



# **Aerodrome Certification Approval Manual**

**Civil Aviation Authority of the Cayman Islands**

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Aerodrome Certification Approval Manual

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Civil Aviation Authority of the Cayman Islands



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## **1. Purpose of the Manual**

- 1.1 This manual provides guidance to CAA staff on the procedures to be followed for the approval of:
- Aerodrome Certificates
- 1.2 Additionally, guidance is provided for answering enquiries related to the requirements of these actions.
- 1.3 This manual defines the applicable regulations and clearly sets out the responsibilities of CAA staff, standards and procedures they must follow when processing an application.
- 1.4 Adherence to the standards and procedures ensures that:
- Applications for an aerodrome certificate are dealt with in an effective, efficient and consistent manner; and
  - Aerodrome certificates or approvals are issued in a common legal format.

## **1.5 Scope of the Manual**

- 1.5.1 This manual includes processes, flowcharts, checklist, letters, forms and support documentation to aid CAA officers when assessing aerodrome operators as part of the certification process.

## **1.6 Target Audience**

- 1.6.1 This procedure manual is provided for the guidance of CAA staff to assist in handling enquiries and applications related to:
- Aerodrome certification

## 2. Definitions, Acronyms and Abbreviations

2.1 The following definitions apply to aerodrome certification applications.

<b>AA</b>	-	Aerodrome Auditor
<b>AN (OT) O</b>	-	Air Navigation (Overseas Territories) Order
<b>AC</b>	-	Advisory Circulars – guidance material on the means of achieving the minimum compliance with ICAO Annex 14 and OTAR Part 139
<b>AEP</b>	-	Aerodrome Emergency Plan
<b>Aerodrome</b>	-	A defined area of land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft
<b>AIS</b>	-	Aeronautical Information Service
<b>Annex 14</b>	-	Aerodromes, Annex 14, to the Convention on International Civil Aviation Organisation (ICAO)
<b>ANSR</b>	-	Air Navigation Services Regulatory Unit
<b>ASI</b>	-	Aerodrome Safety Inspection
<b>CAA</b>	-	Civil Aviation Authority of the Cayman Islands
<b>DANSR</b>	-	Director of Air Navigation Services Regulation
<b>DGCA</b>	-	Director General of Civil Aviation
<b>NOF</b>	-	NOTAM Office
<b>NOTAM</b>	-	Notice to Airman – a notice issued by the Cayman Islands Airports NOTAM Office and containing information or instruction concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard
<b>OTAR</b>	-	Overseas Territory Aviation Requirements

### **3. Regulatory Requirements**

- 3.1 OTAR Part 139 - Certification of Aerodromes, Subpart 139.B specifies the requirements to be complied with by aerodrome operators seeking a certificate.
- 3.2 OTAR Part 139 - Certification of Aerodromes, Subpart 139.C specifies the requirements for an Aerodrome Manual
- 3.3 OTAR Part 139 - Certification of Aerodromes, Subpart 139.D specifies the responsibilities of an aerodrome certificate holder.

### **3.4 Reference Material**

- AN (OT) O - Air Navigation (Overseas Territories) Order 2007, as amended
- ICAO Annex 14, Volume I - Aerodrome Design and Operations
- ICAO Annex 14, Volume II - Heliports
- OTAR Part 139 - Certification of Aerodromes

## **4. Introduction**

4.1 This part describes the procedures for issuing an Aerodrome Certificate and is applicable to new or existing aerodrome operators that must obtain a certificate under the provisions of OTAR Part 139.31.

## **4.2 Aerodrome Certification Requirements**

4.2.1 Pursuant to Article 105 of the AN (OT) O 2007, as amended, an operator of an aerodrome must hold an aerodrome certificate when:

- The aerodrome handles aircraft which are flying for the purpose of international operations;
- The aerodrome handles aircraft having a type certificated maximum passenger seating capacity of 10 or more for the purpose of commercial air transport operations;
- The aerodrome handles aircraft having a maximum total weight authorized (MTWA) of 15, 000 kg or more operating a flight for the purpose of commercial air transport;
- Flying instructions are carried out at an aerodrome for the purpose of granting a pilot's license or rating.

## **4.3 Exemptions**

4.3.1 To allow orderly and proper processing of the applications for certificates and not to disrupt on-going aircraft operations at existing aerodromes, the CAA should exercise the Article 146 exemption provision of the AN (OT) O.

4.3.2 Existing aerodrome operators should, on application, be granted an exemption from the regulatory requirements of having an aerodrome certificate and an aerodrome manual, whilst the application is being processed, for a period of not more than 12 months.

4.3.3 A new or existing aerodrome facility which does not meet the current requirements of OTAR 139 may be exempted from the requirements if:

- (a) it was an existing facility and the requirements do not warrant immediate rectification of the facility – 'grandfather provision';
- (b) full compliance is impracticable, but intent of the requirements has been addressed by an acceptable means;
- (c) full compliance is impracticable, but the risk is mitigated by the introduction of certain aerodrome or aircraft operational procedures or aeronautical study; and

- (d) the risk was considered by the CAA to be low due to the low level of aircraft activity at the time.
- 4.3.4 The AN (OT) O empowers the CAA to grant exemptions where a regulatory or standard requirement cannot be met.
- 4.3.5 CAA exemptions are time limited and subject to review. Aerodrome operators are required to demonstrate that efforts are being made to bring non-standard aerodrome facilities up to standard. Efforts made should be reasonable, commensurate with the degree and nature of usage of the facility and the risk that the non-standard facility poses to the safety of aircraft operations.
- 4.3.6 The aerodrome operator is required to provide an indication on how each non standard facility will be made to comply with the standard, including, where possible, a plan or timescale.

#### **4.4 Handling Enquires**

- 4.4.1 The aerodrome operator applying for an aerodrome certificate should be advised that:
- The relevant regulatory requirements are found in OTAR Part 139 – Certification of Aerodromes and CAA AC 139 – 01/06 Aerodrome Certification
  - They should prepare and submit two copies of the aerodrome manual which meet the requirements of OTAR Part 139.53
  - They make a written application on the CAA *Application for an Aerodrome Certificate*. A sample is found in part 5.

