

CIVIL AVIATION REGULATIONS

SURINAME

PART 12 - AERODROMES

VERSION 4.0

June 2006

AMENDMENTS

Location	Date	Amended by	Description

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12.1 GENERAL

12.1.1 Applicability

Part 12 prescribes the requirements for:

- a) Certification of aerodromes and operations of certified aerodromes
- b) Registration of aerodromes and operations of registered aerodromes.

12.1.2 Definitions

The terms described in this subsection have the following meanings whenever they appear in these regulations:

Aerodrome: A defined area on land (including any buildings, 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 CASAS under 12.2 of these regulations subsequent to the acceptance/approval of the aerodrome manual.

Aerodrome facilities and equipment: Facilities and equipment, inside or outside the boundaries of an aerodrome, that is constructed or installed and maintained for the arrival, departure and surface movement of aircraft.

Aerodrome identification sign: A sign placed on an aerodrome to aid in identifying the aerodrome.

Aerodrome manual: The manual that forms Part of the application for an aerodrome certificate pursuant to these regulations, including any amendments thereto accepted/approved by the CASAS.

Aerodrome operator: A person who is in charge of an aerodrome or other authorized representative of that person, and in relation to a certified aerodrome, means the aerodrome certificate holder.

Aerodrome reference point: The designated geographical location of an aerodrome.

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

Displaced threshold: A threshold not located at the extremity of a runway.

Certified aerodrome: An aerodrome whose operator has been granted an aerodrome certificate.

International aerodrome: An aerodrome of entry and departure for international air traffic, where all formalities concerning customs, immigration, health, animal and plant quarantine and similar procedures are carried out, where air traffic services are available on a regular basis.

Manoeuvring area: That part of an aerodrome to be used for the take-off, landing and taxiing 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.

Maximum carrying capacity: In relation to an aircraft, means the maximum passenger-seating capacity, or the maximum payload, permitted under the aircraft's certificate of type approval.

Maximum passenger-seating capacity: In relation to an aircraft, means the maximum number of seats for passengers permitted under the aircraft's certificate of type approval.

Movement area: That part of the aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s)

National aerodrome: An aerodrome available only for domestic air traffic and where no formalities which are used for international air traffic are required.

Non instrument runway: A runway intended for the operation of aircraft using visual approach procedures.

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 surfaces and that portion of the strip bounded by these surfaces, which is not penetrated by any fixed obstacle other than a low-mass and frangible mounted one required for air navigation purposes.

Obstacle limitation surfaces: A series of surfaces that define the volume of airspace at and around an aerodrome to be kept free of obstacles in order to permit the intended aeroplane operations to be conducted safely and to prevent the aerodrome from becoming unusable by the growth of obstacles around the aerodrome..

Registered aerodrome: An aerodrome whose application is approved and included in the CASAS Aerodrome register.

Runway strip: A defined area including the runway and stop way, 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.

Safety management system: A system for the management of safety at aerodromes including the organizational 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.

Taxiway strip: An area including a taxiway intended to protect an aircraft operating on a taxiway and to reduce the risks of damage to an aircraft accidentally running off the taxiway.

Threshold: The beginning of that portion of the runway usable for landing.

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.

12.1.3 Standards and practices

Any reference in these regulations to aerodrome standards and practices is a reference to the Standards and Recommended Practices (SARP's) in the latest version of Annex 14 to the Convention on International Civil Aviation, and the national regulations and practices as amended from time to time.

12.2 AERODROME REGISTRATION AND CERTIFICATION

Implementing Standard: See IS: 12..2 Aerodrome certification / registration regulations – particulars to be included in an Aerodrome Manual

12.2.1 Requirements.

- 12.2.1.1 No person may operate a national aerodrome unless the aerodrome is registered in the CASAS Aerodrome Register.
- 12.2.1.2 The operator of an international aerodrome shall, in accordance with the national requirements, be in possession of an aerodrome certificate.
- 12.2.1.3 Certification of an aerodrome also includes registration of the aerodrome in the CASAS Aerodrome Register. This registration will only be completed when the aerodrome certificate is granted.
- 12.2.1.4 The operator of an aerodrome for which an aerodrome certificate is not required may nevertheless apply for an aerodrome certificate.
- 12.2.1.5 Aerodrome Register
The CASAS shall keep an Aerodrome Register, which shall contain:
 - a. the names of all aerodromes;
 - b. the aerodromes reference points;
 - c. the dates of registration;
 - d. the aerodromes reference codes; and
 - e. the names and principal places of business of the aerodrome operators.

12.2.2 Application Procedures

Applicants for aerodrome registration or certification shall submit to the CASAS for approval an application in the form prescribed by the CASAS. The application shall include 2 copies of the aerodrome manual and airport security program for the aerodrome.

Implementing Standard: See IS: 12.2.2 for Sample applications for Aerodrome Certificates and Registration

12.2.3 Grant of an aerodrome certificate or approval of registration

- 12.2.3.1 Subject to the provisions in regulations 12.2.3.2 and 12.2.3.3, the CASAS may approve the application and approve the aerodrome manual submitted under regulation 12.2.2 and grant an aerodrome certificate to the applicant and or register the aerodrome.

