverging from the FATO.

Establishment of Heliports.

**13.** No person shall operate an heliport in Nigeria (mobile or fixed) for the take-off and landing of helicopters engaged in flights for the purpose of public transport or instruction in flying unless he or she is a holder of an Heliport or Aerodrome Certificate granted under these Regulations.

Heliport Certification Process.

**14.—(1)** Requirement to hold Heliport Certificate—A person shall not operate an heliport if the heliport is not certified by the Authority. As of June, 2007 all Nigerian heliport, helidecks and helipads (mobile or fixed) shall be certified in accordance with this part.

*(2) Application for Heliport Certificate*—An application for the issuance of an Heliport Certificate, or an amendment thereto shall be :

(a) made to the Authority in the appropriate form as prescribed by the Authority.

(b) accompanied by—

(aa) the Heliport Manual ;

(bb) the plans of heliport ;

(cc) security clearance from the Federal Government ;

(dd) written approval from the town planning authority, where applicable ;

(ee) a written statement from the Ministry of Environment attesting the applicant's compliance with relevant laws and regulations for environmental Management (where applicable)

(ff) proof that the applicant is financially capable of operating the heliport ;

(*gg*) the appropriate airspace classification requirements ;  
(*hh*) proof of payment of the appropriate fee prescribed by the Authority ; and  
(*ii*) confirmation of insurance cover, type of cover and premium paid ;  
(*jj*) particulars of proposed non-compliance with or deriation from the standards presented in these Regulations.

(3) *Grant of Heliport Certificate*—The Authority may approve the application and accept the Heliport Manual of the applicant for an Heliport Certificate subject to the provisions in this section and grant an Heliport Certificate to an applicant if :

- (*a*) the heliport facilities and equipment are in accordance with the standards specified in the Authority’s Heliport and Aerodrome Standards Manuals ;
- (*b*) the heliport operating procedures make satisfactory provision for the safety of helicopters ;
- (*c*) the applicant would, if granted a certificate, have the necessary competence, experience and resources to operate and maintain the heliport ;
- (*d*) an acceptable Safety Management System is in place at the heliport.

(4) *Refusal to grant Heliport Certificate*—If the Authority refuses to grant an Heliport Certificate to an applicant, the Authority shall give the applicant notice of the refusal, and the reasons for it, not later than 14 days from the date of refusal.

(5) *Duration of Heliport Certificate*—An Heliport Certificate shall remain in force for a period of one year unless suspended or cancelled by the Authority.

(6) *Renewal of Heliport Certificate*—A Heliport operator shall ensure that renewal of his or her Heliport Certificate is commenced not less than 90 days to the date of expiration of his or her certificate.

(7) (*a*) *Suspension or cancellation of Heliport Certificate*—The Authority may by written notice suspend or cancel the Heliport Certificate if the heliport facilities, operations, or maintenance are not of the standard necessary for the safety of helicopter and air navigation.

- (*b*) The Authority shall suspend or cancel an Heliport Certificate if the certificate is transferred to a third party without the consent of the Authority or if any conditions of the certificate have been breached.

(8) *Endorsement of condition on Heliport Certificate*—The Authority, when granting the Heliport Certificate shall endorse the conditions for the type and use of the heliport and other details as contained in the Heliport Certificate.

(9) *Amendment of Heliport Certificate*—The Authority may amend an Heliport Certificate when :

- (*a*) there is a change in the ownership or management of the heliport ; or
- (*b*) there is a change in the use or operation of the heliport ; or
- (*c*) there is a change in the boundaries of the heliport ; or
- (*d*) the holder of an Heliport Certificate makes a request for an amendment.

(10) *Voluntary Surrender of an Heliport Certificate*—The Authority may cancel an Heliport Certificate if the heliport operator voluntarily gives notice, in writing, to surrender his/her Heliport Certificate :

- (*a*) The Heliport Certificate holder shall give the Authority 90 days written

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notice of the date on which the certificate is to be surrendered in order that suitable promulgation action can be taken.

(b) The Authority shall cancel the certificate on the date specified in the notice.

