

*Referenced to Nigeria Regulations*



# Advisory Circular

**NCAA-AC-ARD045**

NIGERIA CIVIL AVIATION AUTHORITY (NCAA)  
ISSUE NO 1

DATE: 17<sup>TH</sup> JULY, 2023

## CHANGES TO AERODROME PHYSICAL CHARACTERISTICS, FACILITIES OR EQUIPMENT

Made this <sup>17<sup>th</sup></sup> day of <sup>July</sup> 2023

A handwritten signature in blue ink, appearing to read "Musa Shuaibu Nuhu".

**Captain Musa Shuaibu Nuhu**

Director General of Civil Aviation

## 1.0 GENERAL

Nigeria Civil Aviation Authority Advisory Circulars from Aerodrome Standards Department contain information about standards, practices and procedures that the Authority has found to be an Acceptable Means of Compliance (AMC) with the associated Regulations.

An AMC is not intended to be the only means of compliance with a regulation, and consideration will be given to other methods of compliance that may be presented to the Authority.

## 2.0 PURPOSE

The purpose of this AC is to give guidance on the procedures to be used to notify the Authority of changes at an aerodrome, covering both infrastructure and management system changes. Additionally, it includes guidance to help ensure that changes comply with the Authority's certification criteria and are managed safely.

## 3.0 APPLICABILITY

This AC applies to operators on Aerodrome Certification, Safety Assessments and Aerodrome Compatibility.

## 3.0 REFERENCE

The Advisory Circular relates specifically to Nig.CARs Part 12.3.

## 4.0 STATUS OF THIS AC

This is the first issue.

## AMENDMENT PROCEDURES

The Director, Aerodrome and Airspace Standards is responsible for the development, issuance and control of amendments to this document as well as ensuring that the AC is updated in the technical library for staff and the website [ncaa.gov.ng](http://ncaa.gov.ng) for public use.

Each page will show the document number, issue/amendment number, issue date and page number at the base of the page.

All amendments must be recorded in the Record of Amendments.

Any observation made or contribution to the content of this document by the user should be directed to the following address for consideration and adoption

**Nigeria Civil Aviation Authority**  
**Corporate Headquarters**  
**Nnamdi Azikiwe International Airport,**  
**FCT, Abuja.**



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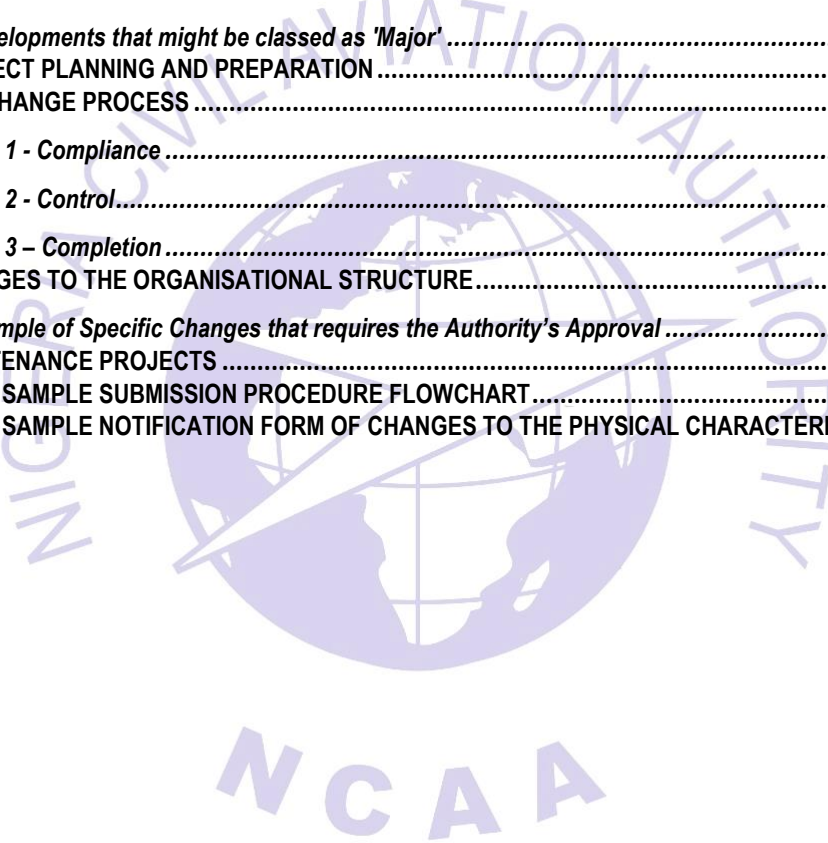
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## 1 ABBREVIATIONS

