GHANA
CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR
AC-AD-023

PHASES OF THE AERODROME CERTIFICATE ISSUE PROCESS

GENERAL
Ghana Civil Aviation Authority (GCAA) Advisory Circulars from Aerodrome Safety and Standards (ASAS) 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.

PURPOSE
This Advisory Circular provides methods, acceptable to the Authority, for showing compliance with Part 24 of Ghana Civil Aviation (Aerodrome) Regulations, 2011, L.I. 2004, as well as explanatory and interpretative material to assist in showing compliance.

REFERENCE
The Advisory Circular relates specifically to the Aerodrome GCARs and Manual of Standards (MOS)

STATUS OF THIS AC
This is the first AC to be issued on this subject.

FOREWARD
This Advisory Circular provides guidance to Aerodrome Operator(s) on requirements to be fulfilled by an applicant for grant or renewal of an aerodrome certificate under the Aerodrome GCARs and/or GCADs.

It is also expected that this Advisory Circular will benefit the applicant for an Aerodrome Operating Certificate, as it explains the procedures for preparing and submitting an application along with the aerodrome manual. It also explains that aerodrome physical facilities, equipment and aerodrome operating procedures, shall meet the Standards and Recommended Practices (SARPs) of Aerodrome Manual of Standards (MOS).

APPROVAL

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1. INTRODUCTION

Ghana, as a Contracting State to the Convention on International Civil Aviation, has an obligation to the international community to ensure that civil aviation activities under its jurisdiction are carried out in strict compliance with the Standards and Recommended Practices contained in the Annexes to the Convention on International Civil Aviation in order to maintain the required aviation standards.

As per the standards of the Annex 14 to the Convention, Aerodromes used for International Civil Aviation are required to be certified by the State. As per the Ghana Civil Aviation (Aerodrome) Regulations 2011, Part 24 (Certification of Aerodrome):

(1) The operator of the airport that may be used for public purpose as per the national need must obtain the Aerodrome Operating Certificate (AOC).

(2) The Aerodrome Operating Certificate (AOC) must be obtained to operate international public air transportation service at any airport of Ghana.

Hence, certification of an aerodrome is a vital role in the regulatory system. The issuance of an Aerodrome Operating Certificate by the Director-General of Ghana Civil Aviation Authority (GCAA) to an Aerodrome Operator seeking such a certificate is dependent on the Aerodrome Operator satisfying all the mandatory requirements of the GCAA Aerodrome Regulations and/or Directives.

In order to issue an Aerodrome Operating Certificate the GCAA has to conduct an in-depth investigation to assess whether the aerodrome is maintained in accordance with the required standards and the competency of the Aerodrome Operator to maintain the aerodrome, staff, equipment, and procedures as per the regulatory requirements.

The regulatory requirements to be satisfied by the Aerodrome Operators for the certification of an aerodrome are specified in Part 24 of the GCARs and/or GCADs.

Users of this Advisory Circular are reminded that the provisions of the Ghana Civil Aviation Authority Act, 2004, ACT 678 (as amended by the Ghana Civil Aviation (Amendment) Act, 2016, Act 906), and other applicable regulatory documentation such as Ghana Civil Aviation Regulations and Directives, determine the requirements of, and the obligations to be adhered to by users of this Advisory Circular.

Where there is a conflict in the requirements under this Advisory Circular and any of the aforementioned Civil Aviation legislations and or Regulations or Directives made under same, precedence shall be given to Civil Aviation Legislation and or Regulations or Directives made thereto.

2. THE AERODROME CERTIFICATE ISSUE PROCESS

The following outlines the procedure adopted by the Ghana Civil Aviation Authority (GCAA) for application and issue of Aerodrome Certificate or Certificate of Registration.

The certification process is designed to ensure that prospective Aerodrome Operator certificate holders understand their responsibilities of providing airport services with the highest possible degree of safety, in the public interest and to ensure their capability of fulfilling this duty.

The certification process, when satisfactorily completed, is intended to ensure that the applicant is able to comply with the Ghana Civil Aviation Regulations (GCARs) and or Ghana Civil Aviation Directives (GCADs).

2.1. PHASES OF CERTIFICATION

Each phase of the certification process is described in sufficient detail to provide a general understanding of the entire certification process. The five (5) phases are outlined in the following sections and include:

a. Pre-application phase
b. Formal Application
c. Document Compliance/Evaluation
d. Demonstration and Inspection
e. Certification
    i. Initial Certification
    ii. Spot Check
    iii. Certification

As a general guide, obtaining an Aerodrome Certificate (through to initial certification) attracts a fee prescribe by the Director General and issued by the Director of Finance in coordination with the Aerodrome Safety and Standards (ASAS) Division of the Safety Regulation Department. The actual price will vary depending on the complexity and nature of the operation for which certification is sought.

2.2. PHASE I: PRE-APPLICATION PHASE

The applicant commences with a letter of intent, which is to be sent to:

The Director General
Ghana Civil Aviation Authority
PMB-KIA
Accra.

Attention: Director, Safety Regulation

When the letter is received and initially accepted by GCAA, the applicant will be contacted for an informal meeting/discussions on the intent relating to the extent of work involved and the expectations of both parties.

The Director, Safety Regulation (DSR), to drive the process, will constitute a special committee known as the "Certification Team". If the team accepts the proposed intent, the applicant will be entitled to proceed to phase II of the certification process.

2.3. PHASE II: FORMAL APPLICATION

The formal application should be made on a letter accompanied by completed Application Form with the required attachments. The receipt for appropriate Application Fees and Document Evaluation Fee paid must also be attached. The letter must be signed by the Chief Executive of the applicant organisation and attached to the letter must be two (2) copies of the following detailed documents:

- Aerodrome Manual
- Safety Management System Manual

The above documents are to be submitted to GCAA and processed through the Certification Team formed by the DSR/GCAA.

