

**Aerodrome Standards Advisory
Document
(ASAD-02)**

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**Guidance material to define the obligations of the
Aerodrome Operator in accordance with National
Legislation.**

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1. Obligations

An Aerodrome Licence obliges an Aerodrome Operator to ensure the safety, regularity and efficiency of operations at the aerodrome, to allow access to the aerodrome to CAD-TM authorised personnel, for the purpose of conducting safety audits/inspections and testing and to be responsible for notifying and reporting as required. (*Section D – Chapter 3 of ICAO Doc. 9774*).

2. Compliance with standards and practices

An Aerodrome Operator shall comply with the standards and practices as specified in the latest version of ICAO Annex 14 Vol.I and Vol.II, the relevant national regulations and practices [*Legal Notice 80 of 2004, Civil Aviation (Aerodrome Licensing) Regulations*] as amended, as well as with any other conditions endorsed in the licence.

3. Competence of operational and maintenance personnel

The Aerodrome Operator shall employ an adequate number of qualified and skilled personnel. A programme to upgrade the competency of these personnel, implemented by the operator, is required.

4. Aerodrome operation and maintenance

The operator shall operate and maintain the aerodrome in accordance with procedures as specified in the aerodrome manual.

To ensure the safety of aircraft, written directives may be given to the operator from the CAD-TM, from time to time.

5. Aerodrome Operator's safety management system

The Aerodrome Operator shall establish a *Safety Management System* describing the,

- a) structure,

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- b) duties,
- c) powers and
- d) responsibilities,

of the organisational structure in order to ensure that operations are conducted in a controlled way and which can be improved upon, if necessary.

The Aerodrome Operator shall oblige all aerodrome users to comply and cooperate in the programme to promote safety at the aerodrome and to require them to report to the Aerodrome Operator any accident, incident, defect or fault having a bearing on safety, besides any other organisation if so required by law.

6. Aerodrome Operator's internal safety audits and safety reporting

An audit of the safety management system, covering its own functions, and including inspections of the aerodrome facilities and equipment shall be made by the Aerodrome Operator.

The Aerodrome Operator shall also carry out safety audits of the operations of all aerodrome users in so far as these operations have a direct bearing on safety at the aerodrome and/or in accordance with procedures agreed on between the Aerodrome Operator and the aerodrome user. They shall be performed by suitably qualified aerodrome personnel or by competent independent auditors, as necessary.

These audits shall be performed annually and a copy of the audit reports, duly signed, shall be submitted to the Aerodrome Standards Unit.

7. Access to the aerodrome

The Aerodrome Standards personnel may audit/inspect the aerodrome facilities, services and equipment, its documents and records as well as verify the operator's safety management system at any time in the interest of safety.

8. Notifying and reporting

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

The Aerodrome Operator shall review all AIS publications and immediately notify Aeronautical Information Services of any inaccurate information discovered therein.

- *Notification of changes to the aerodrome facilities, equipment and level of service planned in advance.*

The Aerodrome Operator shall notify AIS and the CAD-TM, in writing, thirty days before effecting any changes to the facilities, equipment or to the level of service planned, which could affect the accuracy of information contained in AIS publications.

- *Issues requiring immediate notification.*

The Aerodrome Operator shall give immediate notice, to AIS, ATC and the flight operations unit, of any change pertaining to the following:

a) obstacles, obstructions and hazards:

1. projections penetrating the obstacle limitation surfaces at aerodrome, and
2. obstructions and/or hazards affecting aviation safety at aerodrome;

b) level of service: reduction in the level of service;

c) movement area: closure of any part of the movement area; and,

d) any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted.

- *Immediate notification to pilots.*

Direct notification should be given to pilots when it is not feasible for the operator to immediately notify AIS, ATC and flight operations of a), b), c) and d) above.

9. Special inspections

In order to ensure safety, the Aerodrome Operator shall inspect the aerodrome:

- a) as soon as practicable after an aircraft accident or incident;
- b) during any period of construction or repair of the aerodrome facilities or equipment critical to safety, and
- c) at any other time when conditions could affect safety.

10. Removal of obstructions from the aerodrome surface

The Aerodrome Operator is to remove from the aerodrome surface any vehicle or other object deemed to be hazardous to aircraft and aircraft operations.

11. Warning notices

Warning notices shall be erected in places adjacent to the movement area where low-flying or taxiing aircraft are likely to be of hazard to people or vehicular traffic.

12. References

Civil Aviation Act (Cap 232)

Air Navigation Order (S.L.499.09)

Civil Aviation (Aerodrome Licensing) Regulations (S.L.499.29)

ICAO, Annex 14, Volume I and II

ICAO Doc 9774, AN/969, Manual on Certification of Aerodromes