**Note:** A nominal quotation fee for completion of work is provided after assessing the application.

- 4.4.2 The initial application and aerodrome manuals should be passed to the ANSR unit for tracking and coordination of the application process. The DANSR shall be the initial contact point for an aerodrome operator seeking a certificate for their aerodrome. The workflow process shall be coordinated through ANSR Division which will track the progress of the application. An application must be made on the approved form *Application for an Aerodrome Certificate* in part 5.
- 4.4.3 A standard letter shall be forwarded by the DANSR to the aerodrome operator, outlining the certification process and timing schedule. The aerodrome operator should consult directly with the DANSR.

#### **4.5 Certification Procedures**

- 4.5.1 The DANSR receives the application package and inputs or creates filing details and assigns an aerodrome auditor (AA) to the application task and advises the DGCA. Upon receiving the application package the AA shall:

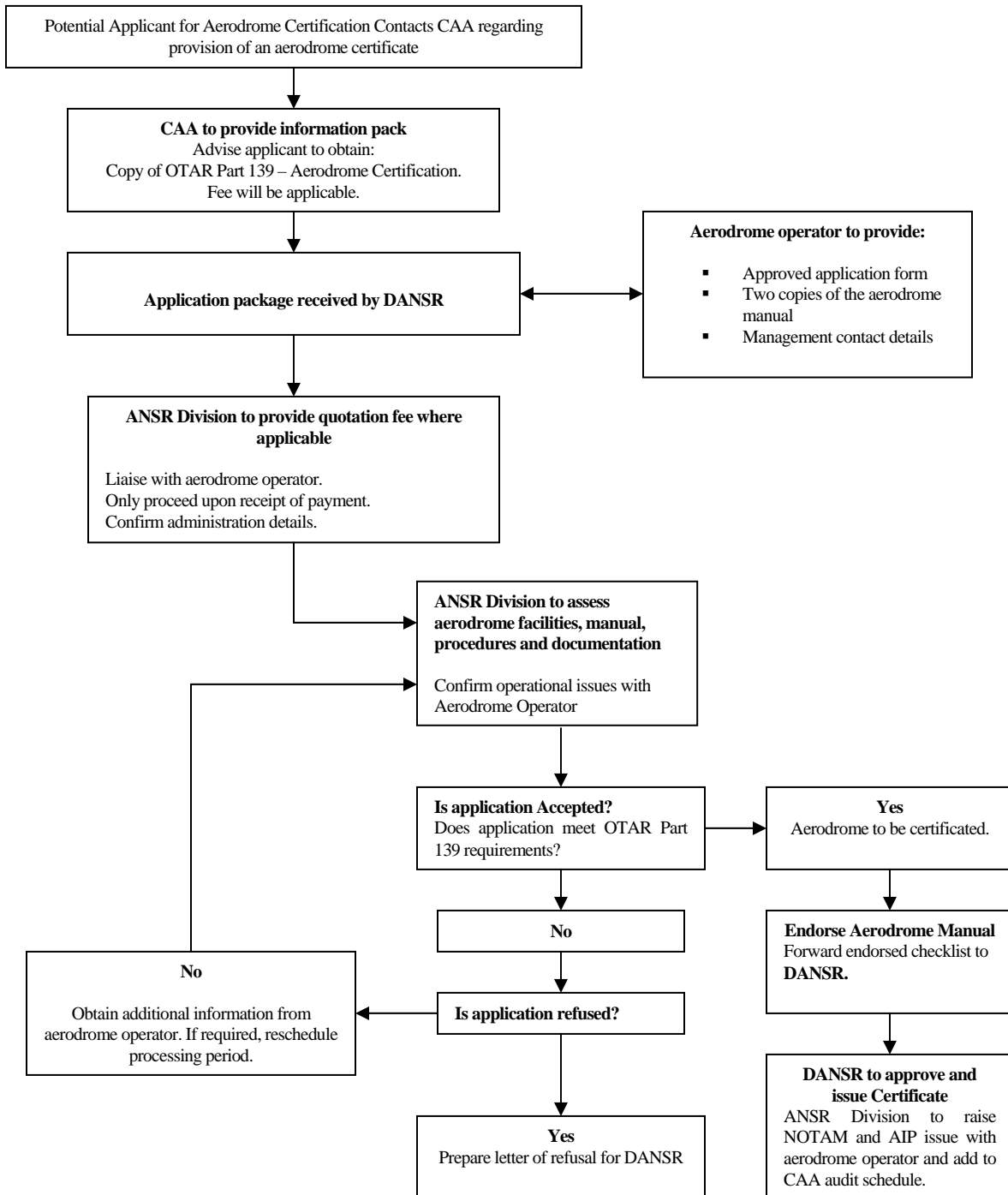
- (a) Open a file and reference the application and aerodrome manual.
- (b) Determine the quotation fee based on the complexity of the application and advise the aerodrome operator.
- (c) Proceed with the assessment upon payment of the application fee.
- (d) Confirm that the applicant is the owner of the land or has the permission of the landowner to operate the site as an aerodrome (see application).
- (e) Make an assessment of the aerodrome operator's documentation:
  - Ensuring that two copies of the aerodrome manual have been received.
  - That the aerodrome manual is in the approved format as per OTAR Part 139.51 and Part 139.53.
- (f) Audit the aerodrome and determine if the:
  - Aerodrome manual procedures make satisfactory provision for the safety of aircraft in accordance with OTAR Part 139.31
  - Operator can properly operate and maintain the aerodrome in accordance with OTAR Part 139.31
  - Aerodrome facilities and equipment are in accordance with the OTAR Part 139.31
- (g) If the application is accepted, (go to (h)), or if not acceptable, advise that additional steps need to be taken by the applicant prior to the issue of a certificate and allocate another processing period (return to (e)) or refuse the application and prepare a draft letter for the DANSR, see Refusal to Issue an Aerodrome Certificate in part 4.6 below.
- (h) If the application is accepted, the AA shall endorse both the principal and CAA's copy of the aerodrome manual as being identical. The completed Aerodrome Certificate Issue Checklist (see sample at part 5) shall be forwarded to the DANSR confirming acceptance.
- (i) The DANSR should review the aerodrome certificate issue checklist and if satisfied:
  - Approve the application
  - Obtain the certification number and update the certification file
  - Produce and sign the Aerodrome Certificate
  - Return the endorsed Aerodrome Certificate and completed aerodrome certificate issue checklist to the AA.