Preliminary assessment. This is conducted by the GCAA, where ASAS requires a pre-assessment/ application meeting with the applicant.

The applicant will be notified in writing when the formal application has been received. These documents will then be handed to the Leader of the Certification Team for thorough evaluation prior to the subsequent phases of the certification process.

Whilst GCAA will give advice and guidance, the production of acceptable documents and manuals is the responsibility of the applicant.

Applicants, who have contracted the services of a consultant to write their exposition, must provide the name of the consultant. Furthermore, if an applicant wishes for the Authority to deal directly with a nominated consultant, the letter should include:

(a) The contact details of the consultant.
(b) A statement of authority allowing the GCAA to deal with the consultant on matters relating to the exposition (this is required because; the consultant will effectively be incurring costs on behalf of the applicant seeking certification).

The final outcome of this phase is the acceptance of the Formal application and its attachments.

2.4. PHASE III: DOCUMENT EVALUATION (DOC. COMPLIANCE PHASE)

In this phase the applicant's aerodrome operations manual and its associated attached manuals will be assessed thoroughly by the team in accordance with the GCARs. The Aerodrome manual should address all elements specified in the GCAR Part 24.

A meeting will be conducted to highlight the acceptance of the submitted material or any deficiencies found during the certification team review. The full participation of the applicant is expected in this exercise, especially when deficiencies are discovered.

A thorough understanding of pertinent Ghana Civil Aviation (Aerodrome) Regulation and advisory materials is critical to the success of the entire certification process. The applicant and key management personnel must understand which rules apply to the intended operation.

On completion of the full exposition assessment, the applicant will be provided with a written critique itemising any areas of the exposition that were not adequately addressed, were omitted, or were not found.

After any corrections have been received and accepted (so that the exposition is substantially correct), a date for the entry inspection will be arranged with the applicant.

The outcome of this phase is the acceptance of the manuals and the formal application attachment. Three final copies of the manuals will also be stamped.

2.4.1. Suite of manuals

The documents should be a complete listing of applicable standards and relevant rule and should be identified and cross-referenced to specific references (paragraph number etc) in the applicant's exposition.

These manuals, or sections of manuals, contain information about the applicant's general policies, duties, operational control policy, procedures and the responsibilities of personnel. Together they form the exposition. The applicant should be aware that the entire exposition is required to be fully developed and submitted at the time of the formal application.

It is required that these manuals include the instructions, procedures and information necessary to permit the personnel concerned to perform their duties and responsibilities with an acceptable degree of safety.

Where a rule requires a task to be completed by a member of the applicant's organisation, consideration should be given as to how, when, where and by whom the task will be carried out. In most instances, it is not acceptable to simply reproduce the wording of a rule and adopt it as a procedure. The procedures defined in the exposition should reflect the true nature of the business conducted by the applicant. One procedure may incorporate the requirements of several GCARs.

2.4.2. Structure of Manuals

Whilst GCAA recommends that the Aerodrome Manual contain the major component of the airport operations, any other associated operational manuals should then be linked to the manual and this helps to simplify the overall structure of an exposition. This would contain all the organisational, physical and procedural information as mentioned in Part 24 of the GCARs.

2.4.3. Required information

The information that must be addressed in the applicant's exposition depends on the scope of the planned operations. Appendix II of this document provides information that should be provided by the applicant and evaluated by GCAA during this phase.

2.5. PHASE IV: DEMONSTRATION AND INSPECTION

An applicant will be required to demonstrate that management systems detailed in the exposition are in place prior to the commencement of actual revenue operations. These demonstrations would normally include actual performance of activities and operations while being observed by GCAA. This will involve on-site evaluations of support facilities, aircraft, training facilities, and maintenance equipment and maintenance facilities. GCAA will evaluate the likely effectiveness of the policies, methods, procedures, and instructions as described in the applicant's management effectiveness during this phase.

After the manuals and the other attachments are accepted and stamped, the applicant shall fix a specific date to be ready for the physical inspection phase of his/her facilities.

The physical inspection of the airport will be done according to the standards accepted in the various manuals and inspection checklist.

The following list provides examples of the types of items, equipment, facilities, documents and activities evaluated or tested during the demonstration and inspection phase:

1. Infrastructure and ground aids
2. Rescue and firefighting services
3. Wildlife hazard management
4. Procedures and safety management system

At the completion of the entry inspection, a discrepancy (debriefing) meeting will be held between the Certification Team assigned to the certification project and the key management of the organisation where safety concerns observed will be highlighted. The Certification Team will compile a written report outlining any deficiencies/findings noted during the inspection. Corrective action may need to be taken by the applicant prior to moving on to the initial certification phase. The applicant is obliged to submit their corrective actions to GCAA for possible acceptance.

When the inspection and the corrective actions are satisfactory, the applicant will be eligible to proceed to Phase V.

2.6. PHASE V: CERTIFICATION PHASE

2.6.1. Initial certification phase

After the demonstration and inspection phase has been completed satisfactorily, the Certification Team will prepare a final report, which will be submitted, to the Director, Safety Regulation (DSR) who will review the report and its certification attachments. ASAS will prepare the Aerodrome Certificate and the operations specifications. The operations specifications will contain authorisations, limitations, and provisions specific to the applicant's operation. The Team Leader will establish, with the applicant, the requirements and schedule for the compliance inspection. When this is agreed, the Team Leader will recommend to the DSR for the issue of the Aerodrome Certificate and the operations specifications to the applicant (who is thereafter referred to as the 'certificate holder').

When the DSR approves the certification, the applicant will be granted the following duly approved and signed:

i. The Aerodrome Certificate and
ii. A stamped copy of the Aerodrome Manuals.

The Aerodrome certificate and the operations specifications will enable the certificate holder to commence revenue operations.