When the application is approved, the CASAS will prepare and forward to the aeronautical information office all permanent information of the aerodrome which will be included in the AIP.

- 12.2.3.2 Before granting an aerodrome certificate or approving a registration application, the CASAS must be satisfied that:
 - a. the applicant and his/her staff have the necessary competence and experience to operate and maintain the aerodrome properly;
 - b. the aerodrome manual /and emergency plan prepared for the applicant's aerodrome and submitted with the application contains all the relevant information;

- c. the aerodrome facilities, services and equipment are in accordance with the standards and practices specified by the CASAS;
 - d. the aerodrome operating procedures make satisfactory provision for the safety of aircraft; and
 - e. an acceptable safety management system is in place at the aerodrome.
- 12.2.3.3 The CASAS may refuse to grant an aerodrome certificate to an applicant or refuse registration. In such cases, the CASAS must notify the applicant, in writing, of its reasons no later than 5 days after making that decision.

12.2.4 Endorsement of conditions on an aerodrome certificate / registration

After successful completion of the processing of the application and the inspection of the aerodrome, the CASAS when granting the aerodrome certificate and or approving registration, will endorse the conditions for the type of use of the aerodrome and other details as shown in IS: 12.2.4 Appendix 4

Implementing Standard: See IS: 12.2.4 for Sample Aerodrome Certificate and Sample letter of notification of registration approval.

12.2.5 Duration of an aerodrome certificate / registration

An aerodrome certificate and shall be valid for 3 years or until it is suspended or cancelled, whichever is earlier.

Aerodrome registration shall remain valid until it is suspended or cancelled.

12.2.6 Surrender of an aerodrome certificate / registration

12.2.6.1 An aerodrome certificate holder must give the CASAS not less than 30 days written notice of the date on which the certificate or registration is to be surrendered in order that suitable promulgation action can be taken.

12.2.6.2 The CASAS will cancel the certificate or registration on the date specified in the notice.

12.2.7 Transfer of an aerodrome certificate / registration

12.2.7.1 The CASAS may give its consent to and issue an instrument of transfer of an aerodrome Certificate / registration to a transferee when:

- a. the registrant or current aerodrome certificate holder notifies the CASAS, in writing, at least 30 days before ceasing to operate the aerodrome, that he/she will cease to operate the aerodrome as of the date specified in the notice;
- b. the registrant or current holder of the aerodrome certificate notifies the CASAS, in writing, of the name of the transferee;
- c. the transferee applies to the CASAS, in writing, within 30 days before the registrant or current holder of the aerodrome certificate ceases to operate the aerodrome for the aerodrome certificate to be transferred to the transferee; and
- d. the requirements set out in regulation 12.2.3.2 are met in respect of the transferee.

12.2.7.2 If the CASAS does not consent to the transfer of an aerodrome certificate, it shall notify the

transferee, in writing, of its reasons no later than 5 working days after making that decision.

12.2.8 Interim aerodrome certificate

12.2.8.1 The CASAS may issue an interim aerodrome certificate to the applicant referred to in regulation 12.2.2 or the proposed transferee of an aerodrome certificate referred to in regulation 12.2.7.1 authorizing the applicant or transferee to operate an aerodrome if the CASAS 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 application 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.

12.2.8.2 An interim aerodrome certificate issued pursuant to regulation shall expire on:

- a. the date on which the aerodrome certificate is issued or transferred; or
- b. the expiry date specified in the interim aerodrome certificate; whichever is earlier.

12.2.8.3 These regulations apply to an interim aerodrome certificate in the same manner as they apply to an aerodrome certificate.

12.2.9 Amendment of an aerodrome certificate and changes of registration information

The CASAS may, provided that the requirements of regulations 12.2.3-.2, -.3,-.5, and 12.3.6 have been met, amend an aerodrome certificate and change the information in the aerodrome register when:

- a. there is a change in the ownership or management of the aerodrome;
- b. there is a change in the use or operation of the aerodrome;
- c. there is a change in the boundaries of the aerodrome; or
- d. the holder of the aerodrome certificate requests an amendment.

12.3 AERODROME MANUAL

12.3.1 Preparation of the aerodrome manual

12.3.1.1 The operator of a registered and or certified aerodrome must have a manual, to be known as the aerodrome manual, for the aerodrome.

12.3.1.2 The aerodrome manual shall:

- a. be typewritten or printed, and signed by the aerodrome operator;
- b. be in a format that is easy to revise;
- c. have a system for recording the currency of pages and amendments thereto, including a page for logging revisions; and
- d. be organized in a manner that will facilitate the preparation, review and acceptance/approval process.

12.3.2 Location of the aerodrome manual

- 12.3.2.1 The aerodrome operator must provide the CASAS with a complete and current copy of the aerodrome manual.
- 12.3.2.2 The aerodrome operator must 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.
- 12.3.2.3 The aerodrome operator must make the copy, referred to in regulation 12.3.2.2 available for inspection by the CASAS.