- (j) The AA shall:
- Place a copy of the Aerodrome Certificate on the aerodrome file and in both copies of the aerodrome manual.
  - Place the completed Aerodrome Certificate Issue Checklist on the aerodrome file.
  - Advise the applicant by standard approval letter that the application has been successful. A sample letter is provided in part 5.
  - Forward to the aerodrome operator, the original Aerodrome Certificate, their copy of the aerodrome manual and any related outstanding aerodrome audit findings that require follow-up corrective action.
- (k) If the application is approved, raise a NOTAM advising all particulars to be included within AIP and forward the necessary information to the relevant AIS NOTAM office.
- (l) Place the aerodrome on the ANSR Division audit schedule.
- (m) Advise the DGCA of closure.

#### **4.6 Refusal to Issue an Aerodrome Certificate**

- 4.6.1 The decision to refuse an application is a reviewable decision. Unsuccessful applicants must be advised in writing of the reasons for the refusal to grant the certificate. DANSR must review all notifications advising refusal to issue an aerodrome certificate before being sent to the applicant.
- 4.6.2 The notification of refusal to grant a certificate must be sent to the applicant within 14 days of making the decision. Applicants who must take further steps to correct any deficiencies before an aerodrome certificate can be issued are responsible for advising the DANSR when the required work has been completed. A sample letter is provided in Part 5.

## 4.7 Flowchart – Approval Procedure for Aerodrome Certification



## **5. Purpose**

5.1 This part contains the following samples of checklist, letters, application form, Aerodrome Certificate and conditions:

### **5.2 Application Form**

5.2.1 Aerodrome Certificate Application Form

### **5.3 Checklist**

5.3.1 Aerodrome Manual Checklist

5.3.2 Aerodrome Certificate Issue Checklist

### **5.4 Sample Letters**

5.4.1 Approval of Application to Grant Aerodrome Certificate

5.4.2 Certification Transitional Arrangements

5.4.3 Refusal to Grant Aerodrome Certificate

5.4.4 Aerodrome Certificate Exemption

### **5.5 Certificate**

5.5.1 Aerodrome Certificate

5.5.2 Aerodrome Certificate Conditions

## 5.2.1 Aerodrome Certificate Application Form



### AERODROME CERTIFICATE APPLICATION FORM

<b>1. Particulars of the Applicant</b>
Full Name:
Address:
Position:
Phone:
Facsimile:
Email:
<b>2. Particulars of the Aerodrome Site</b>
Aerodrome Name:
Property Description:
Geographical Coordinates of the ARP:
Bearing and Distance from Nearest City:
<b>3. Is the Applicant the Owner of the Aerodrome Site?</b>
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.
<b>4. Indicate the Largest Type of Aircraft Expected to Use the Aerodrome</b>
Aircraft Type:
<b>5. Is the Aerodrome to be used for Public Transport of Passengers or Instruction in Flying?</b>
Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>6. Details to be Shown on the Aerodrome Certificate</b>
Aerodrome Name:
Aerodrome Operator:
[On behalf of the Aerodrome Operator shown above*], I hereby apply for a certificate to operate the aerodrome.

\* Delete if not applicable.

Signed: \_\_\_\_\_

My authority to act on behalf of the applicant is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of person making the declaration: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Required information:**

1. Two copies of the Aerodrome Manual, prepared in accordance with OTAR Part 139.51 and Part 139.53 commensurate with the aircraft activities expected at the aerodrome, are required as part of the application.
2. Ordinance Survey Map, Scale 1:25, 000, showing by means of a broken line the exact boundaries of the Aerodrome.
3. Documentary evidence in support of all matters in this application may be requested.

**Submission:**

Send your completed application form together with the required supporting documentation to:

Director Air Navigation Services Regulation, Civil Aviation Authority of the Cayman Islands,  
Unit 4 Cayman Grand Harbour, P.O. Box 10277, Grand Cayman KY1-1003, Cayman Islands

Tel: (345) 949 7811 / (345) Fax: (345) 949 0761

Email: [jeremy.jackson@caacayman.com](mailto:jeremy.jackson@caacayman.com)

### 5.3.1 Aerodrome Manual Checklist

ITEM	TASK	Action By	DATE		Sign Off
			Start	End	DANSR
<b>Part 1 – General</b>	<ul style="list-style-type: none"> <li>a) Purpose and scope of the aerodrome manual.</li> <li>b) The legal requirement for an aerodrome certificate and an aerodrome manual as prescribed in the national regulations.</li> <li>c) Conditions for use of the aerodrome – a statement to indicate that the aerodrome shall at all times, when it is available for the take off and landing of aircraft, be so available to all persons on equal terms and conditions.</li> <li>d) The available aeronautical information system and procedures for its promulgation.</li> <li>e) The system for recording aircraft movements; and</li> <li>f) Obligations of the aerodrome operator.</li> </ul>				

ITEM	TASK	Action By	DATE		Sign Off
			Start	End	DANSR
<b>Part 2 – Particulars of the Aerodrome Site</b>	<p>General information, including the following:</p> <ul style="list-style-type: none"> <li>a) Details of the type of WGS-84 survey conducted, when and annual checks</li> <li>b) A plan 1:2500 of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator.</li> <li>c) A plan of the aerodrome showing the aerodrome boundaries.</li> <li>d) A plan showing the distance of the aerodrome from the nearest city, town or other populous areas, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome; and</li> <li>e) Particulars of the title of the aerodrome site. If the boundaries of the aerodrome are not defined in the title documents particulars of the title to, or interest in, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome.</li> </ul>				

ITEM	TASK	Action By	DATE		Sign Off
			Start	End	DANSR
<b>Part 3 – Particulars of the Aerodrome.</b>  <b>Required to be reported to the Aeronautical Information Service (AIS)</b>	<b>3.1 General Information</b> a) The name of the aerodrome; b) The location of the aerodrome; c) The geographical co-ordinates of the aerodrome reference point determined in terms of the World Geodetic System – 1984 (WGS-84) reference datum; d) The aerodrome elevation and geoid undulation; e) The elevation of each threshold and geoid undulation, the elevation of the runway end and any significant high and low points along the runway, and the highest elevation of the touchdown zone of a precision approach runway; f) The aerodrome reference temperature; g) Details of the aerodrome beacon; and h) The name of the aerodrome operator and the address and telephone numbers at which the aerodrome operator may be contacted at all times.				