2.6.2. Continued surveillance inspection

Ad hoc/ Unscheduled Inspections

The operator may be subject to a spot check before the compliance inspection is carried out. The purpose of the spot check is to help the operator identify any issues, which may require changing prior to the compliance inspection.

2.7. COMPLIANCE INSPECTION

GCAA will carry out a compliance inspection one (1) month prior to the expiry of the initial Aerodrome Certificate i.e. five months after initial certification, or as arranged at the completion of the initial certification. The purpose of this compliance inspection will be to:

(a) Confirm that the certificate holder is able to demonstrate compliance with their documented systems and procedures i.e. are they still applicable to the operation and being utilized.
(b) Establish whether their documented systems and procedures are adequate for the nature and size of the operations.

The certificate holder is responsible for continued compliance with the GCARs and or GCADs and the authorisations, limitations, and provisions of its Aerodrome Certificate and operations specifications.

As an aviation document holder in terms of the Ghana Civil Aviation Act, the certificate holder will be subjected to the Authority's on-going monitoring and surveillance programme.

3. CONTINUOUS SURVEILLANCE

After certificated, the Aerodrome will be included in the surveillance program of the Aerodrome Safety & Standards Section (ASAS) and will be audited at least twice a year by the ASAS Division.

3.1. SUBSEQUENT CHANGES

As a certificate holder's operation evolves, the operator has the responsibility of amending their documents accordingly. These changes may require amendment of the certificate holder's operations specifications. The certificate holder has the responsibility to apply for any such amendment.

A certificate holder is required to either:

(a) Forward to the Director General a copy of exposition amendments, or

(b) Make prior application and seek acceptance from the Director General for changes.

4. APPENDIX I

4.1. CLASSES OF AERODROME OPERATING CERTIFICATE

Under this certification process, Airports are classified into four classes, which are based on the type of aircraft operations served: Class I, II, III and IV.

Some Aerodrome Certificate holders that no longer serve scheduled operations of large aircraft also may be reclassified as a Class II, III, or IV airport, depending on the type of air carrier operations that they currently serve.

Table 1 indicates the types of aircraft operations that each certified aerodrome class can serve (see section 24.2 for definitions).

Table 1 – Type of aircraft operations permitted at certified aerodromes

Type of Aircraft Operation	**Class I**	**Class II**	**Class III**	**Class IV**
Scheduled Large Aircraft (50+ seats)	X			
Unscheduled Large Aircraft (50+ seats)	X	X		X
Scheduled Medium Aircraft (31 - 50 seats)	X	X		
Unscheduled Medium Aircraft (31 - 50 seats)	X	X	X	X
Scheduled Small Aircraft (10-30 seats)	X	X	X	

5. APPENDIX 2

5.1. PART 1 - GENERAL REQUIREMENTS

(a) Airport Information
   I. Name of Operator and class of airport, type of operations
   II. Conditions for use of the aerodrome - a statement to indicate the category under which the aerodrome shall be used i.e. Public use or Private.
   III. Mailing Address
   IV. Location (brief description of the airport location with reference to the nearest city or populous town and a display of airport vicinity map)
   V. Summary description of runway and taxiway system at the airport (no. of runways, heading identifications and dimensions). Further reference should be made to an appendix and a signage plan.

(b) Inspection Authority
(c) Details of current Exemptions & Limitations on File with the GCAA
(d) Deviation & procedures for reporting to the GCAA
(e) Maintenance and Control of Aerodrome Operations Manual (i.e. Procedures for the amendment of the Aerodrome Operations Manual and distribution of updates)

5.2. PART 2 - PARTICULARS OF THE AERODROME SITE

5.2.1. Aerodrome Site Details

(1) General information including the following:
   (i) a plan of the aerodrome showing the main aerodrome facilities including, the location of each wind direction indicators, for the operation of the aerodrome;
   (ii) a plan of the aerodrome showing the aerodrome boundaries;
   (iii) a plan showing the distance of the 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;
   either:
      (a) particulars of title of the aerodrome site; or
      (b) if the boundaries of the aerodrome are not defined in the documents of title — the
      (c) particulars of the title to, or interests in, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome.

(2) A grid map or other means of identifying locations and terrain features on and around the airport that are significant to emergency operations
(3) The location of each obstruction required to be lighted or marked within the airport's area of authority
(4) A plan showing the runway and taxiway identification system, including the location and inscription of signs, runway markings, and holding position markings

5.3. PART 3 - AERODROME ADMINISTRATION

Aerodrome administration

(1) Particulars of the aerodrome administration including the following:

(i) a description of the operational organisation (structure) showing names of key personnel, including their responsibilities, Lines of operational succession, and delegated authorities;

(ii) the management positions responsible for the operation and maintenance of the aerodrome;

(iii) contact details of the person who is the Aerodrome Operations Manual controller;

(iv) name, position and telephone numbers of person who has the overall responsibilities for the aerodrome operations and safety functions; and

(v) Airport committees – aircraft operators committee, safety and security committee etc.

5.4. RECORDS

(1) In a manner authorized by the Director General, each certificate holder shall—

(i) Furnish upon request by the Director General all records required to be maintained under Part 24.

(ii) Maintain records required under Part 24 as follows:

(a) ***Personnel training***. Twenty-four consecutive calendar months for personnel training records.

(b) ***Emergency personnel training***. Twenty-four consecutive calendar months for aircraft rescue and fire fighting and emergency medical service personnel training records.

(c) ***Airport fuelling agent inspection***. Twelve consecutive calendar months for records of inspection of airport fuelling agents.

(d) ***Fuelling personnel training***. Twelve consecutive calendar months for training records of fuelling personnel.

(e) ***Self-inspection***. Twelve consecutive calendar months for self-inspection records, as required.

(f) ***Movement areas and safety areas training***. Twenty-four consecutive calendar months for records of training given to pedestrians and ground vehicle operators with access to movement areas and safety areas.