12.3.3 Information to be included in the aerodrome manual

- 12.3.3.1 The aerodrome operator must include the following particulars in an aerodrome manual, to the extent that they are applicable to the aerodrome, under the following parts:

Part 1: General information set out in Part 1 of the schedule of these regulations (see IS: 12.2 Appendix 1) on the purpose and scope of the aerodrome manual; the legal requirement for an aerodrome certificate and an aerodrome manual as prescribed in the national regulations; conditions for use of the aerodrome; the aeronautical information services available and the procedures for their promulgation; the system for recording aircraft movements and the obligations of the aerodrome operator as specified in 12.4 of these regulations.

Part 2. Particulars of the aerodrome site as set out in Part 2 of the Schedule of these regulations.

Part 3. Particulars of the aerodrome required to be reported to the aeronautical information service as set out in Part 3 of the Schedule of these regulations.

Part 4. The aerodrome operating procedures and safety measures as set out in Part 4 of the Schedule of these regulations. This may include references to air traffic procedures such as those relevant to low visibility operations. Air traffic management procedures are normally published in the air traffic services manual with a cross-reference to the aerodrome manual.

Part 5. Details of the aerodrome administration and the safety management system as set out in Part 5 of the schedule of these regulations.

Implementing Standard: See IS: 12.3.3.1 – Part 3 for Aeronautical studies

- 12.3.3.2 If, under regulation the 12.5 (a), the CASAS exempts the aerodrome operator from complying with any requirement set out in regulation 12.2.3.2, the aerodrome manual must show the identifying number given to that exemption by the CASAS and the date the exemption came into effect and any conditions or procedures subject to which the exemption was granted.
- 12.3.3.3 If a particular is not included in the aerodrome manual because it is not applicable to the aerodrome, the aerodrome operator must state in the manual the reason for non-applicability of the particular.

12.3.4 Amendment of the aerodrome manual

- 12.3.4.1 The aerodrome operator must alter or amend the aerodrome manual, whenever necessary, in order to maintain the accuracy of the information in the manual.

- 12.3.4.2 To maintain the accuracy of the aerodrome manual the CASAS may issue a written directive to an aerodrome operator requiring the operator to alter or amend the manual in accordance with that directive.

12.3.5 Notification of changes to the aerodrome manual

An aerodrome operator must notify the CASAS, as soon as practicable at least 30 days before the proposed effective date, of any changes or amendment that the operator wishes to make to the aerodrome manual.

12.3.6 The CASAS approval of the aerodrome manual

The CASAS may approve the aerodrome manual and any amendments thereto, provided these meet the requirements of the preceding regulations in this section.

12.4 OBLIGATIONS OF THE AERODROME OPERATOR

12.4.1 Compliance with standards and practices

The aerodrome operator shall comply with the standards and practices specified in regulation 12.1.3 and with any conditions endorsed in the pursuant to regulations 12. 2.4 and 12.5.a

12.4.2 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.

- 12.4.2.1 If the CASAS or any other competent authority of the government requires competency certification for the personnel referred to in regulation 12.4.1/2, the aerodrome operator shall employ only those possessing such certificates.

- 12.4.2.2 The aerodrome operator shall implement a programme to upgrade the competency of the personnel referred to in regulation 12.4. 1/2.

12.4.3 Aerodrome operation and maintenance

- 12.4.3.1 Subject to any directive that the CASAS may issue, the aerodrome operator shall operate and maintain the aerodrome in accordance with the procedures set out in the aerodrome manual.

- 12.4.3.2 To ensure the safety of aircraft, the CASAS may give written directives to an aerodrome operator to alter the procedures set out in the aerodrome manual.

- 12.4.3.3 The aerodrome operator should ensure proper and efficient maintenance of the aerodrome facilities.

- 12.4.3.4 The aerodrome certificate holder shall coordinate with the ATS provider in order to be satisfied that appropriate air traffic services are available and 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.

12.4.4 Aerodrome operator's safety management system

- 12.4.4.1 The aerodrome operator shall establish a safety management system for the aerodrome describing the structure of the organization and the duties, powers and responsibilities of the officials in the organizational structure, with a view to ensuring that operations are carried out in a demonstrably controlled way and are improved where necessary.

12.4.4.2 The aerodrome operator shall oblige all users of the aerodrome, including fixed-base operators, ground handling agencies and other organizations that perform activities independently at the aerodrome in relation to flight or aircraft handling, to comply with the requirements laid down by the aerodrome operator with regard to safety at the aerodrome. The aerodrome operator shall monitor such compliance.

12.4.4.3 The aerodrome operator shall require all users of the aerodrome, including fixed-base operators, ground handling agencies and other organizations referred to in regulation 12.4.4.2, to cooperate in the programme to promote safety at, and the safe use of, the aerodrome by immediately informing it of any accidents, incidents, defects and faults which have a bearing on safety.

12.4.5 Aerodrome operator's internal safety audits and safety reporting

12.4.5.1 The aerodrome operator shall arrange for an audit of the safety management system, including an inspection of the aerodrome facilities and equipment. The audit shall cover the aerodrome operator's own functions. The aerodrome operator shall also arrange for an external audit and inspection programme for evaluating other users, including fixed-base operators, ground handling agencies and other organizations working at the aerodrome as referred to in regulation 12.4.4.2.