ITEM	TASK	Action By	DATE		Sign Off
			Start	End	DANSR
<b>Part 3 – Continued</b>	<b>3.2 Aerodrome dimensions and related information</b> General Information including the following: a) Runway – true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone; b) Length, width and surface type of strip, runway end safety areas, stopways; c) Length, width and surface type of taxiways; d) Apron surface type and aircraft stands; e) Clearway length and ground profile; f) Visual aids for approach procedures, viz. approach lighting type and visual approach slope indicator system (PAPI/APAPI and T-VASIS/AT-VASIS); marking and lighting of runways, taxiways, and aprons; other visual guidance and control aids on taxiways (including runway holding positions, intermediate holding positions and stop bars) and aprons, location and type of visual docking guidance system; availability of standby power for lighting; g) The location and radio frequency of VOR aerodrome checkpoints; h) The location and designation of standard taxi routes; i) The geographical co-ordinates of each threshold; j) The geographical co-ordinates of appropriate taxiway centre line points; k) The geographical co-ordinates of each aircraft stand l) The geographical co-ordinates 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				

<p><b>Part 3 - Continued</b></p>	<p>such as those required for the preparation of aeronautical information publications, as specified in Annexes 4 and 15 to the convention)</p> <ul style="list-style-type: none"> <li>m) Pavement surface type and bearing strength using the Aircraft Classification Number – Pavement Classification Number (ACN-PCN) method</li> <li>n) One or more pre flight altimeter check locations established on an apron and their elevation</li> <li>o) Declared distances: take off run available (TORA), take off distance available (TODA), accelerate stop distance available (ASDA), landing distance available (LDA)</li> <li>p) Disabled aircraft removal plan: the telephone/telex/facsimile numbers and email address of the aerodrome co-ordinator for the removal of a disabled aircraft on or adjacent to the movement area, information on the capability to remove a disabled aircraft, expressed in terms of the largest type of aircraft which the aerodrome is equipped to remove; and</li> <li>q) Rescue and fire-fighting: the level of protection provided, expressed in terms of the category of the rescue and fire-fighting services, which should be in accordance with the longest aeroplane normally using the aerodrome and the type and amounts of extinguishing agents normally available at the aerodrome</li> <li>r) Details of the Instrument Approach Procedures, who designed the IAP, when and how is it checked.</li> </ul> <p><i>Note – The accuracy of the information in Part 3 is critical to aircraft safety. Information requiring engineering survey WGS-84 and assessment should be gathered or verified by qualified technical persons.</i></p>				
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ITEM	TASK	Action By	DATE		Sign Off
			Start	End	DANSR
<p><b>Part 4 - Particulars of the Aerodrome Operating Procedures and Safety Measures</b></p>	<p><b>4.1 Aerodrome Reporting</b></p> <ul style="list-style-type: none"> <li>a) Particulars of the procedures for reporting any changes to the aerodrome information set out in the AIP and procedures for requesting the issue of NOTAMs, including the following</li> <li>b) Arrangements for reporting any changes to the DCA and recording the reporting of changes during outside the normal hours of aerodrome operations</li> <li>c) The names and roles of persons responsible for notifying the changes, and their telephone numbers during and outside the normal hours of aerodrome operations; and</li> <li>d) The address and telephone numbers, as provided by the DCA, of the place where changes are to be reported to the DCA</li> <li>e) Mandatory Occurrence Reporting procedure (Article 117 AN(OT)O 2001) to be addressed</li> </ul>				

ITEM	TASK	Action By	DATE		Sign Off
			Start	End	DANSR
<b>Part 4 continued</b>	<p><b>4.2 Access to the Aerodrome Movement Area</b>                      Particulars of the procedures that have been developed and are to be followed in co-ordination with the agency responsible for preventing unlawful interference in civil aviation at the aerodrome and for preventing unauthorised entry of persons, vehicles, equipment, animals or other things into the movement area, including the following:</p> <ul style="list-style-type: none"> <li>a) The role of the aerodrome operator, the aircraft operator, aerodrome fixed base operators, the aerodrome security entity, the DCA and other government departments as applicable; and</li> <li>b) The names and roles of the personnel responsible for controlling access to the aerodrome, and the telephone numbers for contacting them during and after working hours</li> </ul>				

ITEM	TASK	Action By	DATE		Sign Off
			Start	End	DANSR
<b>Part 4 continued</b>	<p><b>4.3 Aerodrome Emergency Plan</b>                      Particulars of the aerodrome emergency plan, including the following:</p> <ul style="list-style-type: none"> <li>a) Plans for dealing with emergencies occurring at the aerodrome or in its vicinity, including the malfunction of aircraft in flight; structural fires; sabotage, including bomb threats (aircraft or structure); unlawful seizure of aircraft; and incidents on the airport covering ‘during the emergency’ and ‘after the emergency’ considerations</li> <li>b) Details of tests for aerodrome facilities and equipment to be used in emergencies, including the frequencies of those tests</li> <li>c) Details of exercises to test emergency plans, including the frequency of those exercises</li> <li>d) A list of organisations, agencies and persons of authority, both on and off airport, for site roles; their telephone and facsimile numbers, email and SITA addresses and the radio frequencies of their offices</li> <li>e) The establishment of an aerodrome emergency committee to organise training and other preparations for dealing with emergencies; and</li> <li>f) The appointment of an on scene commander for the overall emergency operations</li> </ul>				

ITEM	TASK	Action By	DATE		Sign Off
			Start	End	DANSR
<p><b>Part 4 – Continued</b></p> <p><b>RFFS 4.4 Organisation</b></p>	<p><b>4.4 Rescue and Fire Fighting</b>                      Particulars of the facilities, equipment, personnel and procedures for meeting the rescue and fire fighting requirements, including the names and roles of the persons responsible for dealing with the rescue and fire fighting services at the aerodrome</p> <p><i>Note – this subject should also be covered in appropriate detail in the aerodrome emergency plan</i></p> <ul style="list-style-type: none"> <li>a) Create a high level policy statement which states clearly the aerodrome senior management view on how the Airport Fire Service (AFS) will achieve a service of excellence, in respect to facilities, equipment and personnel.</li> <li>b) Create an organisational chart of who is accountable and responsible for the Airport Fire Service; right down to fire-fighters level.</li> <li>c) From the organisational chart state clearly each person’s responsibility for ensuring that the AFS is maintained to a high standard.</li> <li>d) Create a policy statement of AFS category to be provided.</li> <li>e) Create a policy statement which sets out the minimum level of staff and their qualifications that will be maintained during the aerodrome operating opening times</li> <li>f) Create a policy on how depletion of the AFS is to be managed. This should include the extent to which operations are to be restricted, how pilots are to be notified and the maximum duration of the depletion.</li> <li>g) Create a high level policy statement that clearly indicates your intention with regards to maintaining the facilities to a high standard of operational readiness.</li> <li>h) State clearly and describe in detail what facilities are available, i.e. fire station, vehicles, equipment, extinguishing media, communications, personal and respiratory protection, training facilities etc.</li> <li>i) A policy statement on radio communications.</li> <li>j) A policy statement on inspection and testing of equipment and appliances.</li> <li>k) A policy statement regarding water supplies.</li> </ul>				