AC	-	Advisory Circular
AGL	-	Airfield Ground Lighting
AMC	-	Acceptable Means of Compliance
ASDA	-	Accelerate-stop distance available
ATC	-	Air Traffic Control
CAP	-	Corrective Action Plan
FOD	-	Foreign Object Debris
ICM	-	Initial Change Meeting
ILS	-	Instrument Landing System
LDA	-	Landing Distance Available
NOTAM	-	Notice to Airmen
MLS	-	Mean sea level
OLS	-	Obstacle Limitation Surface
RESA	-	Runway End Safety Area
SLCAA	-	Sierra Leone Civil Aviation Authority/the Authority
SLCAR	-	Sierra Leone Civil Aviation Regulation
TODA	-	Take-off Distance Available
TORA	-	Take-off Runway Available
VCR	-	Visual Control Room
VCT	-	Visual Control Tower
WGS	-	Wing Span
WIP	-	Work in Progress
AGA	-	Aerodrome and Ground Aids





## 2 CATEGORIES OF CHANGE

All changes to the Aerodrome's Physical Characteristics, Facilities or Equipment fall under 4 categories that are detailed below;

### (a) Development

Where new or upgraded infrastructure is to be provided; Examples include new or extensions to buildings, aerodrome infrastructure (such as taxiways and aprons), visual aids and navigation aids. Developments are classified as major or minor, details of which are provided in Table 1.

### (b) Changes

Where existing aerodrome infrastructure or physical characteristics are being changed, for example re-configuration of aircraft stands, changes to the runway or declared distances. Changes include projects that involve removing or amending existing aerodrome non-conformities.

### (c) Management System

Significant changes to the management system, involving organisational structure changes. It is not intended that changes to personnel need prior approval from the Authority, however where it is intended that an individual role takes on additional responsibility or the current structure's reporting line changes, it is likely this will need prior approval.

### (d) Maintenance

Where existing infrastructure is being repaired, refurbished or replaced but without changing the characteristics of the piece of infrastructure



### 3 REQUIREMENTS

- (a) The approval of an Aerodrome Certificate by the Authority in respect of any aerodrome in Sierra Leone is only permitted if it is satisfied that the aerodrome is safe for use by aircraft, having regards in particular to the physical characteristics of the aerodrome and of its surroundings. When an aerodrome operator receives its Aerodrome Certificate, it is granted on the basis that it meets the aerodrome certification criteria, unless variations to these criteria have been approved by the Authority.
- (b) An Aerodrome Certificate condition requires that changes in the physical characteristics of the aerodrome, including the erection of new buildings and alterations to existing buildings or the visual aids, shall not be made without prior approval of the Authority (NigCARs Part 12.1.2. The purpose of this is to ensure that the Authority is satisfied that changes in the physical characteristics meet certificate criteria and do not present a safety hazard.
- (c) All project proposals shall comply with the applicable standards criteria. Additionally, some proposals provide an opportunity to review existing non compliances, with the intention of removal, where possible. Where non-compliance cannot be removed, a supporting risk assessment (Aeronautical Study) shall be carried out, taking into account current and foreseeable operations, and the outcome of the analysis acted upon accordingly.



#### 4 ENGAGEMENT WITH THE AUTHORITY

- (a) Any other communications relating to proposed changes shall be sent either electronically by email to [info@ncaa.gov.ng](mailto:info@ncaa.gov.ng) and copy [aerodromeinfo@ncaa.gov.ng](mailto:aerodromeinfo@ncaa.gov.ng) or hard copy to the Authority.
- (b) The Authority will assess whether the project is minor or major, using the criteria shown in Table 1 and inform the aerodrome accordingly. When necessary, the Authority will involve specialists from across the Authority.
- (c) An Initial Change Meeting (ICM) may be required to brief the Authority on the change, when the Authority deems it beneficial. Where possible, all aspects of the change shall be covered at the ICM and a presentation, given by the Aerodrome Operator, often proves the most successful way to brief all participants. Notes of the meeting shall be produced by the Aerodrome Operator and agreed by all parties.
- (d) Ideally, outline plans and drawings shall be made available to the Authority before the ICM, in sufficient time to ensure that the meeting achieves the maximum benefit. Further meetings may be expected both whilst preparing for and during the change.
- (e) The Authority will deal directly with the Aerodrome Operator or his appointed representative.
- (f) The ICM will not be counted towards the chargeable regulatory oversight time for major developments.



