

GHANA CIVIL AVIATION (AERODROMES) DIRECTIVES



PART 32 - CERTIFICATION OF AERODROMES

TABLE OF CONTENTS

32.1	GENERAL	4
32.1.1	APPLICABILITY	4
32.1.2	DEFINITIONS	4
32.1.3	ABBREVIATION AND ACRONYMS	5
32.2	AERODROME CERTIFICATION	5
32.2.1	REQUIREMENT FOR AN AERODROME CERTIFICATE	5
32.2.2	APPLICATION FOR AN AERODROME CERTIFICATE	6
32.2.3	GRANT OF AN AERODROME CERTIFICATE	6
32.2.4	ENDORSEMENT OF CONDITIONS ON AN AERODROME CERTIFICATE 7	7
32.2.5	DURATION OF AN AERODROME CERTIFICATE	7
32.2.6	SURRENDER OF AN AERODROME CERTIFICATE	7
32.2.7	TRANSFER OF AN AERODROME CERTIFICATE	7
32.2.8	INTERIM AERODROME CERTIFICATE	8
32.2.9	AMENDMENT OF AN AERODROME CERTIFICATE	8
32.2.10	RENEWAL OF AERODROME CERTIFICATE	8
32.2.11	PUBLICATION OF AERODROME CERTIFICATE	8
32.3	AERODROME MANUAL	9
32.3.1	PREPARATION OF THE AERODROME MANUAL	9
32.3.2	LOCATION OF THE AERODROME MANUAL	9
32.3.3	INFORMATION TO BE INCLUDED IN THE AERODROME MANUAL	9
32.3.4	AMENDMENT OF THE AERODROME MANUAL	10
32.3.5	NOTIFICATION OF CHANGES TO THE AERODROME MANUAL	10
32.3.6	GCAA APPROVAL OF THE AERODROME MANUAL	10
32.4	OBLIGATIONS OF THE AERODROME OPERATOR	10
32.4.1	COMPLIANCE WITH STANDARDS AND PRACTICES	10
32.4.2	COMPETENCE OF OPERATIONAL AND MAINTENANCE PERSONNEL	10
32.4.3	AERODROME OPERATION AND MAINTENANCE	11
32.4.4	AERODROME OPERATOR’S SAFETY MANAGEMENT SYSTEM	11
32.4.5	AERODROME OPERATOR’S INTERNAL SAFETY AUDITS AND SAFETY REPORTING	11
32.4.6	NOTIFYING AND REPORTING	12

32.4.6.1 NOTIFICATION OF INACCURACIES IN AERONAUTICAL INFORMATION SERVICE (AIS) PUBLICATIONS.....	12
32.4.6.2 NOTIFICATION OF CHANGES TO THE AERODROME FACILITIES, EQUIPMENT AND LEVEL OF SERVICE PLANNED IN ADVANCE.....	12
32.4.6.3 ISSUES REQUIRING IMMEDIATE NOTIFICATION.....	12
32.4.6.4 IMMEDIATE NOTIFICATION TO PILOTS.....	13
32.4.7 SPECIAL INSPECTIONS.....	13
32.4.8 REMOVAL OF OBSTRUCTIONS FROM THE AERODROME SURFACE	13
32.4.9 WARNING NOTICES.....	13
32.5 EXEMPTIONS.....	13
Appendix 1: AERONAUTICAL STUDIES OR SAFETY RISK ASSESSMENTS.....	15
PURPOSE.....	15
APPLICABILITY.....	15
DEFINITION.....	15
TECHNICAL ANALYSIS.....	15
APPROVAL OF DEVIATIONS.....	15
APPENDIX 2: SAMPLE APPLICATION FOR AERODROME CERTIFICATE.....	16
APPROVAL PAGE.....	17

32.1 GENERAL

32.1.1 APPLICABILITY

These Directives shall be applicable to any Aerodrome Operator which intends to operate an aerodrome intended for international operations.

32.1.2 DEFINITIONS

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

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 appropriate authority under Section B of these directives subsequent to the acceptance and approval of the aerodrome manual.