ITEM	TASK	Action By	DATE		Sign Off
			Start	End	DANSR
<b>Part 4 – Continued</b>  <b>RFFS 4.4 Personnel</b>	l) Create a high level policy statement on how you will achieve operational readiness of personnel; fitness, medical and training etc m) A policy statement regarding recruitment of personnel. n) A policy statement regarding fitness of personnel. o) A policy statement regarding medical requirements. p) A policy statement on training – initial and recurrent. q) A policy statement on qualifications of personnel. r) A policy statement on protective equipment (PPE and RPE). s) A policy statement on maintaining an adequate number of supervisory staff. t) A policy statement on first aid training.				

ITEM	TASK	Action By	DATE		Sign Off
			Start	End	DANSR
<b>Part 4 continued</b>	<b>4.5 Inspection of the aerodrome movement area and obstacle</b> limitation surface by the aerodrome operator Particulars of the procedures for the inspection of the aerodrome movement area and obstacle limitation surfaces, including the following: a) Arrangements for carrying out inspections, including runway friction and water depth measurements on runways and taxiways, during and outside the normal hours of aerodrome operations b) Arrangements of means of communicating with air traffic control during an inspection c) Arrangements for keeping an inspection log book, and the location of the log book d) Details of inspection intervals and times e) Inspection check list f) Arrangements for reporting the results of inspections and for taking prompt follow-up actions to ensure correction of unsafe conditions; and g) The names and roles of persons responsible for carrying out inspections, and their telephone numbers during and after working hours				

ITEM	TASK	Action By	DATE		Sign Off
			Start	End	DANSR
<b>Part 4 continued</b>	<p><b>4.6 Visual Aid and Aerodrome Electrical systems</b>                      Particulars of the procedures for the inspection and maintenance of aeronautical lights (including obstacle lighting), signs, markers and aerodrome electrical systems, including the following</p> <ul style="list-style-type: none"> <li>a) Arrangements for carrying out inspections during and outside the normal hours of aerodrome operations, and the check list for such inspections</li> <li>b) Arrangements for recording the results of inspections and for taking follow-up action to correct deficiencies</li> <li>c) Arrangements for carrying out routine maintenance and emergency maintenance</li> <li>d) Arrangements for secondary power supplies, if any, and, if applicable, the particulars of any other method of dealing with partial or total system failure; and</li> <li>e) The names and roles of the persons responsible for the inspections and maintenance of the lighting, and the telephone numbers for contacting those persons during and after working hours</li> </ul>				

ITEM	TASK	Action By	DATE		Sign Off
			Start	End	DANSR
<b>Part 4 continued</b>	<p><b>4.7 Maintenance of the Movement Area</b>                      Particulars of the facilities and procedures for the maintenance of the movement area, including:</p> <ul style="list-style-type: none"> <li>a) Arrangements for maintaining the paved areas</li> <li>b) Arrangements for maintaining the unpaved runways and taxiways</li> <li>c) Arrangements for maintaining the runway and taxiway strips; and</li> <li>d) Arrangements for the maintenance of aerodrome drainage</li> </ul>				

ITEM	TASK	Action By	DATE		Sign Off
			Start	End	DANSR
<b>Part 4 continued</b>	<b>4.8 Aerodrome Works – Safety</b> Particulars of the procedures for planning and carrying out construction and maintenance work safely (including work that may have to be carried out at short notice) on or in the vicinity of the movement area which may extend above an obstacle limitation surface, including the following; <ol style="list-style-type: none"> <li>Arrangements for communicating with air traffic control during the progress of such work</li> <li>The names, telephone numbers and roles of the persons and organisations responsible for planning and carrying out the work, and arrangements for contacting those persons and organisations at all times</li> <li>The names and telephone numbers, during and after working hours, of the aerodrome fixed based operators, ground handling agents and aircraft operators who are to be notified of the work</li> <li>A distribution list for work plans, if required</li> </ol>				

ITEM	TASK	Action By	DATE		Sign Off
			Start	End	DANSR
<b>Part 4 continued</b>	<b>4.9 Apron Managements</b> Particulars of the apron management procedures, including the following: <ol style="list-style-type: none"> <li>Arrangements between air traffic control and the apron management unit</li> <li>Arrangements for allocating aircraft parking positions</li> <li>Arrangements for initiating engine start and ensuring clearance of aircraft pushback</li> <li>Marshalling services; and</li> <li>Leader (van) service</li> </ol>				

ITEM	TASK	Action By	DATE		Sign Off
			Start	End	DANSR
<b>Part 4 continued</b>	<b>4.10 Apron Safety Management</b> Procedures to ensure apron safety, including: a) Protection from jet blast b) Ensure Article 112 AN(OT)O is addressed c) Enforcement of safety precautions during aircraft refuelling operations, d) Apron sweeping e) Apron cleaning f) Arrangements for reporting incidents and accidents on an apron; and g) Arrangements for auditing the safety compliance of all personnel working on the apron				

ITEM	TASK	Action By	DATE		Sign Off
			Start	End	DANSR
<b>Part 4 continued</b>	<b>4.11 Airside Vehicle control</b> Particulars of the procedures for the control of surface vehicles operating on or in the vicinity of the movement area, including the following: a) Details of the applicable traffic rules (including speed limits and the means of enforcing the rules); and b) The method of issuing driving permits for operating vehicles in the movement area c) Details of the applicable traffic rules (including speed limits and the means of enforcing the rules); and d) The method of issuing driving permits for operating vehicles in the movement area				