**5 AERODROME DEVELOPMENT CHANGES**

- (a) Aerodrome developments are classified as either major or minor. When an application is made to obtain approval from the Authority, the aerodrome operator shall be charged. The purpose of this is to enable the Authority to recover those costs for projects, which are deemed to be over and above those incurred during normal regulatory oversight.
- (b) The Authority’s assessment team will evaluate each development proposal in detail and classify it as major or minor depending on the level of regulatory oversight expected to see the project to a satisfactory conclusion. The team will ensure all development proposals are evaluated consistently, will explain the reasons for the decision reached, and may also involve the Aerodrome Operator in assisting with the evaluation process. The Authority will inform the aerodrome operator in writing of the outcome of the evaluation process and the rationale for the decision.
- (c) The criteria used to determine whether a development is deemed to be major or minor may include the following, (list is not exhaustive):
  - (i) The complexity of the development;
  - (ii) The number of site visits required;
  - (iii) The impact on aerodrome operations (level of disruption to normal operations)
  - (iv) Changes required to aerodrome operations resulting from the new facility;
  - (v) Changes required to the Aerodrome Manual;
  - (vi) Whether the development would create a new non-conformance that would require detailed evaluation;
  - (vii) The level of internal liaison required – (Air Traffic Services, Flight Operations, Aviation Security, Airspace/Instrument Flight Procedures etc.).
- (d) Typically, the projects listed in Table 5-1 are those that may qualify as a major development, and for which the Authority will levy charges for in respect of approving the development.

**5.1 Developments that might be classed as 'Major'**

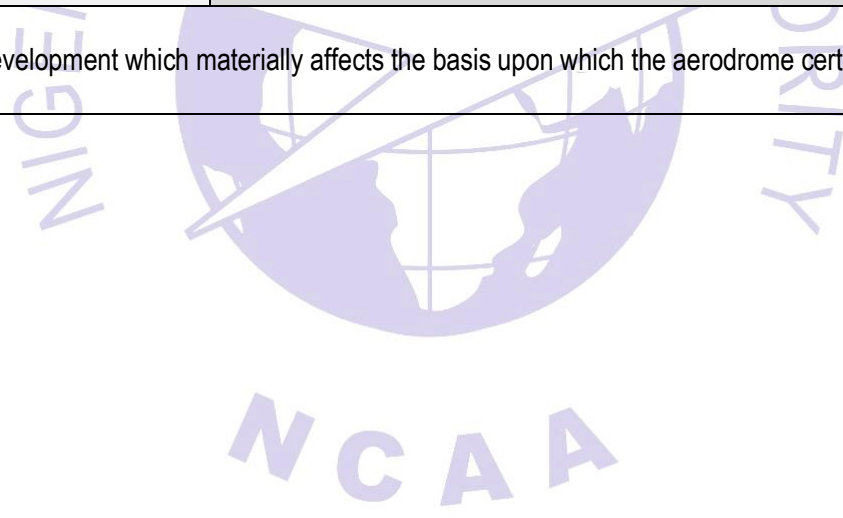
This list is indicative only and projects may be excluded or included, dependent upon the complexity of the proposal and regulatory oversight required.

**Table 5-1: Lists of Projects considered as ‘Major’**

Project	Description
New runway	A development resulting in the construction of a ‘new’ runway e.g. new construction or the change of an existing grass to hard surface.
Runway extension	A runway extension resulting in an amendment to declared distances or the provision of an extra RESA.