(g) ***Accident and incident***. Twelve consecutive calendar months for each accident or incident in movement areas and safety areas involving an aircraft and/or ground vehicle.

(h) ***Airport condition.*** Twelve consecutive calendar months for records of airport condition information dissemination.

(2) Make and maintain any additional records required by the Director General, Part 24, and the Airport Certification Manual.

5.5. PERSONNEL

(1) In a manner authorized by the Director General, each certificate holder shall—
  (i) Provide sufficient and qualified personnel to comply with the requirements of its Aerodrome Operations Manual and the requirements of Part 24.
  (ii) Equip personnel with sufficient resources needed to comply with the requirements of Part 24.
  (iii) Train all personnel who access movement areas and safety areas and perform duties in compliance with the requirements of the Aerodrome Operations Manual and the requirements of Part 24. This training shall be completed prior to the initial performance of such duties and at least once every 12 consecutive calendar months. The curriculum for initial and recurrent training shall include at least the following areas:
    (a) Airport familiarization, including airport marking, lighting, and signs system.
    (b) Procedures for access to, and operation in, movement areas and safety areas.
    (c) Airport communications, including radio communication between the air traffic control tower and personnel, use of the common traffic advisory frequency if there is no air traffic control tower or the tower is not in operation, and procedures for reporting unsafe airport conditions.
    (d) Duties required under the Aerodrome Operations Manual and the requirements of Part 24.
    (e) Any additional subject areas required rescue and fire fighting and aerodrome facility maintenance, as appropriate.

(2) Make a record of all training by each individual in compliance with this section that includes, at a minimum, a description and date of training received. Such records shall be maintained for 24 consecutive calendar months after completion of training.

(3) As appropriate, comply with the following training requirements of the:
  (i) Aircraft rescue and fire fighting: Operational requirements;
  (ii) Handling and storage of hazardous substances and materials;
  (iii) Self-inspection program;
  (iv) Pedestrians and Ground Vehicles;
  (v) Wildlife hazard management; and
  (vi) Airport condition reporting.

(4) Use an independent organization, or designee, to comply with the requirements of its Aerodrome Operations Manual and the requirements of Part 24 only if—
  (i) Such an arrangement is authorized by the Director General;
  (ii) A description of responsibilities and duties that will be assumed by an independent organization or designee is specified in the Aerodrome Operations Manual; and
  (iii) The independent organization or designee prepares records required under Part 24 in sufficient detail to assure the certificate holder and the Director General of adequate compliance with the Aerodrome Operations Manual and the requirements of Part 24.

5.6. PART 4 - PARTICULARS OF THE AERODROME TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE FOR PUBLICATION IN THE AIP

5.6.1. General information

(1) The following general information about the aerodrome:

I. The name of the aerodrome;
II. The City and Region where the aerodrome is located;
III. The geographic coordinates of the aerodrome reference point in terms of WGS - 84 reference datum;
IV. The elevation of the aerodrome (a.m.s.l) and geoid undulation;
V. The elevation of each threshold of runways;
VI. Aerodrome reference temperature;
VII. Details of the aerodrome beacon;
VIII. 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 Civil Aviation Requirements);
IX. One or more pre-flight altimeter check locations established on an apron and their elevation;
X. The name of the Aerodrome Operator and the address and telephone numbers at which the Aerodrome Operator may be contacted at all times; and
XI. List of exemptions granted in respect of aerodrome facilities detailing exemption number, detail of facility/procedure & the period of validity

Note: The exemption number for a facility shall be included against a facility in the following paragraph

Information for each of the runways and related information

(1) The following information for each runway at the aerodrome:

I. The magnetic bearing of the runway and the runway designation number;
II. The runway reference code number for the approach and take-off areas that have been surveyed;
III. The length, width and slopes of the runway;
IV. The length and width of the graded and overall runway strip;
V. The pavement surface type and its strength rating (ACN-PCN Method);
VI. The runway declared distances and take-off gradient;
VII. The supplementary take-off distances;
VIII. Length, width and surface type of taxiways;
IX. Apron surface type and aircraft stands;
X. The Aerodrome Obstacle Chart Type A, if applicable;
XI. Location and radio frequency of VOR aerodrome check-point; and

Note. - Accuracy of the information in Part 4 is critical to aircraft safety. Information requiring engineering survey and assessment should be gathered or verified by qualified technical persons

5.7. INFORMATION ABOUT VISUAL AID SYSTEMS

(1) The following information about visual aid systems at the aerodrome:

(i) the type of runway lighting and the stand-by power, if any, for that lighting;

(ii). the type of approach lighting;

(iii). the visual approach slope indicator system,

(iv). a description of the visual docking guidance systems at any aprons used by aircraft conducting international operations, and the aircraft parking positions where the systems are installed

5.8. LOCAL INFORMATION

(1) The following local information about the aerodrome:

(i) The hours of operation, if applicable;

(ii). The available ground services;

(iii). Any special procedures;

(iv). Any local precautions;

(v). Air traffic services provided; and

(vi). Aviation weather services.

5.9. PART 5 - PARTICULARS OF THE AERODROME OPERATING PROCEDURES

(a) Except as otherwise authorized by the Director General, each certificate holder shall include in the Aerodrome Operations Manual a description of operating procedures, facilities and equipment, responsibility assignments, and any other information needed by personnel concerned with operating the aerodrome in order to comply with applicable provisions.

(b) In writing the procedure on each category, clear and precise information should be included on:

(1) when, or in what circumstances, is an operating procedure to be activated;

(2) how is an operating procedure activated;

(3) actions to be taken;

(4) the person(s) to carry out the actions; and

(5) equipment, and access to such equipment, necessary for carrying out the actions.

(c) If any of the procedures specific below is not relevant or applicable, the reason should be given.