ITEM	TASK	Action By	DATE		Sign Off
			Start	End	DANSR
<b>Part 4 continued</b>	<b>4.12 Wildlife Hazard Management</b> Particulars of the procedures to deal with the danger posed to aircraft operations by the presence of birds or mammals in the aerodrome flight pattern or movement area, including the following: <ol style="list-style-type: none"> <li>Arrangements for assessing wildlife hazards</li> <li>Arrangements for implementing wildlife control programmes</li> <li>The names and roles of the persons responsible for dealing with wildlife hazards, and their telephone numbers during and after working hours</li> </ol>				

ITEM	TASK	Action By	DATE		Sign Off
			Start	End	DANSR
<b>Part 4 continued</b>	<b>4.13 Obstacle Control</b> Particulars setting out the procedures for: <ol style="list-style-type: none"> <li>Monitoring the obstacle limitation surfaces and Type A Chart for obstacles in the take off surface</li> <li>Controlling obstacles within the authority of the operator</li> <li>Monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces</li> <li>Controlling new developments in the vicinity of aerodromes; and</li> <li>Notifying the DCA of the nature and location of obstacles and any subsequent additional or removal of obstacles for action as necessary, including amendment of the AIS publications</li> </ol>				

ITEM	TASK	Action By	DATE		Sign Off
			Start	End	DANSR
<b>Part 4 continued</b>	<b>4.14 Removal of Disabled Aircraft</b> Particulars of the procedures for removing a disabled aircraft on or adjacent to the movement area, including the following: <ol style="list-style-type: none"> <li>The roles of the aerodrome operator and the holder of the aircraft certificate of registration</li> <li>Arrangements for notifying the holder of the certification of registration</li> <li>Arrangements for liaising with the air traffic control unit</li> <li>Arrangement for obtaining equipment and personnel to remove the disabled aircraft; and</li> <li>The names, role and telephone numbers of persons responsible for arranging for the removal of disabled aircraft</li> </ol>				

ITEM	TASK	Action By	DATE		Sign Off
			Start	End	DANSR
<b>Part 4 continued</b>	<p><b>4.15 Handling of Hazardous Material</b>                      Particulars of the procedures for the safe handling and storage of hazardous materials on the aerodrome, including the following:</p> <ul style="list-style-type: none"> <li>a) 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; and</li> <li>b) The method to be followed for the delivery, storage, dispensing and handling of hazardous materials</li> </ul> <p><i>Note – Hazardous materials including flammable liquids and solids, corrosive liquids, compressed gases and magnetised or radio active materials. Arrangements for dealing with the accidental spillage of hazardous materials should be included in the aerodrome emergency plan.</i></p>				

ITEM	TASK	Action By	DATE		Sign Off
			Start	End	DANSR
<b>Part 4 continued</b>	<p><b>4.16 Low-Visibility Operations</b>                      Particulars of procedures to be introduced for low visibility operations, including the measurement and reporting of runway visual range as and when required, and the names and telephone numbers during and after working hours, of the person responsible for measuring the runway visual range</p>				

ITEM	TASK	Action By	DATE		Sign Off
			Start	End	DANSR
<b>Part 4 continued</b>	<p><b>4.17 Protection of Site Radar and Navigational Aids</b>                      Particulars of the procedures for the protection of sites for radar and radio navigational aids located on the aerodrome to ensure that their performance will not be degraded, including the following:</p> <ul style="list-style-type: none"> <li>a) Arrangements for the control of activities on the vicinity of radar and navaids installations</li> <li>b) Arrangements for ground maintenance in the vicinity of these installations; and</li> <li>c) Arrangements for the supply and installation of signs warning of hazardous microwave radiation</li> </ul> <p><i>Note 1 – In writing the procedures for each category, clear and precise information should be included on;</i></p> <ul style="list-style-type: none"> <li>a) <i>When, or in what circumstances an operating procedure is to be activated</i></li> <li>b) <i>How and operating procedure is to be activated</i></li> <li>c) <i>Actions to be taken</i></li> <li>d) <i>The persons who are to carry out the actions; and</i></li> <li>e) <i>The equipment necessary for carrying out the actions, and access to such equipment</i></li> </ul> <p><i>Note 2 – If any of the procedures specified above are not relevant or applicable, the reason should be given</i></p>				

ITEM	TASK	Action By	DATE		Sign Off
			Start	End	DANSR
<b>Part 5</b>	<p><b>Aerodrome Administration and Safety Management System</b>                       Aerodrome Administration                      Particulars of the aerodrome administration, including the following</p> <ul style="list-style-type: none"> <li>a) An aerodrome organisational chart showing the names and positions of key personnel, including their responsibilities</li> <li>b) The name, position and telephone number of the person who has overall responsibility for aerodrome safety; and</li> <li>c) Airport committees, terms of reference, meeting times, agenda</li> </ul>				

ITEM	TASK	Action By	DATE		Sign Off
			Start	End	DANSR
<b>Part 5 - Continued</b>	<p><b>Safety Management System (SMS)</b>                      Particulars of the safety management system established for ensuring compliance with all safety requirements and achieving continuous improvement in safety performance, the essential features being:</p> <ul style="list-style-type: none"> <li>a) The safety policy, insofar as applicable, on the safety management process and its relation to the operational and maintenance process</li> <li>b) The structure or organisation of the SMS including staffing and the assignment of individual and group responsibilities for safety issues</li> <li>c) SMS strategy and planning, such as setting safety performance targets, allocating priorities for implementing safety initiatives and providing a framework for controlling the risks to as low a level as is reasonably practicable keeping always in view the requirements of the Standards and Recommended Practices in Volume I of Annex 14 to the Convention on International Civil Aviation, and the national regulations, standards, rules or orders</li> <li>d) SMS implementation, including facilities, methods and procedures for the effective communication of safety messages and the enforcement of safety requirements</li> <li>e) A system for the implementation of, and action on, critical safety areas which require a higher level of safety management integrity (safety measures programme);</li> <li>f) Measures for safety promotion and accident prevention and a system for risk control involving analysis and handling of accidents, incidents, complaints, defects, faults, discrepancies and failures, and continuing safety monitoring</li> <li>g) The internal safety audit and review system detailing the systems and programmes for quality control of safety</li> <li>h) The system for documenting all safety related airport facilities as well as airport operational and maintenance records, including information on the design and construction of aircraft pavements and aerodrome lighting. The systems should enable easy retrieval of records including charts</li> <li>i) Staff training and competency, including the review and evaluation of the adequacy of training provided to staff on safety related duties and of the certification system for testing their competency;</li> <li>j) The incorporation and enforcement of safety related clauses in the contracts of construction work at the aerodrome.</li> </ul>				

### 5.3.2 Aerodrome Certificate Issue Checklist



#### Aerodrome Certificate Issue Checklist

Reference: AN (OT) O Article 105 and OTAR Part 139

The aerodrome auditor must complete this checklist to ensure that each step of the application process is completed prior to issuing a Certificate to an Aerodrome Operator. Tick each box to indicate the satisfactory completion of the assessment task. Also note the date of completion of each ask against the box. Sign and date this form and file it on the appropriate file when the process is completed.