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

Aerodrome manual. The manual that forms part of the application for an aerodrome certificate pursuant to these directives, including any amendments thereto accepted/approved by the CAA.

Aerodrome operator. In relation to a certificated aerodrome, means the aerodrome certificate holder.

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

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

Maneuvering 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 maneuvering area and the apron(s).

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 extend 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 surface and that portion of the strip bounded by these surfaces, which is not penetrated by any fixed obstacle other than a low-mass and frangibly 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.

Runway strip. A defined area including the runway and stopway, 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 risk of damage to an aircraft accidentally running off the taxiway.

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.

32.1.3 ABBREVIATION AND ACRONYMS

Where the following abbreviations and acronyms are used, they shall have the following meanings:

DGCA	Director General, Civil Aviation
GCAA	Ghana Civil Aviation Authority.
GCADs	Ghana Civil Aviation Directives
AIP	Aeronautical Information Publication
IFR	Instrument Flight Rules
ICAO	International Civil Aviation Organization
VFR	Visual flight rules

32.2 AERODROME CERTIFICATION

32.2.1 REQUIREMENT FOR AN AERODROME CERTIFICATE

- (1) No operator of an aerodrome intended for international operation shall operate without an aerodrome certificate granted by the Authority in accordance with this Part.

- (2) No Operator of an aerodrome shall operate without an aerodrome certificate where the Authority is of the opinion that the nature of the aerodrome operations require certification.
- (3) No operator of an aerodrome for which an aerodrome certificate is not required shall operate without prior aerodrome registration by the Authority.

32.2.2 APPLICATION FOR AN AERODROME CERTIFICATE

- (1) An applicant for an aerodrome certificate shall submit to the Authority for approval an application in the form prescribed by the Authority.
- (2) An application for an aerodrome certificate shall include an aerodrome manual for the aerodrome to be approved by the Authority.

32.2.3 GRANT OF AN AERODROME CERTIFICATE

- (1) Subject to the provisions in (2) and (3) of this section, the Authority may approve the application and approve the aerodrome manual submitted under 32.2.2 and grant an aerodrome certificate to the applicant.
- (2) Before granting an aerodrome certificate, the Authority shall be satisfied that:
 - a) the applicant and its staff have the necessary competence and experience to operate and maintain the aerodrome properly;
 - b) the aerodrome manual 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 requirements specified in the Ghana Civil Aviation Directives;
 - d) the aerodrome operating procedures make satisfactory provision for the safety of aircraft;
 - e) an acceptable safety management system is in place at the aerodrome; and
 - f) The Aerodrome Operator has duly made payment (certification fee) as prescribed by the Authority.
- (3) The Authority shall request for additional documents in support of the application where it deems it necessary.
- (4) The Authority may refuse to grant an aerodrome certificate to an applicant. Where the Authority refuses to grant an aerodrome certificate, the Authority shall notify the applicant, in writing, of its reasons no later than 30 working days after making that decision.
- (5) Where it is deemed sufficient and necessary by the Authority to continue the certification process for the issuance of the certificate, the applicant shall submit to the Authority its corrective action plan to remedy any deficiencies identified during the audit or evaluation, providing proof where funds and other means necessary for the effective implementation of the plan are formally defined and approved by the responsible officer.
- (6) Where the Authority deems it fit, a provisional certificate may be issued to the Aerodrome Operator who is undergoing aerodrome certification for a non-renewable period of six (6) months.

- (7) A provisional certificate shall not be issued without a budgetary provision to guarantee and justify the effective implementation of the corrective action plan by the expiry date approved by the Authority.
- (8) If after the expiry date on the provisional certificate, the applicant is still unable to correct major deficiencies, the outcome of the certification process initiated shall be classified as unsatisfactory and the application shall be denied by a written notification. The Aerodrome Operator shall restart the certification process by the submission of a new application.
- (9) Where after the expiration of the provisional certificate, the Authority is of the opinion that the Applicant has been able to correct majority of the major deficiencies identified, the Authority shall require the Applicant to submit another Corrective Action Plan and submit an application for an exemption in accordance with the conditions prescribed by the Authority. Upon an acceptable evaluation of the Corrective Action Plan, the Authority shall grant the aerodrome certificate subject to the operating conditions placed on it.