12.4.5.2 The audits referred to in regulation 12.4.5.1 shall be carried out every 6 months, or sooner, as agreed with the CASAS.

12.4.5.3 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 experts.

12.4.5.4 The aerodrome operator shall retain a copy of the report(s) referred to in regulation 12.4.5.3 for a period to be agreed with the CASAS. The CASAS may request a copy of the report(s) for its review and reference.

12.4.5.5 The report(s) referred to in regulation 12.4.5.3 must be prepared and signed by the persons who carried out the audits and inspections.

12.4.6 Access to the aerodrome

12.4.6.1 The CASAS 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 registration is approved or the certificate is granted or renewed and, subsequently, at any other time, for the purpose of ensuring safety at the aerodrome.

12.4.6.2 An aerodrome operator shall, at the request of the person referred to in regulation 12.4.6.1, allow access to any part of the aerodrome or any aerodrome facility, including equipment, records, documents and operator personnel, for the purpose referred to in regulation 12.4.6.1

12.4.6.3 The aerodrome operator shall cooperate in conducting the activities referred to in 12.4.6.1.

12.4.7 Notifying and reporting

12.4.7.1 An aerodrome operator shall adhere to the requirement to notify and report to the CASAS, air traffic control and pilots within the specified time limits required by these regulations.

12.4.7.2 Notification of inaccuracies in aeronautical information service (AIS) publications.

An aerodrome operator shall review all Aeronautical Information Publications (AIP' s), AIP Supplements, AIP Amendments, Notices to Airmen (NOTAM' s), Pre-flight Information Bulletins and Aeronautical Information Circulars issued by AIS on receipt thereof and immediately after such reviews shall notify AIS of any inaccurate information contained therein that pertains to the aerodrome.

12.4.7.3 Notification of changes to the aerodrome facilities, equipment and level of services planned in advance.

An aerodrome operator shall notify AIS and the CASAS, in writing, at least 30 days before effecting any change to the aerodrome facility or equipment or the level of service at the aerodrome that has been planned in advance and which is likely to affect the accuracy of the information contained in any AIS publication referred to in regulation 12.4.7.2.

12.4.7.4 Issues requiring immediate notification. Subject to the requirement of regulation 12.4.7.5, an aerodrome operator shall give AIS and shall arrange for air traffic control and the flight operations unit to receive immediate notice detailing any of the following circumstances of which the operator has knowledge:

- a. obstacles, obstructions and hazards:
 1. any projections by an object through an obstacle limitation surface relating to the aerodrome; and
 2. the existence of any obstruction or hazardous condition affecting aviation safety at or near the aerodrome;
- b. level of service:
reduction in the level of service at the aerodrome as set out in any of the AIS publications referred to in regulation 12.4.7.2
- c. movement area:
closure of any part of the movement area of the aerodrome; and
- d. any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted.

12.4.7.5 Immediate notification to pilots. When it is not feasible for an aerodrome operator to arrange for the air traffic control and the flight operations unit to receive notice of a circumstance referred to in 12.4.7.4 in accordance with that regulation, the operator must give immediate notice direct to the pilots who may be affected by that circumstances.

12.4.8 Special inspections

An aerodrome operator shall inspect an aerodrome, as circumstances require, to ensure aviation safety:

- a. as soon as practicable after any aircraft accident or incident within the meaning of these terms as defined in Annex 13 to the Convention on International Civil Aviation;
- b. during any period of construction or repair of the aerodrome facilities or equipment that is critical to the safety of aircraft operation; and
- c. at any other time when there are conditions at the aerodrome that could affect aviation safety.

12.4.9 Removal of obstruction from the aerodrome surface

An aerodrome operator shall remove from the aerodrome surface any vehicle or other obstruction that is likely to be hazardous.

12.4.10 Warning notices

When low flying aircraft, at or near an 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 manoeuvring 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 a hazard.

12.5 EXEMPTIONS

- a. The CASAS may exempt, in writing, an aerodrome operator from complying with specific provisions of these regulations.
- b. Before the CASAS decides to exempt the aerodrome operator, the CASAS must take into account all safety related aspects.
- c. An exemption granted by the CASAS under paragraph (a) shall be subject to any conditions or procedures specified in the relevant 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 regulation 12.1.3, the CASAS may determine, after carrying out aeronautical studies, only if and where permitted by the standards and practices, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant standard or practice.
- e. Deviation from a standard or practice and the conditions and procedures referred to in regulation 12.2.4 shall be set out in an endorsement on the aerodrome certificate and shall be included in the aerodrome register.

CIVIL AVIATION REGULATIONS SURINAME

PART 12 – IMPLEMENTING STANDARDS

VERSION 4.0

June 2006

IS: 12.2 AERODROME REGISTRATION AND CERTIFICATION
Particulars to be included in an Aerodrome Manual

PART 1

GENERAL

General information, including the following:

- a) Purpose and scope of the aerodrome manual;
- b) The legal requirement for an aerodrome certificate and an aerodrome manual as prescribed in the national regulations;
- c) conditions for use of the aerodrome - a statement to indicate that the aerodrome shall at all times, when it is available for the take-off and landing of aircraft, be so available to all persons on equal terms and conditions;
- d) The available aeronautical information system and procedures for its promulgation;
- e) The system for recording aircraft movements; and
- f) Obligations of the aerodrome operator.