Threshold relocation (instrument status)	A development involving relocation of the instrument runway threshold, or relocation of a non-instrument runway threshold in preparation for instrument status.
AGL installation, instrument status runways	A new lighting installation or upgrade intended to facilitate additional operations e.g. to accommodate low visibility operations and/or night operations.
New buildings and/or structures	A proposal involving a new terminal or terminal extension, hangars, or any other structure that may affect aircraft operations.
Installation of aids to navigation	An installation of ILS or MLS, glide path or associated equipment, radar, or other navigation equipment
Taxiway development	A new taxiway or significant change to the existing taxiway system.
Apron development	A new apron or apron development resulting in a substantial increase in area
New or replacement visual control tower (VCT)	Introduction of a new or replacement VCR.
Any other development which materially affects the basis upon which the aerodrome certificate has been granted.	



## 6 PROJECT PLANNING AND PREPARATION

- (a) Changes often require extensive planning, and the following areas will need to be considered. However, it is stressed that this list is neither mandatory nor exhaustive and it is recognised that these elements may not be available or fully developed at the planning stage:
- (i) Aeronautical ground lighting
  - (ii) Aerodrome manual changes
  - (iii) Air traffic procedures during and post-development
  - (iv) ATC line of sight requirements
  - (v) Wildlife hazard implications
  - (vi) Building induced turbulence
  - (vii) Changes to the existing aerodrome operating procedures
  - (viii) Changes to magnetic field density as a result of development
  - (ix) Emergency procedures
  - (x) Environmental impact
  - (xi) Instrument approach and departure procedures and minima
  - (xii) Project safety management procedures (outline)
  - (xiii) Proposed timescale
  - (xiv) Revised low visibility procedures
  - (xv) Removal of variations
  - (xvi) Revised runway incursion prevention measures
  - (xvii) Signage
  - (xviii) Site access plan
- (b) Whenever a project is proposed, it is essential to establish whether it will result in a change to the established operating procedures at the aerodrome. Therefore, at an early stage, Aerodrome Operators shall undertake a hazard appraisal and risk assessment to identify the potential hazards and associated risks surrounding any proposed changes, including the impact on stakeholders.
- (c) It is therefore imperative that the management of any change is fully integrated into the Aerodrome's Safety Management System. The level of detail shall be as required by the SLCAR Part 14C and shall also be commensurate with the size and complexity of the change.

## 7 THE CHANGE PROCESS

- (a) The Authority has developed a 3-stage process to assist aerodromes operators and to ensure they meet their obligations under the NigCARs Part 12.1.2. This details the information required for each of the 3 stages and the process to be followed.
- (b) This process shall be used for all changes requiring prior approval. It is acceptable to submit Parts 1 and 2 together.
- (c) The submission process consists of three (3) separate parts:
  - (i) Part 1: Compliance
  - (ii) Part 2: Control
  - (iii) Part 3: Completion
- (d) For certificated aerodromes, in addition to the “infrastructure” changes required relating to the certification, the Authority requires that the additional following changes are subject to prior approval:
  - (i) Constructions affecting sightlines from VCR;
  - (ii) Developments on the movement area (e.g. new aprons, taxiways);
  - (iii) Developments which might impact on the movement area (e.g. new or extensions to terminals or piers);
  - (iv) Significant maintenance projects (e.g. runway rehabilitation); or (v) Changes to the management system.

### 7.1 Part 1 - Compliance

Each change proposal shall be submitted providing clear evidence that the change conforms to the NigCARs Part 12, including:

- (a) Change overview;
- (b) Supporting documentation (e.g. safety assurance documentation or change assessment);
- (c) Compliance matrix (to demonstrate that the project design meets regulatory requirements); and
- (d) Scaled drawings, where applicable.

When the Authority has assessed the Part 1 submission and is satisfied that the change meets the applicable standards, it will issue an approval for the change. It shall be noted that where a Part 1 approval has been issued and a subsequent change is proposed to the design or construction, the modified information shall be notified to the Authority.

### 7.2 Part 2 - Control

- (a) Following completion and acceptance of the development design, the Aerodrome Operator shall demonstrate to the Authority that the project will be managed safely. Accordingly, the Authority will expect Aerodrome Operators to develop safety assurance documentation that describes how the aerodrome will manage the construction works, and operating procedures, to ensure that aerodrome operations can continue safely during the project. Aerodrome Operators shall develop and implement a formal system for the strict control, safety management and safeguarding and safety coordination of all airside works. Safety assurance documentation can take many forms but shall be proportionate to the size of the project.