(d) Where nonstandard procedures and/or Modifications to Standards are in effect, include documentation that supports a level of safety equal to that described in MOS or related GCAA publications.

(e) The Aerodrome Operations Manual should reflect the actual conditions, operations, and procedures in effect at the airport.

5.9.1. Paved areas

(1) Maintenance program, including preventive maintenance where appropriate, to maintain the airport facilities in condition which does not impair the safety of aircraft operation, and promptly repair the pavement of, each runway, taxiway,

loading ramp, and parking area on the airport which is available for aircraft use including

(2) Arrangements, including schedules and checklists, for monitoring and reporting;
(i) pavement surface conditions for deteriorations, incorrect graded lips/edges, FODs, ponding and drainage problems).
(ii) vehicle traffic signs problems
(iii) pavement marking problems

(3) The arrangements for recording the results of inspections and for taking follow-up action to correct deficiencies;

(4) Arrangements in place to correct the deficiencies; and

(5) The names and roles of the persons who are responsible for the monitoring and maintenance of pavement and the telephone numbers for contacting them during and after working hours;

(6) The department/unit and/or names of persons with the responsibility of initiating NOTAMS closing portions of the movement areas that are unsafe until the condition is corrected.

5.9.2. Unpaved areas

(1) Arrangements in place to maintain and promptly repair the surface of each gravel, turf, or other unpaved runway, taxiway, or loading ramp and parking area on the airport which is available for use including:
(2) Monitoring of slope/grade to assure sufficient drainage to prevent ponding.
(3) Monitoring for:
(i) possible weakness in compaction that may result in rutting by aircraft, or the loosening or build-up of surface material which could impair directional control of aircraft or drainage.
(ii) holes or depressions that are of a breadth capable of impairing directional control or causing damage to an aircraft.
(iii) debris and foreign objects and removal.
(4) Arrangements, including schedules and checklists, for monitoring and reporting;
(5) The arrangements for recording the results of inspections and for taking follow-up action to correct deficiencies;
(6) Arrangements in place to correct the deficiencies; and
(7) The names and roles of the persons who are responsible for the monitoring and maintenance of pavement and the telephone numbers for contacting them during and after working hours;
(8) The department/unit and/or names of persons with the responsibility of initiating NOTAMS closing portions of the movement areas that are unsafe until the condition is corrected.

5.9.3. Safety areas

(1) Arrangements in place to ensure that the safety areas are
   (i) cleared and graded and have no potentially hazardous ruts, humps, depressions, or other surface variations
   (ii) properly graded to prevent water accumulation
   (iii) free of objects and that necessary objects are constructed, to the extent practical, on frangibly mounted structures of the lowest practical height, with the frangible point no higher than 3" above grade

(2) Arrangements in place for inspections of the safety areas

(3) The person with the responsibility for initiating corrective actions as soon as unsatisfactory conditions are found.

5.9.4. Marking and Signs

(1) Arrangements in place to inspect check the functioning of and repair as necessary airfield signs and marking.

(2) The person responsible for scheduling repainting of the marking when paint becomes significantly dulled or worn.

(3) Required airfield markings include:
   (i) Runway markings meeting the specifications for the approach with the lowest minimums authorized for each runway.
   (ii) Taxiway centerline markings
   (iii) Runway holding position markings
   (iv) ILS Critical Area markings

5.9.5. Aerodrome lighting Systems

(1) Particulars of the procedures for the inspection and maintenance of the aerodrome lighting (including obstacle lighting) and the supply of stand-by power (if any), including details of the following:
   (i) the arrangements for carrying out inspections and the checklist for inspections;
   (ii) the arrangements for recording the results of inspections and for taking follow-up action to correct deficiencies;
   (iii) the arrangements for switching lights on and off, including back-up arrangements for pilot-activated lighting;
   (iv) the arrangements for carrying out routine maintenance and emergency maintenance to include cleaning, replacing, or repairing any faded, missing, or non-functional item; keeping each item clearly visible; and ensuring that each item provides an accurate reference to the user.
   (v) the arrangements for stand-by power, if any, and, if applicable, particulars of any other method of dealing with partial or total system failure;
   (vi) the names and roles of the persons who are responsible for the inspection and maintenance of the lighting and the telephone numbers for contacting them during and after working hours;

5.9.6. Wind direction indicators

(1) Arrangements to install and maintain wind direction indicator including:
   (i) Number and locations of wind direction indicators
   (ii) lighting of the wind cones for night and low visibility operations.

(2) Location of segmented circle and direction of traffic pattern.
(3) The person responsible for maintaining wind direction indicators in accordance with standards acceptable to the Director General.

5.9.7. Aircraft Rescue and Firefighting

(1). Category Determination

(i) The class of airport and determination firefighting category depending on the dimensions of the critical aircraft that operates at the airport.
(ii) Include critical aircraft that conducts each of scheduled and periodic charter operations
(iii) Daily departures of air operator aircraft.
(iv) Procedures for reduction of level of protection and arrangement in place to notify air operators and procedures for the immediate restoration of level of service.

5.9.8. Equipment and Agents

Provide a list of primary and support aircraft rescue firefighting vehicles and including specifications of each vehicle as follows.

(i) Vehicle Type
(ii) Amount of water
(iii) Amount and class of AFFF concentrate
(iv) Amount of Dry Chemical
(v) Discharge rate for Roof Turret (litres/minute)
(vi) Discharge rate for Bumper Turret (litres/minute)
(vii) Dry Chemical Portable Extinguishers (kg)
(viii) Any additional mutual aid firefighting vehicles are that are provided by other body.

