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.

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 (i.e. FORM: AC-ARD 002-1 and FORM: AC-ARD002-2). 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 Nigeria Civil Aviation Regulations Part 12 (Nig.CARs Part 12).

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).

Ix Proof of financial capability to operate and maintain the aerodrome

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
<table>
<thead>
<tr>
<th>Phase/Step</th>
<th>Description</th>
<th>Status</th>
<th>Remarks</th>
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</thead>
<tbody>
<tr>
<td><strong>Phase 1</strong></td>
<td></td>
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<tr>
<td>Step 1</td>
<td>Completion and submission of Form: AC- ARD002-1</td>
<td>A</td>
<td></td>
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<tr>
<td>Step 2</td>
<td>Clearance letter from Environmental Authority</td>
<td>A</td>
<td>Only noise assessment is required for existing aerodromes before 2006</td>
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<tr>
<td></td>
<td>Security clearance from Federal Government</td>
<td>A</td>
<td>Not applicable to Federal Government-operated aerodrome</td>
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<tr>
<td>Step 3</td>
<td>Written approval from the town planning authority</td>
<td>A</td>
<td></td>
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<tr>
<td>Step 4</td>
<td>Proof that applicant is financially capable to operate and maintain the Aerodrome</td>
<td>A</td>
<td>Not applicable to existing aerodrome before 2006</td>
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<tr>
<td>Step 5</td>
<td>Certification Meeting</td>
<td>A</td>
<td></td>
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<tr>
<td>Step 6</td>
<td>Payment of Aerodrome Construction Fees</td>
<td>A</td>
<td>Not applicable to existing aerodrome constructed before 2006</td>
</tr>
<tr>
<td><strong>Phase 2</strong></td>
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<tr>
<td>Step 1</td>
<td>Completion, submission and evaluation of Form: AC-ARD002-2 together with detailed aerodrome drawings and obstacle charts</td>
<td>A</td>
<td>Aerodrome drawings and obstacle chart would be required for aerodromes in existence before 2006, if they have never been submitted to the Authority</td>
</tr>
<tr>
<td>Step 2</td>
<td>Approval of drawings and project monitoring till completion</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Step</td>
<td>Description</td>
<td>Key</td>
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<tr>
<td>Step 3</td>
<td>Payment of Aerodrome Certification Fees</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Step 4</td>
<td>Submission and evaluation of - Aerodrome Manual - Airport Security Programme - Air Traffic Service manuals - applications for deviations, if necessary Also to be provided are written technical and commercial agreements between the applicant and designated providers of air traffic service and meteorological services for the provision of these services (This is applicable to non-federally operated airports)</td>
<td>A For existing aerodrome, the documents should be submitted with Form: AC-ARD002-2, if it has not been submitted in step 1</td>
<td></td>
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<tr>
<td>Phase 3</td>
<td></td>
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<tr>
<td>Step 1</td>
<td>Physical inspection of: - aerodrome facilities and services by aerodrome standards inspectors - Aviation Security facilities and services by AVSEC inspectors - ANS facilities and services by ANS inspectors</td>
<td>A</td>
<td></td>
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<tr>
<td>Step 2</td>
<td>Provision of insurance cover</td>
<td>A</td>
<td></td>
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<tr>
<td>Phase 4</td>
<td></td>
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<tr>
<td>Step</td>
<td>Grant or Refusal of Aerodrome Certificate</td>
<td>A</td>
<td></td>
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<tr>
<td>Phase 5</td>
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<tr>
<td>Step 1</td>
<td>Promulgation of the certified status of the Aerodrome in the AIP</td>
<td>A</td>
<td></td>
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<tr>
<td>Step 2</td>
<td>Update of surveillance plan</td>
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**KEY:**
A - means applicable to all applicants
EXEMPTIONS

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 and download Application form : AC-ARD002-1, AC-ARD002-2
# 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

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>Address</th>
<th>Position</th>
<th>Phone</th>
<th>Fax</th>
<th>E-mail</th>
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</table>

### 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?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

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
APPLICATION FOR THE ISSUANCE OF AN AERODROME CERTIFICATE

Particulars of the Applicant

Full Name...............................................................................................................................

Address..................................................................................................................................
..........................................................................................................................................
..........................................................................................................................................
..........................................................................................................................................

Phone ................................................... Date ..........................................................

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.
9. Proof of financial capability to operate and maintain the Aerodrome

________________________________________________________________

To be completed by NCAA

Received by: __________________________ Date: __________________________

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