PART 2

PARTICULARS OF THE AERODROME SITE

General information, including the following:

- a) a plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator;
- b) a plan of the aerodrome showing the aerodrome boundaries;
- c) a plan of the aerodrome showing the main aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome; and
- d) particulars of the title of the aerodrome site. If the boundaries of the aerodrome are not defined in the title documents particulars of the title to, or interest in, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome.

PART 3

PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE (AIS)

3.1 GENERAL INFORMATION

- a) the name of the aerodrome;
- b) the location of the aerodrome;
- c) the geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System; 1984 (WGS-84) reference datum;
- d) the aerodrome elevation and geoid undulation;
- e) the elevation of each threshold and geoid undulation, the elevation of the runway end and any significant high and low points along the runway, and the highest elevation of the touchdown zone of a precision approach runway;
- f) the aerodrome reference temperature;
- g) details of the aerodrome beacon; and
- h) the name of the aerodrome operator and the address and telephone numbers at which the aerodrome operator may be contacted at all times.

3.2 AERODROME DIMENSIONS AND RELATED INFORMATION

General information, including the following:

- a) runway - true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone;
- b) length, width and surface type of strip, runway end safety areas, stop ways;
- c) length, width and surface type of taxiways;
- d) apron surface type and aircraft stands;
- e) clearway length and ground profile;
- f) visual aids for approach procedures, viz. approach lighting type and visual approach slope indicator system (PAPI/APAPI and T-VASIS/AT-VASIS); marking and lighting of runways, taxiways, and aprons; other visual guidance and control aids on taxiways (including runway holding positions, intermediate holding positions and stop bars) and aprons, location and type of visual docking guidance system; availability of standby power for lighting;
- g) the location and radio frequency of VOR aerodrome checkpoints;
- h) the location and designation of standard taxi routes;
- i) the geographical coordinates of each threshold;
- j) the geographical coordinates of appropriate taxiway centre line points;

- k) the geographical coordinates of each aircraft stand;
- l) the geographical coordinates and the top elevation of significant obstacles in the approach and take-off areas, in the circling area and in the vicinity of the aerodrome. (This information may best be shown in the form of charts such as those required for the preparation of aeronautical information publications, as specified in Annexes 4 and 15 to the Convention);
- m) pavement surface type and bearing strength using the Aircraft Classification Number - Pavement Classification Number (ACN-PCN) method;
- n) one or more pre-flight altimeter check locations established on an apron and their elevation;
- o) declared distances: take-off run available (TORA), take-off distance available (TODA), accelerate-stop distance available (ASDA), landing distance available (LDA);
- p) disabled aircraft removal plan: the telephone/telex/ facsimile numbers and e-mail address of the aerodrome coordinator for the removal of a disabled aircraft on or adjacent to the movement area, information on the capability to remove a disabled aircraft, expressed in terms of the largest type of aircraft which the aerodrome is equipped to remove; and
- q) rescue and fire-fighting: the level of protection provided, expressed in terms of the category of the rescue and fire-fighting services, which should be in accordance with the longest aeroplane normally using the aerodrome and the type and amounts of extinguishing agents normally available at the aerodrome.

Note.- *The accuracy of the information in Part 3 is critical to aircraft safety. Information requiring engineering survey and assessment should be gathered or verified in qualified technical persons.*

PART 4

PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES

4.1 AERODROME REPORTING

Particulars of the procedures for reporting any changes the aerodrome information set out in the AIP and procedures for requesting the issue of NOTAM's, including the following:

- a) arrangements for reporting any changes to the CASAS and recording the reporting of changes during and outside the normal hours of aerodrome operations;
- b) the names and roles of persons responsible for notifying the changes, and their telephone numbers during and outside the normal hours of aerodrome operations; and
- c) the address and telephone numbers, as provided by the CASAS, of the place where changes are to be reported to the CASAS.

4.2 ACCESS TO THE AERODROME MOVEMENT AREA

Particulars of the procedures that have been developed and are to be followed in coordination with the agency responsible for preventing unlawful interference in civil aviation at the aerodrome and for preventing unauthorized entry of persons, vehicles, equipment, animals or other things into the *movement area*, including the following:

- a) the role of the aerodrome operator, the aircraft operator, aerodrome fixed-base operators, the aerodrome security entity, the CASAS and other government departments, as applicable-, and
- b) the names and roles of the personnel responsible for controlling access to the aerodrome, and the telephone numbers for contacting them during and after working hours.

4.3 AERODROME EMERGENCY PLAN

Particulars of the aerodrome emergency plan, including the following:

- a) plans for dealing with emergencies occurring at the aerodrome or in its vicinity, including the malfunction of aircraft in flight; structural fires; sabotage, including bomb threats (aircraft or structure); unlawful seizure of aircraft; and incidents on the aerodrome covering "during the emergency" and "after the emergency" considerations;
- b) details of tests for aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests;
- c) details of exercises to test emergency plans, including the frequency of those exercises;
- d) a list of organizations, agencies and persons of authority, both on- and off-aerodrome, for site roles; their telephone and facsimile numbers, e-mail and SITA addresses and the radio frequencies of their offices;
- e) the establishment of an aerodrome emergency committee to organize training and other preparations for dealing with emergencies; and
- f) the appointment of an on-scene commander for the overall emergency operation.