(a) **Operational Requirements**

(1) Arrangements in place to ensure adequate fire cover will include the following:
  (i) <u>Vehicle Communications</u> - RFFS vehicle is equipped with two-way voice radio communications equipment capable of communication with ATCT and mutual aid departments.
  (ii) <u>Vehicle Marking and Lighting</u> - RFFS vehicle(s) are painted in accordance with the most current verson of MOS and are equipped with flashing red beacons to contrast with background and optimize nighttime visibility.
  (iii) <u>Vehicle Readiness</u>
(2) Measures in place to maintain RFFS vehicle so as to be operationally capable of performing their intended functions. Schedule of Operational checks of the RFFS vehicles and their firefighting systems.
(3) Vehicle housing and positioning
(4) Airport department or organisation responsible for the maintenance or repairs of vehicles

(5) Arrangement for immediate replacement of RFFS vehicle that becomes inoperative with equipment having at least equal category capabilities; and arrangements to notify air carriers using the airport.

(i) Response Requirements – When requested by the GCAA to demonstrate compliance with section 24.82, the ability of RFFS vehicle of responding from the RFFS department to the farthest end of runway or comparable distance and initiate discharge of extinguishing agent within 3 minutes of the alarm. The ability to provide full fire coverage as per airport category during all regularly scheduled air carrier operations from 15 minutes prior to arrival to 15 minutes after departure.

(ii) Personnel

(6) Equipping all rescue and firefighting personnel with protective clothing and equipment needed to perform their duties.

(7) Initial and initial and recurrent training (minimum every 12 consecutive calendar months) for all RFFSS personnel in the following areas:

(i) Aircraft familiarization;
(ii) Rescue and firefighting personnel safety;
(iii) Emergency communication system on the airport, including fire alarms;
(iv) Use of the fire hoses, nozzles, turrets, and other appliances required;
(v) Application of the types of extinguishing agents required for compliance with Part 24;
(vi) Emergency aircraft evacuation assistance;
(vii) Firefighting operations;
(viii) Adapting and using structural rescue and firefighting equipment for aircraft rescue and firefighting;
(ix) Aircraft cargo hazards, including hazardous materials/dangerous goods Incidents;
(x) Familiarization with firefighters' duties under the Airport Emergency Plan.
(xi) Airport familiarization;

(8) Training of RFFS personnel in the above subject areas following a site specific training curriculum. Include the person responsible for maintaining the RFFS training curriculum and records of all training given to each individual.

(i) Statement of participation of all RFFS personnel in a live-fire drill prior to initial performance of RFFS duties and participate in live-fire training at least once every 12 consecutive calendar months at GCAA-approved RFFS training facility.

(ii) Organisation providing medical services and location. Include a statement of the level of training of the personnel from the ambulance services organisation comparing with the training requirement of section 24.86.

(9) Arrangements for the availability of sufficient rescue and firefighting personnel during all air carrier operations to operate the RFFS vehicle, meet response times, and meet the minimum agent discharge rates.

(i) Records – The person responsible for maintaining records of all training given to each individual. RFFS training records to be maintained for 24 consecutive calendar months including a description and date of training received. RFFS training form is could may be attached as Appendix to the Aerodrome Operations Manual.

(ii) Emergency Access Roads – Description of designated Emergency Access roads at the aerodrome.

(iii) Alerting Systems - Alerting RFFS – The arrangements in place at the airport for alerting RFFS including equipment and capabilities of any existing or impending emergency requiring their assistance to include:

(a) Crash Phone (Initiated from the ATCT), which is tested daily at 0930 hrs.

(b) Telephone lines utilized by all Airport Agencies and Tenant Businesses

(c) Airport Radio Nets (UHF/VHF) utilized by all Airport Departments

(d) Fire Alarms throughout the Terminal and Concourse buildings

(10) The role of the ATCT in handling the various types of Airport emergency situations should be outlined in a Letter of Agreement, which may be attached to the Aerodrome Operations Manual. Whereas it is not all-inclusive, it establishes a framework for advising the Airport of emergency situations. An Airport Grid Map, which may also be attached, may be used for Emergency Operations.

5.9.9. Aerodrome Emergency Plan

(1) Particulars of the aerodrome emergency plan, including details of the following:

(i) plans for dealing with emergencies occurring at the aerodrome or in its vicinity, including malfunction of aircraft in flight, structural fires, sabotage including bomb threat (aircraft or structure), unlawful seizure of aircraft and incidents on the airport covering "during the emergency" and "after the emergency" considerations;

(ii) establishment of an aerodrome emergency committee for dealing with emergencies; and appointment of an on-scene commander of an overall emergency operation.

(iii) list of organizations, agencies on the aerodrome emergency committee and persons of authority both on- and off- airport for site roles; their contact details, telephone numbers, fax and e-mail address directory, SITA code directory and radio frequencies of offices;

(iv) a description of the role of each emergency service organisation involved in the plan;

(v) the activation, control and coordination of the emergency service organisations during an emergency;

(vi) the operational response to an emergency, including arrangements for aerodrome access and assembly areas;

(vii) the response to a local stand-by call out;

(viii) the response to a full emergency call out;
(ix) the arrangements to return the aerodrome to operational status after an emergency;
(x) details of tests for aerodrome facilities and equipment to be used in emergencies, including the frequency of these tests;
(xi) the arrangements for periodic review and testing of the aerodrome emergency plan;
(xii) details of exercises to test emergency plans, including the frequency of those
(xiii) exercises;
(xiv) the plan should include designation of parking areas for the aircraft involved in unlawful interference and with operations that are consistent with the approved airport security program.
(xv) Arrangement for the training of all airport personnel that have duties and responsibilities under the AEP to be properly trained and familiar with their assignments when training is conducted under section 24.48.