- (b) The Aerodrome Operator shall ensure that systems for control and safe management extend to contractors working at the aerodrome.
- (c) All members of the project management team shall have clearly defined responsibilities and accountabilities in the project programme. During construction on an aerodrome, safety levels and standards of conduct must be maintained. These are essential to promoting safety, preventing accidents and meeting the aerodrome certificate requirements.
- (d) It is important that accurate, up to date information is made available to all stakeholders involved in the project, including the Authority, both as part of the project planning and during the work itself. Therefore, the safety assurance and project management documentation may include any or all of the following information:
- (i) A clear statement of the supervision structure for the safety management and monitoring of works, including contact details of key duty personnel concerned, for both project and aerodrome management. This shall include clear responsibilities, including the person with overall accountability for the development;
  - (ii) Airfield Operating Procedures during the development, including contingencies such as low visibility procedures;
  - (iii) Arrangements for liaison meetings/briefings between the aerodrome management and the contractors;
  - (iv) Appropriate plans and diagrams relating to the contraction process;
  - (v) Control of contractors;
  - (vi) Day and night start, control and completion of work procedures;
  - (vii) Communications procedures between the aerodrome operating units (e.g. ATC, Airfield Operations) and construction teams;
  - (viii) Emergency procedures;
  - (ix) Method of working;
  - (x) Plans of site and diagrams of works;
  - (xi) Site access plan;
  - (xii) Site safeguarding and marking;
  - (xiii) Weather minima that will affect the works;
  - (xiv) The general layout of the aerodrome including airside access points;
  - (xv) The location and limits of works areas;
  - (xvi) The specific security access points to be used and the location and marking of the access routes to be used to reach airside sites;
  - (xvii) Methods of control and access for works sites within the Apron and Manoeuvring Area including arrangements for crossing taxiways and runways (if applicable);
  - (xviii) The methods and equipment to be used for protecting, marking and lighting the boundaries of works sites and for protecting normal aerodrome operations in the vicinity of the site. Also, the requirement to control site lighting to prevent distraction of aircraft crews, drivers and ATC;
  - (xix) The strict timing for the setting up of work sites, the start of work, daily permitted working hours at the site and procedures to be followed for starting and stopping work;



- (xx) Aerodrome Emergency Procedures, including response times during periods of WIP, shall not be compromised. This extends to ensuring compensatory arrangements are in place to cover depletions of fire main or fire hydrants when the fire main has been deactivated due to work in progress;
  - (xxi) Vehicle and equipment requirements, operating rules and the requirements for staff discipline;
  - (xxii) Calculating and communicating amended runway declared distances;
  - (xxiii) Maintaining appropriate pavement friction characteristics;
  - (xxiv) Information on special safety requirements for aircraft operations in the vicinity of works and the methods of control available on the Manoeuvring Area, including radio telecommunication procedures if appropriate;
  - (xxv) Arrangements for the special control of 'hot works';
  - (xxvi) Requirements for the operation of cranes and other tall structures;
  - (xxvii) Arrangements for the receipt and movement of heavy or bulky loads;
  - (xxviii) Requirements for vehicle and area cleanliness, also the implications of Foreign Object Debris (FOD) and loose material hazards for aircraft operations;
  - (xxix) Arrangements for the disposal of waste;
  - (xxx) Information on the safety implications for the site and staff of special aircraft hazards including blast, vibration, fumes and noise;
  - (xxxi) Information on the effects of strong winds at the aerodrome;
  - (xxxii) Site safety, including personnel protection;
  - (xxxiii) Aerodrome Operators shall ensure that all stakeholders are notified of aerodrome projects in a timely manner. These communications shall continue through the project and may include Safety Instructions, Aerodrome Information Circulars, NOTAMs or other local procedures.
- (e) Before contractors start work at any aerodrome/airside location, Aerodrome Operators should provide a comprehensive safety briefing including the results of ongoing hazard analyses, to ensure all information needed to achieve the safe completion of any works or activity is clearly understood and agreed. Additionally, Aerodrome Operators shall hold regular progress meetings to ensure project safety and operational objectives continue to be met. There shall be close monitoring of the safety of aerodrome/airside operations while the project work is in progress and, when reaching decisions, project priorities shall be subordinate to the maintenance of safety standards.
- (f) When the Authority has been assured that the aerodrome can continue to operate safely during the project, approval will be given to commence work.