32.2.4 ENDORSEMENT OF CONDITIONS ON AN AERODROME CERTIFICATE

- (1) Upon successful completion of the processing of the application and inspection of the aerodrome, the Authority, when granting the aerodrome certificate, shall endorse the operating conditions of the aerodrome and other details as shown in Appendix 4 to this Directive.
- (2) The Authority may impose conditions, sanctions or operating restrictions on an aerodrome certificate in response to any non-compliance with these Directives and unresolved safety concerns. Such conditions, sanctions or operating restrictions may be imposed or withdrawn as the result of an aerodrome audit, inspections or other surveillance activity undertaken by the Authority.

32.2.5 DURATION OF AN AERODROME CERTIFICATE

An aerodrome certificate shall remain in force for a period of five (5) years or until it is suspended or cancelled, whichever is earlier.

32.2.6 SURRENDER OF AN AERODROME CERTIFICATE

- (1) An aerodrome certificate holder shall give the Authority not less than one hundred and eighty (180) days' written notice of the date on which the certificate is to be surrendered in order that suitable promulgation action can be taken.
- (2) The Authority shall cancel the certificate on the date specified in the notice.

32.2.7 TRANSFER OF AN AERODROME CERTIFICATE

- (1) The Authority shall give its consent to and issue an instrument of transfer of an aerodrome certificate to a transferee when:
 - (a) the current holder of the aerodrome certificate notifies the Authority, in writing, at least 180 days before ceasing to operate the aerodrome, that the current holder will cease to operate the aerodrome as of the date specified in the notice;
 - (b) the current holder of the aerodrome certificate notifies the Authority, in writing, of the name of the transferee;

- (c) the transferee applies to the Authority, in writing, within 90 days before the 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 32.2.3(2) are met in respect of the transferee.
- (2) If the Authority does not consent to the transfer of an aerodrome certificate, it shall notify the transferee, in writing, of its reasons no later than 30 working days after making that decision.

32.2.8 INTERIM AERODROME CERTIFICATE

- (1) The Authority may issue an interim aerodrome certificate to the proposed transferee of an aerodrome certificate referred to in 32.2.7(1). Authorizing the applicant or transferee to operate an aerodrome if the Authority 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.
- (2) An interim aerodrome certificate issued pursuant to (1) 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.
- (3) The term of validity of an interim certificate shall be for a period of one hundred and eighty (180) days.

32.2.9 AMENDMENT OF AN AERODROME CERTIFICATE

The Authority shall amend an aerodrome certificate, provided that the requirements of paragraphs 32.2.3(2), 32.3.5 and 32.2.6 have been met, where:

- (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.

32.2.10 RENEWAL OF AERODROME CERTIFICATE

An aerodrome certificate shall be renewed by the Authority upon the conditions on which it was granted and any other requirements that may be applicable at the time of renewal.

32.2.11 PUBLICATION OF AERODROME CERTIFICATE

The issuance, cancellation, revocation or suspension of an aerodrome certificate shall be published in the AIP.

32.3 AERODROME MANUAL

32.3.1 PREPARATION OF THE AERODROME MANUAL

- (1) The operator of a certified aerodrome shall have a manual, to be known as the aerodrome manual, for the aerodrome which shall be approved by the Authority.
- (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 or approval process.

32.3.2 LOCATION OF THE AERODROME MANUAL

- (1) The aerodrome operator shall provide the Authority with a complete and current copy of the aerodrome manual.
- (2) The aerodrome operator shall 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.
- (3) The aerodrome operator shall make the copy referred to in (2) available for inspection by authorized GCAA personnel.

32.3.3 INFORMATION TO BE INCLUDED IN THE AERODROME MANUAL

- (1) The operator of a certified aerodrome shall 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 Directives (see 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 directives; 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 Section D of this Directive.

