



GHANA
CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR AC-AD-017

MANUAL ON EXEMPTION FOR NON-COMPLIANCES AT AERODROMES

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 the Ghana Civil Aviation Regulations, 2011, LI 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.

FOREWORD

In exercise of the powers conferred by the Ghana Civil Aviation Act, Act 678, the Director-General (DG) of Ghana Civil Aviation Authority (GCAA) hereby issues this guidance on Exemption Procedures for Non-compliances at Aerodromes.

APPROVAL

Issue No : 01	Approved by:  _____ Director-General	_____ 2015
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1. INTRODUCTION

The purpose of this guidance is to harmonize the procedure for certification of aerodromes, which does not conform to all the specifications contained in Part 24 of the GCARs and the Manual of Aerodrome Standards (MOS), and is required to be complied for certification of aerodromes.

When non-compliances are present, the effects on safety need to be analysed and alternative measures and/or limitations on its use to mitigate any non-compliance to be established. The harmonization of this aspect of the certification process is therefore important for ensuring safety.

The Part 24 of the GCARs requires that an aeronautical risk assessment be conducted for granting exemption(s) from non-compliances with standards specified in Part 24 and MOS, as recognized by ICAO Annex 14 Volume I, Aerodrome Design and Operations and also required by the ICAO Safety Management Manual as Safety Assessment Process.

The ultimate goal is to require the non-compliances to be corrected and to deal with the situations where this is not possible, either due to physical constraints like terrain etc.

1.1. NON-COMPLIANCES

Non-compliances are primarily related to the following aspects at the aerodrome for which some examples are given below:

Facilities and equipment

- Visual and non-visual aids.
- Obstacles on the strip and the obstacle limitation surfaces i.e. approach, departure and transitional surfaces.
- Strip areas - dimensions and quality, inadequate runway strip.
- Inadequate taxiway width and lack of fillets.
- Runway end safety areas
- Inadequate runway – taxiway separation distances.
- Rescue and fire-fighting vehicles and equipment.
- Meteorological equipment.

Services and operational procedures

- Rescue and fire-fighting services
- Meteorological services
- Low visibility procedures

Note: Additional examples can be found in the ICAO Document on Procedures on Air Navigation Services (PANS) – Aerodromes (Doc 9981).

1.2. Categories of Exemptions

Exemptions for non-compliances shall be:

- i. **Temporary Exemptions:** where the non-compliance is expected to be removed and interoperability is the predominant aspect of the requirement, such as mandatory signs, availability of runway strip etc.
- ii. **Permanent Exemptions:** where non-compliance is not reasonably removed and interoperability is not the predominant aspect of the requirement, such as the infringement of high ground into an obstacle limitation surface etc.

2. PROCEDURE FOR SEEKING EXEMPTIONS

The aerodrome certificate holder shall submit separate application for each non-compliance in the prescribed write up for seeking exemption (See Appendix - I).

The application for exemption shall be supported with the reasons for non-compliance, safety risk assessment reports, means of mitigation and indication as to when compliance can be expected.

An application for a standard exemption includes:

- i. the applicant's name and address. Name of aerodrome where exemption is being sought (Aerodrome certificate/ Registration/ Authorisation number to be quoted if already issued).
- ii. the relevant provisions of GCARs for which the exemption is sought.
- iii. the category under which exemption sought (temporary/permanent) and justifiable reasons why the applicant needs the exemption. The reasons provided should be detailed and self-explanatory.
- iv. the period for which the exemption is required.
- v. whether the exemption will affect a particular kind of operation, the details thereof.
- vi. the action plan for rectification and review of non-compliance for temporary exemption, including the mitigation measures adopted for ensuring the safety during the exemption period.
- vii. if permanent exemption is sought, the applicant has to indicate the mitigation measures adopted to reduce the risk arising due to non-compliance after carrying out a safety assessment.
- viii. undertaking by the certificate holder that he shall annually review the conditions or mitigation measures and any other resultant non-compliance in particular when any significant changes in the activity or aerodrome development is proposed.

The applicant should provide adequate information in the prescribed write up for consideration for granting exemptions with supporting documents. Failure to provide adequate information may delay processing / refusal of the application.

The Director-General, after examining the applications for exemptions may exempt, in writing, an Aerodrome Operator from complying with specific provisions of the GCARs and MOS and may impose conditions for such exemptions to ensure the safety and regularity of aircraft operation.

On approval of the exemption, it shall be included in the Aerodrome Operations Manual (AOM) and in the AIP.

On removal of the exemption the certificate holder shall notify GCAA and after approval by the DG, the same shall be deleted from Aerodrome manual and the AIP.

The exemption granted shall be reviewed during renewal of the certificate.

APPENDIX - 1
APPLICATION FOR SEEKING EXEMPTION
(In duplicate)

1. DETAILS OF APPLICANT

- 1.1 Name of Aerodrome:
- 1.3 Aerodrome Certificate/ Registration/ Authorisation Number:
- 1.4 Full name of applicant (in capital letters):

2. DETAILS OF EXEMPTION SOUGHT

- 2.1 Relevant provisions of GCARs and Aerodrome Manual of Standards (MOS) for which exemption is sought:
- 2.2 The category under which exemption sought (TEMPORARY/ PERMANENT):
- 2.3 Reasons why the exemption is needed (The reasons provided should be detailed and self-explanatory):
- 2.4 Period for which exemption is required:
- 2.5 If the exemption will affect a particular kind of operation, the details thereof:
- 2.6 For temporary exemption, the action plan for rectification and review of non-compliance, including the mitigation measures adopted for ensuring the safety during the exemption period:
- 2.7 For permanent exemption, the mitigation measures adopted to ensure safety of aircraft operation. Complete safety risk assessment report shall be enclosed:

I hereby certify that the forgoing information is correct in every respect and no relevant information has been withheld. I also undertake the responsibility for annually reviewing the conditions or mitigation measures and any other resultant non-compliance in particular when any significant changes in the aerodrome activity and development are proposed.

SIGNATURE OF APPLICANT

DATE.....

NAME.....(in capital letters)

POSITION HELD.....(with official seal)

Note:

- i) It is an offence to make any false representation with the intent to deceive, for the purpose of procuring exemption
- ii) Application not completed in all respect and not accompanied with relevant enclosures is likely to be rejected.