### 7.3 Part 3 – Completion

- (a) Transition into service is a critical phase of the project and can present complex challenges. Careful planning and robust procedures need to be established to ensure that the change is introduced safely and efficiently. This may be demonstrated by undertaking a process of operational readiness, which may include simulations, testing, audits or sample inspections, involving appropriate key stakeholders.
- (b) On completion of the change, the Aerodrome Operator shall confirm to the Authority that it meets the agreed design criteria and is fit for purpose.

- (c) Where the change impacts on the contents of the Aerodrome Manual, these shall be incorporated, and a revised version submitted to Authority for approval.



## 8 CHANGES TO THE ORGANISATIONAL STRUCTURE

- (a) As part of their SMS, the Authority requires that aerodrome operators should have in place procedures to identify changes and to examine the impact of those changes on aerodrome operations. Changes significantly affecting the organisational structure i.e. changes to the clearly defined lines of responsibility and accountability, policies or safety culture of the Aerodrome Operator's management system, including the Safety Management System require the approval of the Authority before the change can take place.
- (b) In practice this means changes to the organisational structure (as opposed to individual posts being replaced on a like-for-like basis) or material changes to the way the management system and Safety Management System are operated.
- (c) The Authority requires evidence that the Aerodrome Operator has appropriate resource and correct competences in the management structure and the management system can deliver safety according to NigCARs Part 12.1.2. The Authority would expect Aerodrome Operators to be able to demonstrate how a revised organisational structure or major change to the management system will be able to deliver the safe management of the aerodrome, as required by the NigCARs Part 12.1.2.
- (d) Additionally, it would be expected that the Aerodrome Operator has developed safety assurances to satisfy itself that all changes will be managed during any transition period.
- (e) A safety assessment will be carried out against the management system requirements to identify hazards and propose mitigation actions for all changes that are found to have an impact on the aerodrome operations, and it is expected that this process would be completed before the change takes effect.

*Note 1 - Depending on the scope of the envisaged change as well as the level of the impact on operations, the methodology and level of detail required to carry out the required safety assessment may vary.*

*Note 2 - The types of changes that have to be assessed are described in 8.1, and the key principles on safety assessments are available in ICAO Doc 9981 Chapter 3 — Safety Assessments for Aerodromes.*

- (f) Need for a safety assessment according to the category of changes
  - (i) Routine tasks - Changes related to routine tasks do not have to be assessed using the safety assessment methodology developed in ICAO Doc 9981 Chapter 3 because these tasks are established and managed through specific procedures, training, feedback and reviews.

*Note - Routine tasks can be described as the actions related to an activity or service that are detailed in formal procedures, which are subject to periodic review, and for which the personnel in charge are adequately trained. These tasks may include movement area inspections, grass cutting on runway strips, sweeping of apron areas, regular and minor maintenance of runways, taxiways, visual aids, radio navigation and electrical systems.*

The actions resulting from the regular assessment, feedback and review process related to these tasks shall ensure that any changes related to them are managed, thus ensuring the safety of the specific task. However, a change related to a routine task for which feedback is not yet sufficient cannot be considered as sufficiently

mature. A safety assessment using the methodology developed in the NCAA-AC-ARD016 shall be carried out.

- (g) The submission process for changes to the management system differs slightly from the one used for infrastructure described earlier in this document. Each proposal shall include an overview of the change including supporting documentation, (e.g. safety assurance documentation or change assessment), providing clear evidence that the change conforms to NigCARs Part 12.1.2.
- (h) All members of the change management team shall have clearly defined responsibilities and accountabilities in the change programme. These are essential to meeting the aerodrome certification requirements.
- (i) Aerodrome Operators shall ensure that all stakeholders are notified of the change in a timely manner. These communications shall continue through the project and may include Safety Instructions and other local procedures.
- (j) The aerodrome operator shall notify the Authority using the Form prescribed in Appendix 2.