4.4 RESCUE AND FIRE-FIGHTING

Particulars of the facilities, equipment, personnel and procedures for meeting the rescue and fire-fighting requirements, including the names and roles of the persons responsible for dealing with the rescue and fire-fighting services at the aerodrome.

Note- This subject should also be covered in appropriate detail in the aerodrome emergency plan.

4.5 INSPECTION OF THE AERODROME MOVEMENT AREA AND OBSTACLE LIMITATION SURFACE BY THE AERODROME OPERATOR

Particulars of the procedures for the inspection of the aerodrome movement area and obstacle limitation surfaces, including the following:

- a) arrangements for carrying out inspections, including runway friction and water-depth measurements on runways and taxiways, during and outside the normal hours of aerodrome operations;
- b) arrangements and means of communicating with air traffic control during an inspection;
- c) arrangements for keeping an inspection logbook, and the location of the logbook;
- d) details of inspection intervals and times;
- e) inspection checklist;
- f) arrangements for reporting the results of inspections and for taking prompt follow-up actions to ensure correction of unsafe conditions; and
- g) the names and roles of persons responsible for carrying out inspections, and their telephone numbers during and after working hours.

4.6 VISUAL AIDS AND AERODROME ELECTRICAL SYSTEMS

Particulars of the procedures for the inspection and maintenance of aeronautical lights (including obstacle lighting), signs, markers and aerodrome electrical systems, including the following:

- a) arrangements for carrying out inspections during and outside the normal hours of aerodrome operation, and the checklist for such inspections;
- b) arrangements for recording the result of inspections and for taking follow-up action to correct deficiencies;
- c) arrangements for carrying out routine maintenance and emergency maintenance;
- d) arrangements for secondary power supplies, if any, and, if applicable, the particulars of any other method of dealing with partial or total system failure; and
- e) the names and roles of the persons responsible for the inspection and maintenance of the lighting, and the telephone numbers for contacting those persons during and after working hours.

4.7 MAINTENANCE OF THE MOVEMENT AREA

Particulars of the facilities and procedures for the maintenance of the movement area, including:

- a) arrangements for maintaining the paved areas;
- b) arrangements for maintaining the unpaved runways and taxiways;
- c) arrangements for maintaining the runway and taxiway strips; and
- d) arrangements for the maintenance of aerodrome drainage.

4.8 AERODROME WORKS - SAFETY

Particulars of the procedures for planning and carrying out construction and maintenance work safely (including work that may have to be carried out at short notice) on or in the vicinity of the movement area which may extend above an obstacle limitation surface, including the following:

- a) arrangements for communicating with air traffic control during the progress of such work;
- b) the names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the work, and arrangements for contacting those persons and organizations at all times;
- c) the names and telephone numbers, during and after working hours, of the aerodrome fixed-base operators, ground handling agents and aircraft operators who are to be notified of the work;
- d) a distribution list for work plans, if required.

4.9 APRON MANAGEMENT

Particulars of the apron management procedures, including the following:

- a) arrangements between air traffic control and the apron management unit;
- b) arrangements for allocating aircraft parking positions;
- c) arrangements for initiating engine start and ensuring clearance of aircraft push-back;
- d) marshalling service; and
- e) leader (van) service.

4.10 APRON SAFETY MANAGEMENT

Procedures to ensure apron safety, including:

- a) protection from jet blasts;
- b) enforcement of safety precautions during aircraft refuelling operations;
- c) apron sweeping;
- d) apron cleaning;
- e) arrangements for reporting incidents and accidents on an apron; and
- f) arrangements for auditing the safety compliance of all personnel working on the apron.

4.11 AIRSIDE VEHICLE CONTROL

Particulars of the procedure for the control of surface vehicles operating on or in the vicinity of the movement area, including the following:

- a) details of the applicable traffic rules (including speed limits and the means of enforcing the rules); and
- b) the method of issuing driving permits for operating vehicles in the movement area.

4.12 WILDLIFE HAZARD MANAGEMENT

Particulars of the procedures to deal with the danger posed to aircraft operations by the presence of birds or mammals in the aerodrome flight pattern or movement area, including the following:

- a) arrangements for assessing wildlife hazards;
- b) arrangements for implementing wildlife control programmes; and
- c) the names and roles of the persons responsible for dealing with wildlife hazards, and their telephone numbers during and after working hours.

4.13 OBSTACLE CONTROL

Particulars setting out the procedures for:

- a) monitoring the obstacle limitation surfaces and Type A Chart for obstacles in the take-off surface;
- b) controlling obstacles within the authority of the operator;
- c) monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces;
- d) controlling new developments in the vicinity of aerodromes; and
- e) notifying the CASAS of the nature and location of obstacles and any subsequent addition or removal of obstacles for action as necessary, including amendment of the AIS publications.