(11) (a) *Transfer of an Heliport Certificate*—The Authority may approve the transfer of an Heliport Certificate when :

(i) the current holder of the Heliport Certificate notifies the Authority in writing, at least 90 days before ceasing to operate the heliport.

(ii) the current holder of the Heliport Certificate notifies the Authority, in writing, of the name of the transferee.

(iii) the transferee applies to the Authority, in writing, within 90 days before the current holder of the Heliport Certificate ceases to operate the heliport ; and

(iv) the requirements set out in Section 13(3) are met by the transferee.

(b) If the Authority does not consent to the transfer of an Heliport Certificate, it shall notify the transferee, in writing, of its reasons not later than 30 days after making that decision.

Heliport  
Manual.

**15.—(1) *Preparation of Heliport Manual***—The operator of a Certified Heliport shall have a manual, to be known as the Heliport Manual which shall :

(a) be typewritten or printed, and signed by the heliport operator.

(b) have a system of logging revisions, recording the currency of pages, and amendments.

(c) be organised in a manner that will facilitate the preparation, review, and approval processes.

(2) (a) *Location of Heliport Manual*—The heliport operator shall provide the Authority with a complete and current copy of the Heliport Manual.

(b) the operator shall keep at least one complete and current copy of the Heliport Manual at the heliport and one copy at the operator's principal place of business if other than the heliport.

(c) the heliport operator shall make the complete and current copy of the Heliport Manual available for inspection by authorised officers of the Authority.

(3) *Information to be included in the Heliport Manual*—An applicant for the certification of an heliport shall include the particulars contained in section 15 of the Requirements in the Heliport Manual (RR 15).

(4) *Form of Heliport Manual*—The operator of a certified Heliport shall keep the copies of the Heliport Manual required by subsection (2) in a printed form. Other copies may be kept in an electronic form.

(5) (a) *Amendments of Heliport Manual*—The operator of a certified Heliport shall amend the Heliport Manual whenever it is necessary to do so, to maintain the currency of the manual.

(b) The Authority may give written directives to the heliport operator requiring operator to amend the Heliport Manual if necessary.

(c) The operator of a certified heliport shall comply with the directive given to the operator by the Authority in paragraph (b).

(6) *Notice of Amendments*—The heliport operator shall inform the Authority, in writing, of any amendment to the Heliport Manual within 30 days.

(7) *Heliport Manual Controller*—The operator shall appoint a person to be the Heliport Manual Controller, whose functions shall include :

(a) keeping a record of persons who hold copies of the whole or part of the Heliport Manual.

(b) updating of information in the manual given to those holders referred to in (a).

**16.—(1) *Compliance with standards and practices***— A heliport operator shall comply with the standards specified in Aerodrome Standards Manual. Obligations  
of the  
Heliport  
Operator.

(2) (a) *Heliport Design Requirements*—An applicant for the issuance of an Heliport Certificate shall ensure that the heliport is provided with the following :

(i) heliport data ;

(ii) physical characteristics ;

(iii) obstacle limitation surfaces ;

(iv) visual aids ; and

(v) an airspace classification appropriate to the helicopters it intends to serve.

(b) The heliport data, physical characteristics, obstacle limitation surfaces, visual aids, equipment and installations provided at the heliport shall comply with the appropriate heliport design standards as prescribed in Aerodrome Standards Manual.

(3) *Competence of Operational and Maintenance Personnel*—The heliport operator shall employ an adequate number of qualified and skilled personnel to perform all critical activities for heliport operation and maintenance.

(4) (a) *Heliport operation and maintenance*—The heliport operator shall operate and maintain the heliport in accordance with the procedures set out in the approved Heliport Manual.

(b) The Heliport Certificate holder shall co-ordinate with the ATS provider in order to be satisfied that appropriate air traffic services are available to ensure the safety of helicopters in the airspace associated with the heliport. The co-ordination shall cover other areas related to safety such as aeronautical information service, designated meteorological service provider and security.

(5) (a) *Heliport Operator's Safety Management System*—An heliport operator must have, and put into effect, a safety management system that includes the policies, procedures, and practices necessary to provide the services covered by its approval safely.