File raised _____		File No. _____	
1	Acknowledgement of applicant's application within 7 days	<input type="checkbox"/>	
2	Application checked for completeness	<input type="checkbox"/>	
3	Two copies of Aerodrome Manual provided by applicant	<input type="checkbox"/>	
4	Operational safety matters discussed with aerodrome operator	<input type="checkbox"/>	
5	Applicant advised of any operational restrictions	<input type="checkbox"/>	
6	Quote prepared and sent to applicant	<input type="checkbox"/>	
7	Fee received from applicant and receipt issued	<input type="checkbox"/>	
8	Aerodrome Manual assessed against AN(OT)O and OTAR Part 139	<input type="checkbox"/>	
9	Applicant assessed as being able to operate and maintain aerodrome	<input type="checkbox"/>	
10	Facilities assessed as acceptable by Aerodrome Inspector	<input type="checkbox"/>	
11	Applicant advised of any deficiencies	<input type="checkbox"/>	
12	ATS unit and ATS Engineering unit approved in accordance with OTAR Part 172 and 171	<input type="checkbox"/>	
13	RFFS approved in accordance with OTAR Part 140	<input type="checkbox"/>	
14	Instrument approach procedures approved in accordance with OTAR Part 176	<input type="checkbox"/>	
15	Certificate granted/refused	<input type="checkbox"/>	
16	Applicant advised of grant/refusal to grant certificate	<input type="checkbox"/>	
17	If application accepted, endorse both aerodrome manuals	<input type="checkbox"/>	
18	Recommend certificate be issued by DANSR	<input type="checkbox"/>	
19	Operator included in audit schedule	<input type="checkbox"/>	
20	Ensure compliance with entry in Air Navigation Documentation – e.g. NOTAM, AIP.	<input type="checkbox"/>	

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name and Position: \_\_\_\_\_ Aerodrome Auditor

### 5.4.1 Approval of Application to Grant Aerodrome Certificate



CAA ref. xx/xx

*{Insert date}*

*{Insert Applicant's name}*

*{Insert Applicant's address - street}*

Dear *{name of applicant}*

**Subject: Issue of Certificate to Operate ..... Aerodrome**

I refer to your letter dated *{dd/mm/yy}* and your application for a Certificate to operate *{name}*.Aerodrome.

I am pleased to inform you that your application has been approved and the OTAR Part 139 Certificate, No. *{insert certificate number}* is enclosed along with your copy of the endorsed aerodrome manual. The service(s) for which approval is granted is listed on the Certificate. Please also note the conditions of the approval that are included as a part of the Certificate.

The operation of the approved services must be carried on in accordance with the requirements of OTAR Part 139 and the specifications, standards, and processes as set out in your Aerodrome Manual (version *{insert version number}*).

Your aerodrome will be subject to routine safety audits by aerodrome auditors from the Civil Aviation Authority of the Cayman Islands.

If you have any queries regarding this Certificate or any related matters please contact the CAA by email at address *{insert email address}* or by telephone number 949 7811.

Yours sincerely

***{Insert Name of CAA representative}***

*{Insert Position}*

*{Insert telephone number xx xxxx xxxx, fax xx xxxx xxxx, e-mail}*

Enclosures: *{Insert Enclosure ID/Title (x pages)}*

## 5.4.2 Letter on Aerodrome Certificate Transitional Arrangements



### Subject:

CAA ref. xx/xx

*{Insert date}*

*{Insert name}*

*{Insert aerodrome operator's address - street}*

### AERODROME CERTIFICATE TRANSITIONAL ARRANGEMENTS

Dear *{name of aerodrome operator's CEO}*

As you are aware there is a requirement in OTAR Part 139 for aerodrome operators to hold an aerodrome certificate when:

- The aerodrome handles aircraft which are flying for the purpose of international operations;
- The aerodrome handles aircraft having a type certificated maximum passenger seating capacity of 10 or more for the purpose of commercial air transport operations;
- The aerodrome handles aircraft having a maximum total weight authorized (MTWA) of 15,000 kg or more operating a flight for the purpose of commercial air transport; and
- Flying instructions are carried out at an aerodrome for the purpose of granting a pilot's license or rating.

Owen Roberts and Gerrard-Smith International Airports are currently used by aircraft with 10 or more passenger seats for the purpose of public transport operations, flight instruction and international operations. Therefore, they are required to be certified in order to be compliant with the requirements of OTAR Part 139. As these aerodromes are not certified, the operations that are carried out are presently not compliant with the certification requirements of OTAR Part 139.

Because the *{aerodrome operator}* already operate existing aerodromes and will be a new applicant under the OTAR Part 139 requirements the CAA has made provisions to allow aircraft operations to continue for a period up to 12 months while processing an aerodrome certificate application. Accordingly, you are advised that for the current aircraft operations to continue, you must apply for an aerodrome certificate.

Information regarding the application process can be obtained from the CAA website [www.caacayman.com](http://www.caacayman.com) or Air Navigation Service Regulatory unit. Application fees will apply, however, specific cost associated with your application can only be assessed upon formal application.

If you have any queries regarding the application process, interpretation of the standards required or any other aerodrome related matters, please contact the CAA Air Navigation Services Regulation Unit, at Tel 949 7811, or by email to *{insert email address}*.