4.14 REMOVAL OF DISABLED AIRCRAFT

Particulars of the procedures for removing a disabled aircraft on or adjacent to the movement area, including the following:

- a) the roles of the aerodrome operator and the holder of the aircraft certificate of registration;
- b) arrangements for notifying the holder of the certificate of registration;
- c) arrangements for liaising with the air traffic control unit;

- d) arrangements for obtaining equipment and personnel to remove the disabled aircraft;
and
- e) the names, role and telephone numbers of persons responsible for arranging for the removal of disabled aircraft.

4.15 HANDLING OF HAZARDOUS MATERIALS

Particulars of the procedures for the safe handling and storage of hazardous materials on the aerodrome, including the following:

- a) arrangements for special areas on the aerodrome to be set up for the storage of inflammable liquids (including aviation fuels) and any other hazardous materials; and
- b) the method to be followed for the delivery, storage, dispensing and handling of hazardous materials.

Note- Hazardous materials include inflammable liquids and solids, corrosive liquids, compressed gases and magnetized or radioactive materials. Arrangements for dealing with the accidental spillage of hazardous materials should be included in the aerodrome emergency plan.

4.16 LOW-VISIBILITY OPERATIONS

Particulars of procedures to be introduced for low-visibility operations, including the measurement and reporting of runway visual range as and when required, and the names and telephone numbers, during and after working hours, of the persons responsible for measuring the runway visual range.

4.17 PROTECTION OF SITES FOR RADAR AND NAVIGATIONAL AIDS

Particulars of the procedures for the protection of sites for radar and radio navigational aids located on the aerodrome to ensure that their performance will not be degraded, including the following:

- a) arrangements for the control of activities in the vicinity of radar and nav aids installations;
- b) arrangements for ground maintenance in the vicinity of these installations; and
- c) arrangements for the supply and installation of signs warning of hazardous microwave radiation.

Note 1.- In writing the procedures for each category, clear and precise information should be included on:

- *when, or in what circumstances, an operating procedure is to be activated;*

- *how an operating procedure is to be activated,*
- *actions to be taken;*
- *the persons who are to carry out the actions, and*
- *the equipment necessary for carrying out the actions, and access to such equipment.*

Note 2.- If any of the procedures specified above are not relevant or applicable, the reason should be given.

PART 5

AERODROME ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM

Aerodrome administration

Particulars of the aerodrome administration, including the following:

- a) an aerodrome organizational chart showing the names and positions of key personnel, including their responsibilities;
- b) the name, position and telephone number of the person who has overall responsibility for aerodrome safety; and
- c) aerodrome committees.

Safety management system (SMS)

Particulars of the safety management system established for ensuring compliance with all safety requirements and achieving continuous improvement in safety performance, the essential features being:

- a) the safety policy, insofar as applicable, on the safety management process and its relation to the operational and maintenance process;
- b) the structure or organization of the SMS, including staffing and the assignment of individual and group responsibilities for safety issues;
- c) SMS strategy and planning, such as setting safety performance targets, allocating priorities for implementing safety initiatives and providing a framework for controlling the risks to as low a level as is reasonably practicable keeping always in view the requirements of the Standards and Recommended Practices in Volume I of Annex 14 to the Convention on International Civil Aviation, and the national regulations, standards, rules or orders;
- d) SMS implementation, including facilities, methods and procedures for the effective communication of safety messages and the enforcement of safety requirements;

- e) a system for the implementation of, and action on critical safety areas which require a higher level of safety management integrity (safety measures programme); design and construction of aircraft pavements and aerodrome lighting. The system should enable easy
- f) measures for safety promotion and accident prevention and a system for risk control involving analysis and handling of accidents, incidents, complaints, defects, faults, discrepancies and failures, and continuing safety monitoring;
- g) the internal safety audit and review system detailing the systems and programmes for quality control of safety;
- h) the system for documenting all safety-related aerodrome facilities as well as aerodrome operational and maintenance records, including information on the retrieval of records including charts;
- l) staff training and competency, including the review and evaluation of the adequacy of training provided to staff on safety-related duties and of the certification system for testing their competency; and
- j) the incorporation and enforcement of safety-related clauses in the contracts for construction work at the aerodrome.

IS: 12.2.2 SAMPLE APPLICATION FORM FOR AN AERODROME CERTIFICATE
Application for an Aerodrome Certificate

1. Particulars of the Applicant

Full Name:

Address :

Position :

Phone: Facsimile: E-mail.....

2. Particulars of the Aerodrome Site

Aerodrome Name:

Real Property Description:

or

Geographical Coordinates of the ARP:

or

Bearing and Distance from Nearest Town or Populous Area:

.....

3. Is the Applicant the Owner of the Aerodrome Site?

Yes No

If No, provide:

a) Details of Rights Held in Relation to the Site; and

b) Name and address of the owner of the site and written evidence to show that permission has been obtained for the site to be used by the applicant as an aerodrome.

4. Indicate the Largest Type of Aircraft Expected to Use the Aerodrome.

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

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:

[On behalf of the aerodrome operator shown above*], I hereby apply for a Certificate to operate the aerodrome.