### 8.1 Example of Specific Changes that requires the Authority's Approval

Changes affecting the movement area (manoeuvring area including the apron) require prior approval from the Authority, before the change is introduced. This requirement also extends to management systems. Impact on the safety of aerodrome operations may result from:

- (i) Changes to the Aerodrome Safety Review Board (or equivalent)
- (ii) Changes to the structure of the organisation;
- (iii) changes to the aerodrome networks (e.g. electrical and telecommunication);
- (iv) changes to the operating procedures of the aerodrome ( e.g. Low Visibility Procedures)
- (v) Constructions affecting sightlines from VCR (Visual Control Room)
- (vi) Developments on or affecting the movement area;
- (vii) New, or relocation of, windsocks;
- (viii) changes in the characteristics of infrastructures or Safety critical aerodrome equipment;
- (ix) Changes affecting the terms/conditions of the Aerodrome Certificate/Licence;
- (x) changes in the characteristics of the facilities and systems located in the movement area;
- (xi) changes in runway operations (e.g. type of approach, runway infrastructure, holding positions);
- (xii) The use of an alternative means of compliance for complying with Authority Regulations.
- (xiii) Long-term changes related to contracted third parties

## 9 MAINTENANCE PROJECTS

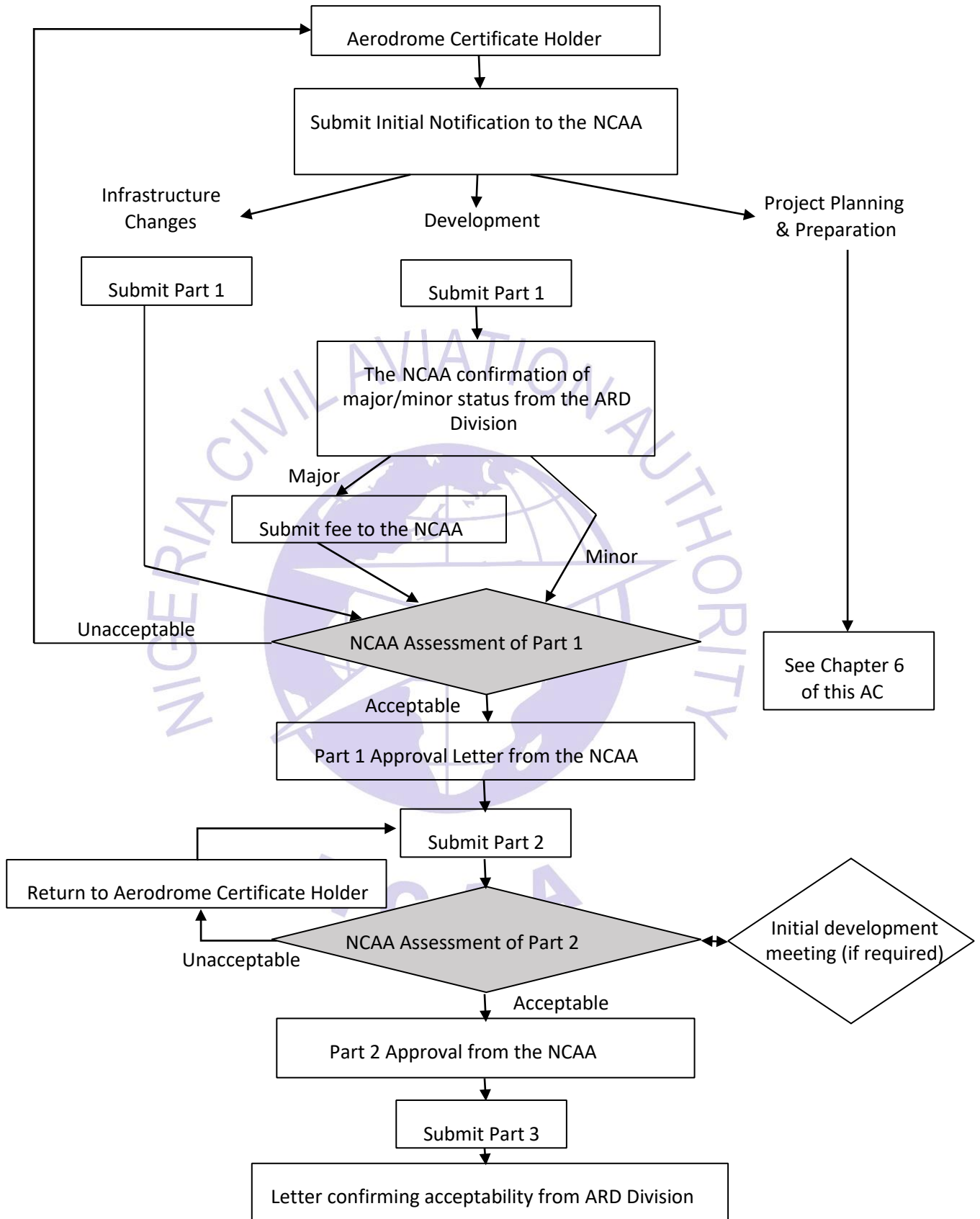
- (a) Maintenance projects can vary enormously in size. Much maintenance work involves short-term minor works, such as painting, planned periodic replacements (e.g. light cleaning in accordance with a preventative maintenance schedule), refinements to systems/infrastructure and small repairs to aerodrome infrastructure, which can be completed in short timescales and with limited disruption. Smaller planned or routine maintenance works need not be notified to the Authority, although the Aerodrome Inspector would expect to be kept informed of these activities.
- (b) However, maintenance may also involve large, longer-term projects lasting several weeks or months, and could involve many key stakeholders, and which may have significant impacts on operations and would test the aerodrome's safety management system. Examples of major maintenance would include partial or complete runway rehabilitations and replacement of aerodrome ground lighting systems.
- (c) The Authority has additionally included major maintenance work in the approval process. This decision is based on the risk the Aerodrome Operator is exposed to whilst undertaking major maintenance projects that normally include multiple stakeholders and complex operational procedures during the project.
- (d) The Authority will evaluate the proposal and, once the evaluation is complete, and an assurance that the aerodrome can deliver the major maintenance works safely, the Authority will confirm its approval in writing.







