


<p style="text-align: center;"><b>Aerodrome Standards Advisory Document (ASAD-03)</b></p>	<p>Page: 1/5 Date: 10 Nov 2015 Issue: 2 Ref.: ASAD-03-11</p>	 <p>tm Transport Malta</p>
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## **Guidelines on submitting an Aerodrome Manual in accordance with National Legislation**


### **Civil Aviation Directorate (CAD)**

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<p><b>Aerodrome Standards Advisory Document (ASAD-03)</b></p>	<p>Page: 2/5 Date: 10 Nov 2015 Issue: 2 Ref.: ASAD-03-11</p>	
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**Contents**

1. Preface .....3

2. Layout of the Aerodrome Manual .....3

3. Location of the Aerodrome Manual .....3


4. Information to be included in the Aerodrome Manual.....3

5. Amendment of the Aerodrome Manual .....4

6. Notification of changes to the Aerodrome Manual.....4

7. Acceptance of the aerodrome manual by the CAD-TM.....5

8. References.....5

<b>Aerodrome Standards Advisory Document (ASAD-03)</b>	Page: 3/5 Date: 10 Nov 2015 Issue: 2 Ref.: ASAD-03-11	
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## 1. Preface

An Aerodrome Manual shall be submitted together with the Application Form, when applying for an Aerodrome Licence. The Manual should contain all the pertinent information concerning the aerodrome site, facilities, services, equipment, operating procedures, organisation and management, including safety management system.

## 2. Layout of the Aerodrome Manual

The Aerodrome Manual shall be laid out as prescribed in Chapter 3 of ICAO Doc. 9774 and be:

- printed and signed by the Aerodrome Operator,
- in a format that is easy to revise,
- have a system for recording the currency of the pages and amendments and for logging revisions, and,
- organised in a manner to facilitate its preparation, review and acceptance process.


## 3. Location of the Aerodrome Manual

The Aerodrome Operator must keep at least one complete and current copy of the accepted aerodrome manual at the aerodrome and at the operator's place of business.

These copies are required to be available for inspection by the ASU. A complete and current copy shall also be provided to the Civil Aviation Directorate.

## 4. Information to be included in the Aerodrome Manual

The Aerodrome Manual shall consist of five parts (*Appendix I to ICAO Doc. 9774*), these being:

<b>Aerodrome Standards Advisory Document (ASAD-03)</b>	Page: 4/5 Date: 10 Nov 2015 Issue: 2 Ref.: ASAD-03-11	
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**Part 1** General Information on the purpose and scope of the aerodrome manual, the legal requirement for an aerodrome licence and an aerodrome manual

as prescribed in *Legal Notice 80 of 2004 - Civil Aviation (Aerodrome Licensing) Regulations, 2004*. The conditions for use of the aerodrome: the aeronautical information services available and procedures for their promulgation; the system of recording aircraft movements as well as the Aerodrome Operator's obligations.

**Part 2** Particulars of the Aerodrome Site

**Part 3** Particulars of the aerodrome required to be reported to the aeronautical information services.

**Part 4** Aerodrome operating procedures and safety measures.

**Part 5** Details of the aerodrome administration and the Safety Management System.


If a particular item from the list above is not included in the Aerodrome Manual because it is not applicable, the operator must state, in the manual, the reason for this non-applicability.

## 5. Amendment of the Aerodrome Manual

In order to maintain the accuracy of the information contained in the manual, the operator of the aerodrome shall, when necessary, amend or alter the contents of the aerodrome manual.

## 6. Notification of changes to the Aerodrome Manual

The Aerodrome Operator must notify the CAD of any changes which the Aerodrome Operator might wish to make to the aerodrome manual

<b>Aerodrome Standards Advisory Document (ASAD-03)</b>	Page: 5/5 Date: 10 Nov 2015 Issue: 2 Ref.: ASAD-03-11	 Transport Malta
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**7. Acceptance of the aerodrome manual by the CAD-TM**

The CAD shall accept the submitted aerodrome manual and any amendments thereto, provided that these are in conformity with the requirements of Section C, (*Aerodrome Manual*), to Chapter 3 of ICAO Doc. 9774.

The certification process shall be completed within one year from the date of application. A final report containing any recommendations shall be completed by the ASU and forwarded to the Director General for his review and decision.

**8. 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