*Delete If not applicable.

Signed:

My authority to act on behalf of the applicant is :
.....
.....

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

Information:

- 1. Two copies of the aerodrome manual, prepared in accordance with the regulations and commensurate with the aircraft activities expected at the aerodrome, are required as part of the application.

2. The application should be submitted to the CASAS Office.
3. A quote will be provided for the cost of processing this application. The CASAS will take no action to assess this application until payment is received.
4. Documentary evidence in support of all matters in this application may be requested.

IS: 12.2.3 SAMPLE AERODROME CERTIFICATE

CIVIL AVIATION SAFETY AUTHORITY SURINAME

AERODROME CERTIFICATE

CERTIFICATE NO.

NAME OF AERODROME

LATITUDE/LONGITUDE

This aerodrome certificate is issued by the Director of the CASAS pursuant to Part 12 of the *Civil Aviation Regulations Suriname* under authority of the Act on Safety and Security of Civil Aviation (S.B. 2002 No. 24) and authorizes the named in the approved Aerodrome Manual to operate the

The Director may suspend or cancel this aerodrome certificate at any time where the aerodrome operator fails to comply with the provisions set forth in the Act, the Regulations or for other grounds as set out in the Act.

This certificate is subject to any conditions established by the Director pursuant to part 12 of the Regulations and set out in the approved Aerodrome Manual.

This aerodrome certificate is not transferable and shall remain in effect until transferred, suspended or cancelled

DIRECTOR CASAS

CERTIFICATE DATE OF ISSUE

CIVIL AVIATION SAFETY AUTHORITY SURINAME

Mr / mrs.....
aerodrome
address.....
Place.....

Date.....

Subject: Registration ofaerodrome

Dear.....

I refer to your application datedfor the registration ofAerodrome.
This letter is to inform you that your application has been approved and
accordingly the aerodrome has been registered in the CASAS aerodrome register.

Your aerodrome will be subject to routine surveillance and inspections by CASAS
under the requirements of CARS Part 12.

This approval remains in force until suspended or cancelled.

If you have any questions regarding your aerodrome registration or any other aerodrome
related matter, please contact CASAS.

Yours faithfully

Director CASAS

IS:12.2.5. SAMPLE APPLICATION FORM FOR AERODROME REGISTRATION

<u>APPLICATION FOR AERODROME REGISTRATION</u>	
1.	Particulars of the applicant Full name : Address : Position : Phone : Cell: Fax: Email :
2.	Particulars of the aerodrome Name of aerodrome : Real property description : Name and principal place of business of the aerodrome operator : Geographical location : Bearing and distance from nearest town or populous area : Aerodrome elevation : Runway dimensions : Runway designations : Runway magnetic bearing : Runway surface : Runway strip : Runway slope :
3.	Is de applicant the owner of the aerodrome site ? YES NO If NO, provide : a. Detail of rights held in relation to the side: and b. Names and address of the owner of the side and written evidence to show that permission has been obtained for the side to be used by the applicant as an aerodrome. 4. Indicate the largest type of aircraft expected to use the aerodrome :
5.	Is the aerodrome to be used for Regular Public Transport Operations ?
6.	I hereby apply for registration of the aerodrome Name : Signed : Date :

IS: 12.6 AERONAUTICAL STUDIES

PURPOSE

An aeronautical study is conducted to assess the impact of deviations from the aerodrome standards specified in Volume I to Annex 14 to the Convention on International Civil Aviation, and the national regulations, to present alternative means of ensuring the safety of aircraft operations, to estimate the effectiveness of each alternative and to recommend procedures to compensate for the deviation.

APPLICABILITY

An aeronautical study may be carried out when aerodrome standards cannot be met as a result of development. Such a study is most frequently undertaken during the planning of a new aerodrome or during the certification of an existing aerodrome.

Note.- Aeronautical studies may not be conducted in cases of deviations from the standards, if not specifically recommended in Annex 14, Volume 1.

DEFINITION

An aeronautical study is a study of an aeronautical problem to identify possible solutions and select a solution that is acceptable without degrading safety.

TECHNICAL ANALYSIS

Technical analysis will provide justification for a deviation on the grounds that an equivalent level of safety can be attained by other means. It is generally applicable in situations where the cost of correcting a problem that violates a standard is excessive but where the unsafe effects of the problem can be overcome by some procedural means which offers both practical and reasonable solutions.

In conducting a technical analysis, inspectors will draw upon their practical experience and specialized knowledge. They may also consult other specialists in relevant areas. When considering alternative procedures in the deviation approval process, it is essential to bear in mind the safety objective of the aerodrome certification regulations and the applicable standards so that the intent of the regulations is not circumvented.

APPROVAL OF DEVIATIONS

In some instances, the only reasonable means of providing an equivalent level of safety is to adopt suitable procedures and to require, as a condition of certification, that cautionary advice be published in the appropriate AIS publications.

The determination to require caution will be primarily dependent on two considerations:

- a) a pilot's need to be made aware of potentially hazardous conditions; and
- b) the responsibility of the CASAS to publish deviations from standards that would otherwise be assumed under certificate status.