Part 2. Particulars of the aerodrome site as set out in Part 2 of the schedule of this Directive.

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 this Directive.

Part 4. The aerodrome operating procedures and safety measures as set out in Part 4 of the schedule of this Directive. 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 this Directive.

- (2) If, under 32.4.1, the Authority exempts the aerodrome operator from complying with any requirement set out in 32.2.3(2), the aerodrome manual shall indicate the identification number given to that exemption by the Authority and the date the exemption came into effect and any conditions under which the exemption granted.
- (3) If a required 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.

32.3.4 AMENDMENT OF THE AERODROME MANUAL

- (1) The operator of a certified aerodrome shall alter or amend the aerodrome manual, whenever necessary, in order to maintain the accuracy of the information in the manual.
- (2) To maintain the accuracy of the aerodrome manual, the Authority may issue a written instruction to an aerodrome operator requiring the operator to alter or amend the manual in accordance with that directive.

32.3.5 NOTIFICATION OF CHANGES TO THE AERODROME MANUAL

An aerodrome operator shall notify the Authority, as soon as practicable, of any changes that the operator wishes to make to the approved aerodrome manual.

32.3.6 GCAA APPROVAL OF THE AERODROME MANUAL.

The grant of an aerodrome certificate obliges:

- a) the aerodrome operator to ensure the safety, regularity and efficiency of operations at the aerodrome; and
- b) to be responsible for issuing any specified notifications and reporting as prescribed by the Authority.

32.4 OBLIGATIONS OF THE AERODROME OPERATOR

32.4.1 COMPLIANCE WITH STANDARDS AND PRACTICES

The aerodrome operator shall comply with the standards and practices specified in this Part and with any conditions endorsed in the aerodrome certificate or any exemption that may be granted by the Authority.

32.4.2 COMPETENCE OF OPERATIONAL AND MAINTENANCE PERSONNEL

- (1) The aerodrome operator shall employ an adequate number of qualified and skilled personnel to perform all critical activities for aerodrome operation and maintenance.

- (2) Where the Authority requires competency certification for the Aerodrome Operator's personnel, it shall employ only those persons possessing such certificates.
- (3) The aerodrome operator shall implement an approved programme to upgrade the competency of its personnel.

32.4.3 AERODROME OPERATION AND MAINTENANCE

- (1) The aerodrome operator shall operate and maintain the aerodrome in accordance with the procedures set out in the aerodrome manual, in accordance with the requirements of the Ghana Civil Aviation Directives.
- (2) Where the Authority deems it necessary to ensure the safety of aircraft, it shall give written directives to an aerodrome operator to alter the procedures set out in the aerodrome manual.
- (3) The aerodrome operator shall ensure proper and efficient maintenance of the aerodrome facilities.
- (4) The aerodrome Operator shall coordinate with the Authority to ensure that appropriate air traffic services are available to 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, meteorological services, and security.

32.4.4 AERODROME OPERATOR'S SAFETY MANAGEMENT SYSTEM

- (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.
- (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 specified in its approved Safety Management Systems.
- (3) The aerodrome operator shall require all users of the aerodrome, including fixed-base operators, ground handling organisations and other organizations referred to in 32.3.4(2), to cooperate in the programme to promote safety at, and the safe use of, the aerodrome by immediately informing the Authority of any accidents, incidents, defects and faults which have a bearing on safety within seventy-two (72) hours of its occurrence.

32.4.5 AERODROME OPERATOR'S INTERNAL SAFETY AUDITS AND SAFETY REPORTING

- (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 organisations and other organisations working at the aerodrome as referred to in 32.4.4(2).

- (2) The audits referred to in (1) shall be carried out every twelve (12) months, or less, as agreed with the Authority.
- (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.
- (4) The aerodrome operator shall submit a copy of the audit report to the Authority and shall retain a copy for a period of twenty-four (24) months.
- (5) The audit report(s) shall be prepared and signed by the persons who carried out the audits and inspections.