5.9.10. Aerodrome Self-inspection program

(1) Aerodrome Serviceability Inspections.
Particulars of the procedures for carrying out aerodrome serviceability inspections, including details of the following
(i) the arrangements for carrying out the inspections during and after working hours;
(ii) details of the intervals at which the inspections are carried out and the times of the inspections;
(iii) the arrangements for keeping an inspection logbook and the place where the logbook is kept;
(iv) details of the inspection checklist;
(v) the arrangements for communicating with air traffic control during the inspections;
(vi) the arrangements for reporting the results of the inspections and for taking prompt follow-up action to ensure correction of unsafe conditions;
(vii) the names and roles of the persons who are responsible for carrying out the inspections and the telephone numbers for contacting them during and after working hours;

(a) Aerodrome Technical Inspections.
Particulars of the procedures for carrying out aerodrome technical inspections, including details of the following
(1) the items that need to be technically inspected and when the inspections are to be carried out;
(2) the arrangements for technically qualified people or approved persons to carry out the technical inspections;
(3) the arrangements for recording the results of the inspections and for taking prompt follow-up action to ensure correction of defects;

5.9.11. Aerodrome Condition Reporting

(a) Particulars of the procedures for reporting any changes to the aerodrome information set out in AIP and procedures for requesting the issue of NOTAMS, including details of the following:

(i) the arrangements for reporting any changes that may affect aircraft operations to AIS and local air traffic services and recording the reporting of changes during and outside the normal hours of aerodrome operation;

(ii) the contact details for the persons and organisations to which changes are to be reported;

(iii) the name of the reporting officer responsible for reporting the changes and the telephone numbers for contacting him or her during and after working hours;

(iv) the arrangements for reporting changes of aerodrome information published in AIP to AIS and GCAA;

(v) the arrangements for keeping records of reports made;

5.9.12. Markers for the Identification of Construction and other Unserviceable Areas

(1) Arrangements for coordinating all airport construction activities and the person responsible for the coordination.

(2) Preconstruction and periodic construction meetings with all interested parties.

(3) Name of department or organisation with the responsibility to provide the marking and lighting requirements necessary to identify the construction areas on the airport relating to this construction project.

(4) Markings may include: barricades with diagonal, alternating orange and white stripes; barricades with alternating orange and white flags; orange traffic cones or barrels; fencing; or any other material deemed suitable and appropriate by the Director General.

(5) Colour of lights and characteristics for night operations or during other periods of low visibility.

(6) Arrangements in place to conduct frequent inspections of construction areas to identify inadequate marking or lighting and reported for immediate repair or replacement. The Airport will ensure that all areas are identified and marked, and the notification of appropriate Airport users.

(7) Arrangements in place and person responsible for marking and lighting of areas adjacent to NAVAIDS that could cause derogation of the signal or failure signal or failure of the NAVAID, if traversed in a manner acceptable to the Director General.

(8) Arrangements in place to brief those in charge construction on the airport property, concerning power supply to navaids and the location of all utilities in the construction area.

(9) Arrangements in place to request, the appropriate utility companies to mark their lines so that they may be protected during construction.

5.9.13. Noncomplying conditions

(1) Procedures for reporting condition that warrants closing of all or a portion of the airport to air carrier traffic. The person to decide the severity of the condition and necessity for closing and appropriate actions taken, the notification of the GCAA and air carriers.

(2) Arrangements in place to halt air carrier operations on those portions of the Airport rendered unsafe by those conditions whenever the requirements of subpart D of GCAR Part 24 cannot be met to the extent that uncorrected unsafe conditions exist on the Airport.

(3) Procedures for the appropriate Department or Organization responsible for determining unsatisfactory condition that cannot be immediately corrected and for the issue of NOTAM to close applicable portions of the Airport or restrict air carrier operations until the condition is deemed safe.

5.9.14. Aerodrome Works Planning and Safety

(1) Particulars of the procedures for planning and safely carrying out aerodrome works (including
works that may have to be carried out at short notice), including details of the following:

(i) the preparation of a method-of-working plan identifying areas of the aerodrome affected during each stage of the work and steps taken to ensure safety standards are met;

(ii) the distribution list for the method-of-working plan;

(iii) the arrangements for telling aircraft operators and other aerodrome users of the method-of-working plan and the telephone numbers for contacting those operators and users during and after working hours;

(iv) the arrangements for communicating with air traffic control and aircraft during the carrying out of the works;

(v) the arrangements for carrying out time-limited works;

(vi) the names, telephone numbers and roles of the persons and organisations responsible for planning and carrying out the works, and the arrangements for contacting those persons and organisations at all times;

5.9.15. Access Control to Aerodrome Operations Area

(1) Particulars of the procedure developed and to be followed in coordination with the agency responsible to prevent unlawful interference in civil aviation at the aerodrome, for prevention of unauthorized entry of persons, vehicles, equipment, animals or other things that may endanger aircraft safety, into the movement area including the details of the following:

(i) the arrangements for controlling airside access;

(ii) the role of Aerodrome Operator, aircraft operator, aerodrome fixed-base operators, aerodrome security entity, the DGCA and other government departments, as applicable; and

(iii) the names and roles of the persons who are responsible for controlling access to the movement area and the telephone numbers for contacting them during and after working hours;

5.9.16. Pedestrians and Airside Vehicle Control

(1) If procedures have been established at the aerodrome for the control of surface vehicles operating on or near the movement area, particulars of those procedures, including details of the following:

(i) the applicable traffic rules (including speed limits) and the means of enforcement of the rules;

(ii) the method of instructing and testing drivers in relation to the applicable traffic rules;

(iii) the names, telephone numbers and roles of the persons who are responsible for airside vehicle control;

5.9.17. Obstacle Control

(1) Particulars of the following:

(i) the procedures for monitoring the obstacle limitation surfaces and the Type A chart take-off surface for obstacles;

(ii) controlling obstacles within the authority of the operator;

(iii) the procedures for monitoring buildings or structure developments in relation to their height within the boundaries of the obstacle limitation surfaces;

(iv) if the aerodrome has instrument approach procedures — the procedures for monitoring for new objects or building developments in any other areas nominated by the instrument procedure designers;

(v) notifying the DGCA of the nature and location of obstacles and any subsequent addition or removal of obstacle for action as necessary, including amendment of the AIS publications.