**APPENDIX 1 – SAMPLE SUBMISSION PROCEDURE FLOWCHART**





**APPENDIX 2 – SAMPLE NOTIFICATION FORM OF CHANGES TO THE PHYSICAL CHARACTERISTICS**

This form shall be signed and submitted as instructed



**NIGERIA CIVIL AVIATION AUTHORITY**

Form No:

**AERODROME STANDARDS DEPARTMENT**

**NCAA-AC-ARD045**

**FORM FOR THE NOTIFICATION OF CHANGES TO THE PHYSICAL CHARACTERISTICS**

**IMPORTANT - PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THE FORM**

An aerodrome certificate condition states that any change in the physical characteristics of an aerodrome, including the erection of new buildings and alterations to existing buildings or to visual aids, shall not be made without prior approval of the Authority.

In order to consider your proposal fully, please complete this questionnaire and return to the Authority.

If you have difficulty completing the form, please do not hesitate to contact us at the Sierra Leone Civil Aviation Authority.

**NOTIFICATION OF CHANGES TO THE PHYSICAL CHARACTERISTICS**

Aerodrome Name:

Aerodrome Address:

Accountable Manager:

Name:

Email:

Tel:

**Project Manager:**

Name:

Email:

Tel:





**2. PROJECT DETAILS**

Title of Project: \_\_\_\_\_

Reason for Change: \_\_\_\_\_

Brief Description: \_\_\_\_\_

Planned Commencement Date: \_\_\_\_\_

Planned Duration of Work: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

Aerodrome closed during Work in Progress? YES / NO (Delete as applicable)

Hours of Work: \_\_\_\_\_

**3. SUPPORTING DOCUMENTS ATTACHED**

List of Enclosed Documents: \_\_\_\_\_



**4. IMPACT ON OBSTACLE LIMITATION SURFACES (OLS)**

WGS 84 coordinates in degrees, minutes, seconds of Structure: .....

Ground height at site location:.....

Maximum height of Structure: .....

Height of relevant OLS at Site Location:.....

**5. STRIP CLEARANCES**

Structure(s) outside Runway & Taxiway Strip: YES / NO (Delete as applicable)

Structure(s) outside Runway Cleared & Graded Area: YES / NO (Delete as applicable)

If 'No', please provide details below:

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

**6. FOR RUNWAY EXTENSIONS, DETAILS OF DECLARED DISTANCES 6.1 TODA:  
 TORA: LDA: ASDA:**

**7. RUNWAY STATUS**

7.1 Existing: Non-Instrument/instrument\* (Delete as applicable)

Proposed: Non-Instrument/instrument\* (Delete as applicable)

(\* For example, ILS / MLS)