32.4.6 NOTIFYING AND REPORTING

An aerodrome operator shall adhere to the requirement to notify and report to the Authority, air traffic control and pilots within the specified time limits specified in the Ghana Civil Aviation Directives.

32.4.6.1 NOTIFICATION OF INACCURACIES IN AERONAUTICAL INFORMATION SERVICE (AIS) PUBLICATIONS.

An aerodrome operator shall review all Aeronautical Information Publications (AIPs), AIP Supplements, AIP Amendments, Notices to Airmen (NOTAMs), Pre-flight Information Bulletins and Aeronautical Information Circulars issued by the AIS Section upon receipt thereof and shall immediately notify the AIS Section of any inaccurate information contained therein that pertains to the aerodrome.

32.4.6.2 NOTIFICATION OF CHANGES TO THE AERODROME FACILITIES, EQUIPMENT AND LEVEL OF SERVICE PLANNED IN ADVANCE.

An aerodrome operator shall notify the Authority, in writing, at least sixty (60) 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 paragraph 32.4.6.1.

32.4.6.3 ISSUES REQUIRING IMMEDIATE NOTIFICATION.

Subject to the requirements of paragraph 32.4.6.1, an aerodrome operator shall give the AIS Section and shall arrange for the 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 32.4.6.1;
- (a) movement area: closure of any part of the movement area of the aerodrome; and
- (b) any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted.

32.4.6.4 IMMEDIATE NOTIFICATION TO PILOTS.

When it is not feasible for an aerodrome operator to arrange for the ATC and AIS Sections to receive notice of a circumstance referred to in 32.4.6.3 in accordance with that Directive, the operator must give immediate notice direct to the pilots who may be affected by that circumstance.

32.4.7 SPECIAL INSPECTIONS

An aerodrome operator shall invite the Authority to conduct an inspection of 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 the Ghana Civil Aviation Act, 2004 (Act 678);
- (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.

32.4.8 REMOVAL OF OBSTRUCTIONS FROM THE AERODROME SURFACE

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

32.4.9 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 maneuvering 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.

32.5 EXEMPTIONS

- (1) The Authority shall exempt, in writing, an aerodrome operator from complying with specific provisions of these Directives.

- (2) Before the Authority makes a decision to exempt an aerodrome operator, the Authority shall take into account all safety related aspects.
- (3) The grant of an exemption is subject to the aerodrome operator complying with the conditions and procedures specified by the Authority in the aerodrome certificate as being necessary in the interest of safety.
- (4) When an aerodrome does not meet the requirements specified in 32.2.3, the Authority may determine, after carrying out safety risk assessment, 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 Directive.
- (5) Deviation from a standard or practice and the conditions and procedures referred to in 32.2.4 shall be set out in an endorsement on the aerodrome certificate.

GHANA

Appendix 1: AERONAUTICAL STUDIES OR SAFETY RISK ASSESSMENTS**PURPOSE**

An aeronautical study or safety risk assessment is conducted to assess the impact of deviations from the aerodrome standards specified in Part 14 of the Ghana Civil Aviation (Aerodrome) Directives, 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 or safety risk assessment shall 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 airport or during the certification of an existing aerodrome.

DEFINITION

An aeronautical study or safety risk assessment 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 Directives and the applicable standards so that the intent of the Directives 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 Authority to publish deviations from Directives that would otherwise be assumed under certificate status.

APPENDIX 2: SAMPLE APPLICATION FOR AERODROME CERTIFICATE

1. Particulars of the Applicant

Full Name:
Address:
 Postal Code:
Position:
Phone: Facsimile:

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 <input type="checkbox"/> No <input type="checkbox"/>
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 Licence

Aerodrome Name:
Aerodrome Operator:

[On behalf of the aerodrome operator shown above], I hereby apply for a licence 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 Directives 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 Aerodromes Safety and Standards (ASAS) office.
3. A quote will be provided for the cost of processing this application. The Authority 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.

APPROVAL PAGE

Name.....

Director General

GCAA