Yours sincerely

*{Insert name of CAA representative}*

*{Insert Position}*

*{date}*

### 5.4.3 Letter of Refusal to Grant Aerodrome Certificate



CAA ref. xx/xx

*{Insert date}*

*{Insert Applicant's name}*

*{Insert Applicant's address - street}*

#### **APPLICATION FOR AERODROME CERTIFICATE REFUSED**

Dear *{name of applicant}*

I refer to your letter dated *{dd/mm/yy}* and your application for a Certificate to operate *{name}* Aerodrome under the AN (OT) O and OTAR Part 139.

Your application has been assessed in accordance with the requirements and standards of OTAR Part 139 and has been refused for the following reason(s):

*{Delete whichever of the following do not apply and add other specific reasons as applicable}*

- Your organisation's draft Aerodrome Manual is unsatisfactory in that it does not establish or reflect the standards required by OTAR Part 139. The specific areas which are unsatisfactory are:

*{insert specific aspects in relation to Aerodrome Manual}*

- Following inspection of the aerodrome facilities and equipment, I have determined that they do not meet the relevant standards specified for a certified aerodrome, in particular:

*{insert relevant standards which have not been met}*

- Following assessment of the above facts and other factors listed below the CAA is not satisfied that you will be able to properly operate and maintain the aerodrome as required under OTAR Part 139.31

You were advised of the above deficiencies on (date) and your responses have led to the conclusion that you are unable to comply with all the requirements for the issue of an aerodrome certificate at this time. Therefore your application has been refused.

If you wish to discuss this matter, please contact the CAA Air Navigation Services Regulation Unit, at Tel 949 7811, or by email to *{insert email address}*.

Yours sincerely

*{Insert name of CAA representative}*

*{Insert Position}*

*Date:*

#### 5.4.4 Aerodrome Certificate Exemption



CAA ref. xx/xx

*{Insert date}*

*{Insert name}*

*{Insert aerodrome operator's address - street}*

#### **AERODROME CERTIFICATE EXEMPTION**

Dear *{name of aerodrome operator's CEO }*

The Civil Aviation Authority of the Cayman Islands (CAA) in exercise of the Governor's powers under Article 146 of the Air Navigation (Overseas Territories) Order 2007 (the Order), hereby exempts the *{insert name of operator}* from holding an Aerodrome Certificate required under Article 105 of the Order.

This exemption applies in respect of all aerodromes coming under your management and control.

This exemption is valid from *{insert date}* until *{insert date}* unless otherwise suspended or revoked either generally or in relation to a specific case, subject to the following conditions:

*{insert specific conditions in relation to targeted Aerodrome Manual production and certification timescale }*

Failure to comply with the above conditions could result in the enforcement of penalties and punitive action by the CAA.

You should be aware that granting this exemption does not absolve the *{insert name of operator}* of responsibility for any safety occurrence associated with a regulatory requirement covered by this exemption. Liability for any safety occurrence does not, in general, transfer to the CAA upon grant of an exemption.

Yours sincerely

*{Insert name of CAA representative}*

*{Insert Position}*

*{date}*

### 5.5.1 Sample Aerodrome Certificate



**Aerodrome Certificate**  
**Certificate Number 12345678**

This certificate authorises

*(Name of Person or Organization)*

**to operate**

*{Name of Aerodrome}*

This Certificate is issued in accordance with Article 105 of the Air Navigation Overseas Territories Order 2007, as amended, and the Overseas Territories Aviation Requirements Part 139. The operation and maintenance of *{insert name of aerodrome}* is subject to the Civil Aviation Act 1982 and any relevant direction issued by the Civil Aviation Authority of the Cayman Islands, including the conditions on the reverse of this Certificate.

Date of effect of Certificate: *{insert date of commencement of approval here}*

This Certificate remains in force until revoked, suspended or cancelled.

*{insert here name and position of the CAA representative}*  
*{insert here date and signature by the representative}*

### 5.5.2 Sample Aerodrome Certificate Conditions

- (i) The aerodrome is certified for public use and shall all times when it is available for the take-off or landing of aircraft be so available to all persons on equal terms and conditions.
- (ii) No aircraft shall take-off or land at the aerodrome unless such fire-fighting and rescue services and equipment as are required in respect of such an aircraft in OTAR Part 139 Certification of Aerodromes and OTAR Part 140 Rescue and Fire Fighting Services (RFFS) Approval are provided there. Such services and equipment shall at all times when the aerodrome is available for the take-off or landing of aircraft be kept fit and ready for immediate turnout.
- (iii) Changes in the physical characteristics of the aerodrome including the erection of new buildings and alterations to existing buildings or to visual aids shall not be made without prior approval of the CAA.
- (iv) The certificate holder shall, by the quickest means available, notify the CAA of any material change in the surface of the landing area, or in the obstruction characteristics of the approach, take-off or circuit in relation to the aerodrome.
- (v) Any public right of way crossing or bordering the landing area shall be adequately sign-posted with notices warning the public of danger from aircraft.
- (vi) The aerodrome is certified for the take-off and landing of aircraft at night. Such systems of lighting appropriate to the Category of runway in use as described in OTAR Part 139 Certification of Aerodromes shall be in operation at all times when aircraft are taking-off or landing at the aerodrome at night, provided that a minor temporary unserviceability, not of a character likely to affect the safety of operations, shall not preclude the take-off or landing of aircraft.
- (vii) The certificate holder shall inform the CAA of the times during which the aerodrome is to be generally available for the take-off or landing of aircraft, and of any changes in those times, and whether the aerodrome is to be available by arrangement with the certificate holder outside those times. The aerodrome shall be kept available for the take-off or landing of aircraft at all times when, in accordance with the information furnished by the certificate holder to the CAA it is notified as being generally available and shall not be used for the take-off or landing of aircraft at any other time, unless it has been notified in accordance with such information as being available for use by arrangement with the certificate holder outside the times when it is generally available and is used pursuant to such arrangement.
- (viii) Without prejudice to condition (i), nothing in this certificate shall be taken to confer on any person the right to use the aerodrome without the consent of the certificate holder.
- (ix) Expressions used in this certificate shall have the same respective meanings as in the Air Navigation (Overseas Territories) Order.
- (x) The Air Navigation (Overseas Territories) Order in this certificate means the Air Navigation (Overseas Territories) Order 2007 and any reference to the Order or to any Article of the Order shall, if that Order be amended or replaced, be taken to be a reference to the Air Navigation (Overseas Territories) Order for the time being in force or the corresponding Article of that Order.