





**PAMPHLET ON THE PROCESS OF AERODROME
CERTIFICATION**

INTRODUCTION

This Pamphlet is prepared to highlight the basic process for Aerodrome Certification. ICAO Annex 14, Volume I requires that States certify aerodromes used for international operations in accordance with the specifications contained in that Annex as well as other relevant ICAO specifications through an appropriate regulatory framework. The regulatory framework is required to include the establishment of criteria for certification of aerodromes. As part of the certification process, an aerodrome operator is required to formally apply for the certification of its aerodrome, and shall prepare an aerodrome manual and complete a Statement of Compliance checklist giving all pertinent information on the aerodrome site, facilities, services, equipment, operating procedures, organisation and management including a Safety Management System, and submit to the Authority for acceptance/approval.

The aerodrome manual is a fundamental requirement of the certification process. It shall contain all the relevant information about the aerodrome as stipulated in Nig. CARs Part 12 and ASM for processing the application before granting an aerodrome certificate. The information presented in the aerodrome manual shall demonstrate that the aerodrome conforms with the certification standards and safety directives put forth by the NCAA, and that there are no apparent shortcomings which would adversely affect the safety of aircraft operations. The manual shall be a reference document and provides a checklist of aerodrome certification standards to be maintained and the level of airside services at the aerodrome. Information provided in the aerodrome manual will be the basis to assess the suitability of the aerodrome for the aircraft operations proposed and to judge an applicant's capability to be eligible to be granted a certificate. It is a basic reference guide for conducting site inspections for granting an aerodrome certificate and for subsequent continued surveillance/safety inspections. The aerodrome manual is a reference document agreed to between the aerodrome operator and the NCAA with respect to the standards, conditions and the level of services to be maintained at the aerodrome.

Nigerian Civil Aviation Authority (NCAA), under the powers vested in it by the Civil Aviation Act 2006, has developed its own set of Regulations based on Annex 14, Volumes I & II and related guidance materials in the ICAO manuals. These regulations are contained in the Nig. CARs Part 12 and Aerodrome Standards Manual (ASM) clearly laying down the framework for certifying aerodromes within Nigeria. Advisory Circulars have also been developed to assist applicants in the preparation of the Aerodrome Manuals and Standards Operating Procedures for the day - to - day operations at the aerodromes.

BASIC REQUIREMENTS

Detailed requirements for the certification of aerodromes are given in the Nigeria Civil Aviation Regulations Part 12 (Nig.CARs Part 12) and Advisory Circular NCAA-AC-ARD002 as follows:

Application for Aerodrome Certificate

An application for the issuance of an Aerodrome Certificate shall be made to the Authority in the form and manner prescribed by the Authority. The application shall be accompanied by:

- i. Aerodrome Manual and Statement of Compliance document demonstrating that the aerodrome operator's Aerodrome Manual is in compliance with the relevant provisions of the Aerodrome Standards Manual.
- ii. the survey plans of the Aerodrome including obstacle chart 'A' showing details of the aerodrome facilities and obstructions marked/lighted as specified in the implementing Standards (IS 12.4.2(2)) of Nig.CARs Part 12;
- iii. security clearance from the Federal Government
- iv. written approval from the town planning authority;
- v. Environmental Impact Assessment approval from the Ministry of Environment;
- vi. the appropriate fee as prescribed by the Authority ; and
- vii. Adequate insurance cover.
- viii. particulars of non-compliance with, or deviations from the standards prescribed in Nig. CARs Part 12 and/or Aerodrome Standards Manual (ASM).

PHASES OF AERODROME CERTIFICATION

Fundamentally, the aerodrome certification process comprises of the following five phases:

Phase 1: expression of interest by an applicant

PHASES OF AERODROME CERTIFICATION

Fundamentally, the aerodrome certification process comprises of the following five phases:

- Phase 1: expression of interest by an applicant
- Phase 2: assessing the formal application including evaluation of aerodrome manual;.
- Phase 3: Assessment of Facilities and Equipment:
- Phase 4: Grant/refusal of certificate
- Phase 5: Promulgation in the AIP of the certified status and details of the aerodrome



FLOWCHART FOR THE PROCESS OF AERODROME CERTIFICATION

| Phase/Step | Description | Status | Remarks |
|----------------|---|--------|---|
| Phase 1 | | | |
| Step 1 | Completion and submission of Form: AC-ARD002-1 or HC-ARD001 | A | |
| Step 2 | Clearance letter from Environmental Authority | A | Only noise assessment is required for existing aerodromes before 2006 |
| | Security clearance from Federal Government | A | Not applicable to Federal Government-operated aerodrome |
| Step 3 | Proof that applicant is financially capable to operate the Aerodrome | A | Not applicable to existing aerodrome before 2006 |
| Step 4 | Certification Meeting | A | |
| Step 5 | Payment of Aerodrome Construction Fees | A | Not applicable to existing aerodrome constructed before 2006 |
| Phase 2 | | | |
| Step 1 | Completion, submission and evaluation of Form: AC-ARD002-2 or HC-ARD002 together with detailed aerodrome drawings and obstacle charts | A | Aerodrome drawings and obstacle chart would be required for aerodromes in existence before 2006, if they have never been submitted to the Authority |

| | | | |
|----------------|--|---|--|
| Step 2 | Approval of drawings and project monitoring till completion | | Responsibility of the Authority |
| Step 3 | Payment of Aerodrome Certification Fees | A | |
| Step 4 | <p>Submission and evaluation of</p> <ul style="list-style-type: none"> - Aerodrome Manual - Airport Security Programme - Air Traffic Service manuals - applications for deviations, if necessary <p>Also to be provided are written technical and commercial agreements between the applicant and designated providers of aviation security, air traffic service and meteorological services for the provision of these services (This is applicable to non-federally operated airports)</p> | A | For existing aerodrome, the documents should be submitted with Form: AC-ARD002-2, if it has not been submitted in step 1 |
| Phase 3 | | | |
| Step 1 | <p>Physical inspection of</p> <ul style="list-style-type: none"> - aerodrome facilities and services by aerodrome standards inspectors - Aviation Security facilities and services by AVSEC inspectors - ANS facilities and services by ANS inspectors | A | |
| Step 2 | Provision of insurance cover | A | |
| Phase 4 | | | |

| Step | Grant or Refusal of Aerodrome Certificate | | Responsibility of the Authority |
|----------------|--|---|---------------------------------|
| Phase 5 | | | |
| Step 1 | Promulgation of the certified status of the Aerodrome in the AIP | A | |
| Step 2 | Update of surveillance plan | | Responsibility of the Authority |

KEY:

A- Means applicable to all applicants

EXEMPTION

When an aerodrome does not meet the requirement of a standard specified in the Nig.CARs Part 12 and ASM, the aerodrome operator must carry out an aeronautical study to provide an alternative means of compliance, and submit to the Authority. NCAA will evaluate the aeronautical study to determine if the mitigation measures provided by the Aerodrome Operator are acceptable to ensure a level of safety equivalent to that established by the relevant standard. Before NCAA decides to exempt the aerodrome operator, it will take into account all safety-related aspects.

For more details on the process of Certification of the Aerodrome, please refer to NCAA website: www.ncaa.gov.ng. Application form: AC-ARD002-1 (Aerodromes) or HC-ARD001 (Heliports) and other guidance documents can also be downloaded.