

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 giving all pertinent information on the aerodrome site, facilities, services, equipment operating procedures, organisation and management including a safety management system, and complete a Statement of Compliance checklist for submission to the Authority for approval/acceptance.

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/ASM for processing the application before granting an aerodrome certificate. The information presented in the aerodrome manual shall demonstrate that the aerodrome conforms to 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 service to be maintained at the aerodrome.

Nigerian Civil Aviation Authority (NCAA), under the powers vested in it by the relevant Articles of the Civil Aviation Act 2006, has developed its own set of Regulations based on Annex 14, Volume I & II and related guidance materials in the ICAO manuals. These regulations are contained in the Nig.CARs Part 12/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 Standard 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 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 ;
- vii. adequate insurance cover; and
- viii. particulars of non-compliance with, or deviations from the standards prescribed in Nig.CARs Part 12 and/or Aerodrome Standards Manual (ASM).

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 PROCESSES 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 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	A	
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	A	
Phase 5			

Step 1	Promulgation of the certified status of the Aerodrome in the AIP	A	
Step 2	Update of surveillance plan	A	

KEY:

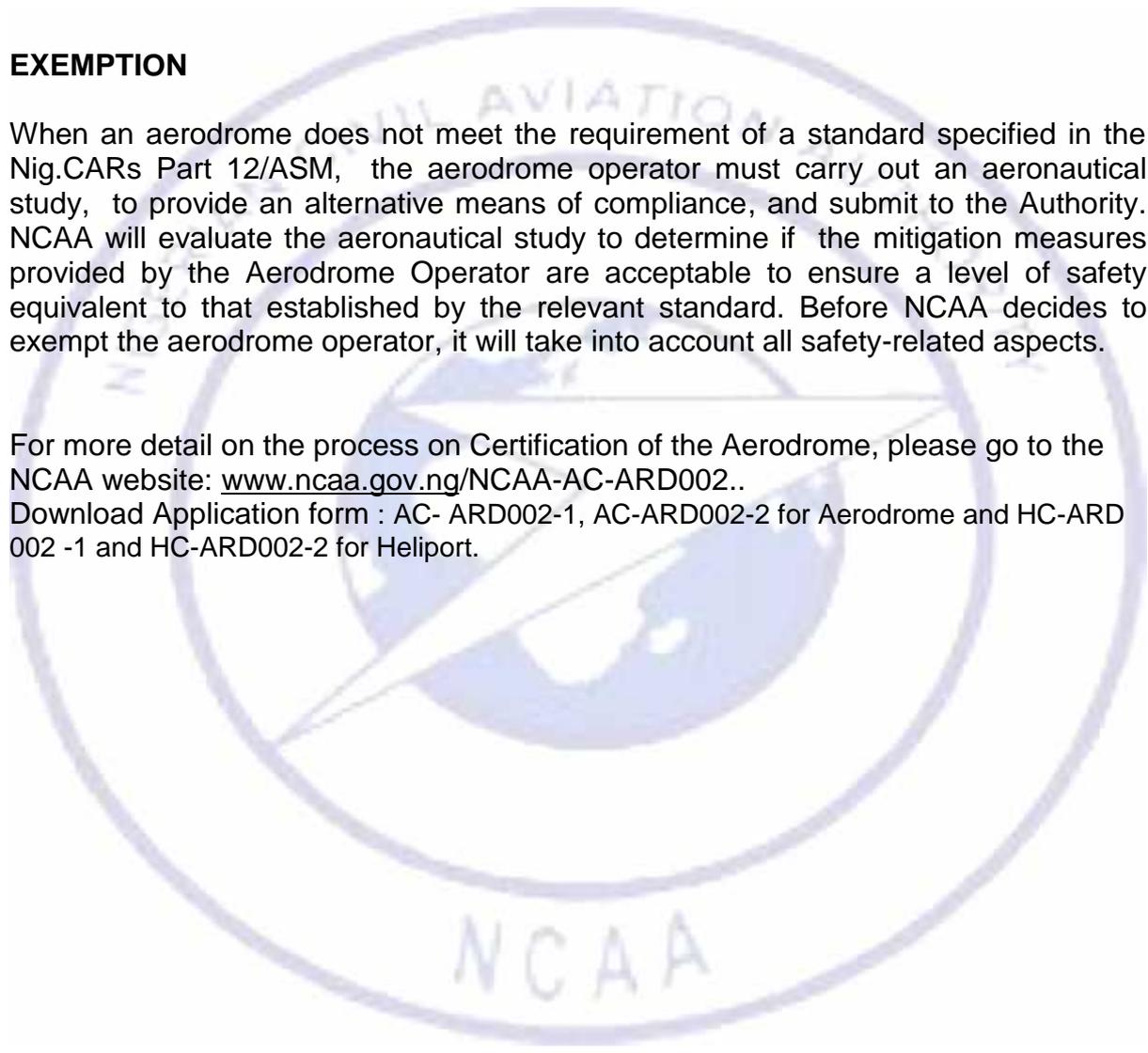
A - means applicable to all applicants

EXEMPTION

When an aerodrome does not meet the requirement of a standard specified in the Nig.CARs Part 12/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 detail on the process on Certification of the Aerodrome, please go to the NCAA website: www.ncaa.gov.ng/NCAA-AC-ARD002..