(vi) the names, telephone numbers and roles of the persons responsible for planning and implementing obstacle control;

5.9.18. Protection of Radar and Navigational Aids

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

(i) the arrangements for the control of activities near radar and navigational aid installations;

(ii) the arrangements, made in consultation with the provider of the navigational aid installation, for the supply and installation of signs warning of hazardous microwave

(iii) radiation;

(iv) the arrangements for ground maintenance near these installations;

5.9.19. Wildlife Hazard Management

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

(i) the arrangements for assessing any bird or animal hazard;

(ii) the arrangements for the removal of any bird or animal hazard and implementing control programmes;

(iii) the names and roles of the persons responsible for dealing with bird or animal hazards, and the telephone numbers for contacting them during and after working hours;

5.9.20. Handling of Hazardous Materials

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

(i) the names, telephone numbers and roles of the persons who are to receive and handle hazardous materials;

(ii) the arrangements for special areas on the aerodrome to be set up for the storage of flammable liquids (including aviation fuels) and any other hazardous materials;

(iii) the methods to be followed for the delivery, storage, dispensing and handling of these materials;

Note 1 - Hazardous materials include explosives, flammable liquids and solids, corrosive liquids, compressed gases, and magnetised or radioactive materials.

Note 2 - The arrangements to deal with an accidental spillage of hazardous materials are to be set out in the aerodrome emergency plan.

5.9.21. Disabled aircraft removal plan

(a) Particulars of the procedures for removing an aircraft that is disabled on or near the movement area, including details of the following:

(1) the roles of the Aerodrome Operator and the holder of the aircraft's certificate of registration;

(2) the arrangements for telling the holder of the certificate of registration;

(3) the arrangements for liaising with air traffic control;

(4) the arrangements for obtaining equipment and persons to remove the aircraft;

(5) the names and roles of the persons who are responsible for arranging for the removal of an aircraft which is disabled, and the telephone numbers for contacting them during and after working hours; telex/facsimile numbers; e-mail and address; information on the capability to remove a disabled aircraft - expressed in terms of the aircraft which the aerodrome is equipped to remove; and

(6) rescue and fire fighting: level of protection provided, expressed 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.

5.9.22. Aircraft Parking Control

(a) Particulars of the procedures for aircraft parking control, if established, including details of the following:

(1) the arrangements between air traffic control and apron management;

(2) the arrangements for allocating aircraft parking positions;

(3) the arrangements for initiating engine start and ensuring clearances for aircraft push-back;

(4) an inventory and description of the activation and deactivation of any visual docking guidance system used at the aerodrome;
(5) the marshalling service;
(6) the leader (van) service or follow-me service;
(7) the names, telephone numbers and roles of the persons responsible for planning and implementing aircraft parking control;

5.9.23. Aircraft ground servicing

(1) Arrangements in place for initial intervention in the event of aircraft fuel fire during ground servicing
(2) Arrangements to have ground equipment position so as to allow ready escape routes and expeditious evacuation of during emergency in aircraft fuelling.

5.9.24. Apron safety management

(1) Arrangements for the management of safety, including:
(i) Protection from jet blasts;
(ii) Enforcement of safety precautions during aircraft refuelling operations;
(iii) Apron sweeping;
(iv) Apron cleaning;
(v) Arrangements for reporting incidents and accidents on an apron; and
(vi) Arrangements for auditing the safety compliance of all personnel working on the apron

(2) Arrangement in place for employee, tenant, contractor, or organisation who operates on any portion of the aerodrome or performing activities at the aerodrome to comply with the safety requirements established by the Aerodrome Operator.

5.9.25. Low visibility operations

(1) Particulars of the procedures for the management of ground activities at an aerodrome where low visibility operations are conducted, including details of the following:
(i) the arrangements for measuring visibility along a runway and passing the information to air traffic control, as and when required;
(ii) the arrangements for minimising vehicular traffic within the movement area during periods of low visibility operations;
(iii) the arrangements for runway inspections during periods of low visibility operations;
(iv) the names and roles of the persons who are responsible for managing low visibility operations, and the telephone numbers for contacting them during and after work hours.

5.9.26. Accident and mandatory occurrence reporting and investigation

(1) Arrangement in place for the following as required by section 24.69 of Part 24:
(i) Reporting accidents / incidents at the airport premises.

(ii) Remedial, investigation and corrective actions.
(iii) Accidents / incidents recording.

(2) Persons responsible for notifying the GCAA of any occurrence at the aerodrome, both immediately and later as required by section 24.69 of the regulation.

(3) An offence against paragraph (b) is an offence of strict liability.

5.9.27. Medical services

Level of medical services provided at the aerodrome and coordination of first aid activities with the aerodrome with the provider of RFFSS as required by section 24.70 of the regulation.

APPENDICES:

Supporting documents to be submitted to the Ghana Civil Aviation Authority (GCAA) in addition to the Aerodrome Operations Manual (MOS)

Organization Chart of Aerodrome Administration
List of Personnel Responsible with contact numbers
Drawing – Location Plan of the Airport
Drawing – Plan Showing Aerodrome Facilities with all required Dimension and Legend
Drawing - Aerodrome Markings (Runway, Taxiways and Aprons)
Drawing - Aerodrome Lighting Systems
Drawing - Location of Navigational Aids outside of the Aerodrome
Drawing - Aerodrome Obstacle Chart Type A
Drawing – Obstacle Limitation Surfaces

Other documents:

Completed Aerodrome Compliance Checklist
Airport Security Planning Manual
Aerodrome Emergency Plan
Removal of Disabled Aircraft Planning Manual Standard Operating Procedures
Airside Driving Handbook
Apron Safety Management Manual