(b) The safety management system must be in accordance with the standards set out in the Requirements to this Part.

(c) The heliport operator must keep under review its safety management system and take such corrective action as is necessary to ensure that it operates properly.

(6) (a) *Heliport Operator's Internal System Audits*—The holder of Heliport Certificate shall arrange for an audit of the safety management system, including inspection of the heliport facilities and equipment.

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(b) The audits referred to in paragraph (a) above shall be carried out over 12 months, or less, as agreed with the Authority.

(c) The heliport operator shall ensure that the audit reports, including the report on the heliport facilities, services and equipment, are prepared by suitably qualified safety personnel.

(d) The heliport operator shall retain a copy of the report(s) referred to in paragraph (c) above for a period to be agreed with the Authority. The Authority may request a copy of the report(s) for its review and reference.

(e) The report(s) referred to in paragraph (c) above must be prepared and signed by the persons who carried out the audits and inspections.

(7) (a) *Access to the heliport*—The applicant for or holder of Heliport Certificate shall allow access by authorised officers of the Authority to inspect and test the heliport facilities, services and equipment, inspect the heliport operator's documents and records.

(b) The applicant for or holder of Heliport Certificate shall co-operate in conducting the activities referred to in paragraph (a) above.

(8) *Heliport Inspection*—The holder of Heliport Certificate shall inspect the heliport daily and as circumstances require to ensure aviation safety.

(9) *Removal of obstructions from the Heliport surface*—The holder of Heliport Certificate shall remove from the heliport surface any vehicle or other obstruction that is likely to be hazardous to helicopter operation.

(10) *Control of Entry into restricted Area*—The holder of an Heliport Certificate shall exercise control over entry into a restricted area.

Operating Requirements.

**17.—(1) *Heliport Data*** : The holder of an Heliport Certificate shall determine and report heliport related aeronautical data in accordance with the Requirements in RR 17.

(2) *Notifying and Reporting*—An Heliport Certificate holder shall adhere to the requirement to notify and report appropriately to the Authority, air traffic services provider, and pilots any condition that affect aviation safety, in accordance with the Requirements.

(3) *Physical characteristics*—The holder of an Heliport Certificate shall maintain the physical characteristics of the heliport in accordance with the Requirements.

(4) *Visual aids*—The holder of an Heliport Certificate shall provide visual aids at the heliport in accordance with the Requirements.

(5) *Maintenance of Heliport Facilities*—The holder of an Heliport Certificate shall carry out preventive maintenance and repairs in accordance with the Requirements.

(6) *Protection of Navigational Aids*—The holder of an Heliport Certificate shall provide protection to navigational aids in accordance with Requirements.

(7) *Quality System*—A quality system shall be established at every heliport in accordance with the Requirements.

(8) *Helicopter rescue and Fire Fighting*—The operator of an heliport shall provide rescue and fire fighting services at the heliport in accordance with the Requirements.

(9) *Environmental Protection*—An environmental protection programme shall be established and implemented at every heliport in accordance with the Requirements.

(10) *Helicopter Emergency Management System*—The holder of a Heliport Certificate shall establish an heliport emergency management system in accordance with the Requirements.

(11) *Public Protection and Helicopter Security*—The holder of an Heliport Certificate shall ensure public protection and heliport security in accordance with the existing laws and regulations.

(12) *Aeronautical Studies*—The applicant for or holder of an Heliport Certificate shall carry out aeronautical studies where necessary in accordance with the Requirements.

19. USE OF MILITARY AERODROME BY CIVIL AIRCRAFT

(1) Subject to the approval of the Ministry of Defence, a Military Aerodrome may be authorized by the Ministry of Aviation for use by civil aircrafts, upon acceptance or approval of a written application by an individual or a civil entity intending to use the military aerodrome for civil aviation purposes.

(2) The approval or authorization referred to in subsection (1) may be granted under such condition and for such period, which the minister may determine if the Minister is satisfied that the use of such aerodrome by such operator will not jeopardize aviation safety.

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