Download Application form : AC- ARD002-1, AC-ARD002-2 for Aerodrome and HC-ARD 002 -1 and HC-ARD002-2 for Heliport.



FORM: AC -ARD 002-1

APPLICATION FOR ISSUANCE OF AN AERODROME CERTIFICATE

PART 1

PURPOSE OF THE APPLICATION

NEW AERODROME

INITIAL CERTIFICATE (AC No _____)

RENEWAL CERTIFICATE (AC No _____)

1. PARTICULARS OF THE APPLICANT

FULL NAME.....
ADDRESS.....
.....
.....
..... POSTAL CODE.....
POSITION.....
PHONE..... FAX..... E - MAIL.....

2. PARTICULARS OF THE AERODROME

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)
Elevation of the site.....
Location (Nearest Town).....

3. IS THE APPLICANT THE OWNER OF THE AERODROME SITE?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, Please provide	
(a) Details of rights held in relation to the site;	
(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 and	
(c) Survey plan of the Area (Topography)	

4. DETAILS OF AERODROME INCLUDING THE LARGEST TYPE OF AIRCRAFT EXPECTED AND PROPOSED OPERATING HOURS

The largest type of aircraft expected.....
Proposed Operating hours.....
Type of surface.....
Dimension of Runway.....
Intended commencement date of Aerodrome Operations.....
Other Information.....

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.....
.....
.....

7. DECLARATION

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

- APPROVED
- DISAPPROVED

DIRECTOR GENERAL/CEO

.....
Date

FORM: AC-ARD002-2

APPLICATION FOR THE ISSUANCE OF AN AERODROME CERTIFICATE

Particulars of the Applicant

Full Name.....

Address.....

PhoneDate

Aerodrome Name

Aerodrome Certificate No

Pursuant to the provisions contained in Part 12 of Nig.CARs, the following documents and materials are provided in support of this application:

1. The operator's aerodrome manual;
2. The plans of the Aerodrome including obstacle chart IS 12.4.2 (2);
3. Security clearance from the Federal Government(DSS);
4. Written approval from the town planning authority;
5. Environmental Impact Assessment approval from the Ministry of Environment;
6. The appropriate airspace classification requirements;
7. The appropriate fee as prescribed by the Authority; and
8. Adequate insurance cover.

Note: To private aerodrome/helipad operator a statement of solvency financial state will be required.

To be completed by NCAA

Received

Date:_____

by:-

Name and Title: _____ Form: AC-ARD002-2

FORM: HC -ARD001

APPLICATION FOR ISSUANCE OF AN HELIPORT CERTIFICATE

PART 1

PURPOSE OF THE APPLICATION

NEW AERODROME

INITIAL CERTIFICATE (AC No _____)

RENEWAL CERTIFICATE (AC No _____)

2. PARTICULARS OF THE APPLICANT

FULL NAME.....
ADDRESS.....
.....
.....
..... POSTAL CODE.....
POSITION.....
PHONE..... FAX..... 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)
Elevation of the site.....
Location (Nearest Town).....

3. IS THE APPLICANT THE OWNER OF THE HELIPORT SITE?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, Please provide	
(a) Details of rights held in relation to the site;	
(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 Heliport and	
(c) Survey plan of the Area (Topography)	

4. DETAILS OF HELIPORT INCLUDING THE LARGEST TYPE OF AIRCRAFT EXPECTED AND PROPOSED OPERATING HOURS

The largest type of aircraft expected.....
Proposed Operating hours.....
Type of surface.....
Dimension of Heliport.....
Intended commencement date of Heliport Operations.....
Other Information.....

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.....
.....
.....

7. DECLARATION

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

My authority to act on behalf of the applicant is:

.....
.....
.....

Sign.....Date.....

Name of person making the declaration.....

APPROVED

DISAPPROVED

DIRECTOR GENERAL/CEO

.....
Date

FORM: HC-ARD002

APPLICATION FOR THE ISSUANCE OF A HELIPORT CERTIFICATE

Particulars of the Applicant

Full Name.....

Address.....

Phone Date

Heliport Name

Heliport Certificate No

Pursuant to the provisions contained in Part 12 of Nig.CARs, the following documents and materials are provided in support of this application:

1. The operator's Heliport Manual;
2. The plans of the Heliport;
3. Security clearance from the Federal Government(DSS);
4. Written approval from the town planning authority;
5. Environmental Impact Assessment approval from the Ministry of Environment;
6. The appropriate airspace classification requirements;
7. The appropriate fee as prescribed by the Authority; and
8. Adequate insurance cover.

Note: To private aerodrome/heliport operator a statement of financial solvency will be required.

To be completed by NCAA

Received

by:-

Date: _____

Name and Title: _____ Form: HC-ARD002

Note: Certification of Heliport is identical to certification of Aerodrome hence the process of aerodrome certification is adopted for Heliport with minor variations due to the size, complexity and level of operations involved.