



CIVIL AVIATION ADVISORY PUBLICATION

CAAP 30

THE ISSUE AND VERIFICATION OF AN AERODROME CERTIFICATE

GUIDANCE AND INFORMATION FOR AERODROME OPERATORS

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CHAPTER 1 – INTRODUCTION

1.1 Purpose

- 1.1.1 The purpose of this Civil Aviation Advisory Publication (CAAP) is to describe what aerodrome operators need to do to be granted an Aerodrome Certificate. This CAAP provides operators with an overview of the general obligations relating to aerodromes¹ as encapsulated in the aerodrome regulatory system. Detailed requirements are contained in CAMA Civil Aviation Regulations (YCAR) Part IX, Chapter 2, (available on the CAMA website www.cama.gov.ye).
- 1.1.3 An operator of an aerodrome served by aircraft conducting an Air Service and other aerodromes which provide facilities for operations using instrument approach or departure procedures shall be in possession of an **Aerodrome Certificate**.
- 1.1.4 An operator of an aerodrome which is not intended for Air Service operations and does not have an instrument runway.
- 1.1.5 The issue of an Aerodrome Certificate follows a number of Stages, each Stage requiring an acknowledgement or acceptance from the CAMA.
- 1.1.6 Throughout this document the term “applicant” will be used to refer to the proposed Aerodrome Certificate Holder (or representative, as deemed appropriate).
- 1.1.7 All required applications are provided through CAMA website www.cama.gov.ye. Each applicant will be required to hold a CAMA Accesses Aviation Safety Forms Manual (ASFM) ANA Section then complete an application for an Aerodrome Certificate and submit it to CAMA .

1.2 Status of this CAAP

- 1.2.1 This is issue 00 of CAAP 30 and is dated July 2018. It will remain current unless withdrawn or superseded.

1.3 Applicability

- 1.3.1 This CAAP is applicable to operators of all aerodromes in Yemen.
- 1.3.2 An operator of an aerodrome that is not served by, or intended to be served by, aircraft conducting an Air Service, and other aerodromes which do not provide or intend to provide facilities for operations using instrument approach or departure procedures may apply for an Aerodrome Certificate.

¹ **Aerodrome** means a defined area on 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.

² **Air Service** means an air service open to the public and performed by aircraft for the public transport of passengers, mail or cargo for remuneration or hire.

1.4 References

- (a) YCAR Part IX (Aerodromes)
- (b) YCAR Part X (Safety Management System Requirements)
- (c) YCAR Part XI (Aerodrome Emergency Services, Facilities and Equipment)
- (d) CAAP 41 Airspace Change Management Process
- (e) ICAO Annex 14 Aerodromes, Volume I, Aerodrome Design and Operations
- (f) ICAO Airport Service Manual, Part 1, Rescue & Fire-Fighting

1.5 Guidance and Policy

For guidance and policy on points not covered within this publication, advice should be sought from the Aerodrome Certification Department, Aerodrome and ATS Safety General Directorate, Aviation Safety Affairs Sector, CAMA.

1.6 Definitions

Aircraft	Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.
Air Service	An air service open to the public and performed by aircraft for the public transport of passengers, mail or cargo for remuneration or hire.
Authority	The Civil Aviation and Met. of the Republic of Yemen and is the competent body responsible for the safety regulation of Civil Aviation.
Certified Aerodrome	An aerodrome whose operator has been granted an Aerodrome Certificate by the authority under applicable regulations for the operation of an aerodrome.
Compliance Matrix	A checklist submitted by the Operator to show compliance with all relevant Yemen Civil Aviation Regulations.
Relevant Authorities	Entities, organizations and authorities related to aerodrome land-use and environmental control measure considerations including, but not limited to, land owners, municipalities, Civil Defence, environmental protection competent authorities, and local planning authorities.

1.7 Aerodrome Boundary

An aerodrome may have a number of defined boundaries related to land-ownership, operational areas, security restricted areas, custom controlled areas, etc. For Aerodrome Certificate purposes, an "Aerodrome Operations Area" is described as follows:

The Aerodrome Operations Area is an area where aircraft operate and should therefore include at least runways, taxiways, aprons, associated strips, runway end safety areas, clearways and, in most cases,

the airside area adjacent to the terminal building. The defined area will be subject to aerodrome operations safety oversight by the CAMA following the issue of an Aerodrome Certificate.

1.8 Aerodrome Requirements

- 1.8.1 In assessing acceptability of sites for the issue of an Aerodrome Certificate the CAMA has adopted the International Civil Aviation Organization's (ICAO) Standards and Recommended Practices (SARPS), as detailed in ICAO Annex 14 Volume I Aerodrome Design and Operations.
- 1.8.2 Implementation of the Aerodrome Certificate process will follow a phased approach, with new construction and operations conforming to regulation. From 1 January 2019 it will be a requirement for all aerodromes served by aircraft.

1.9 Service Fees

- 1.9.1 Applicants undertake to pay CAMA Service Fees in respect of an Aerodrome Certificate.
- 1.9.2 Service Fees, as published by the CAMA are varied from time to time and are required to be paid to the Civil Aviation and Met. Authority:
 - (a) During the initial Aerodrome Certificate process; and
 - (b) on a periodic basis after the grant of an Aerodrome Certificate.
- 1.9.3 Payment of the CAMA Service Fee does not guarantee the grant or continuation of an Aerodrome Certificate.
- 1.9.4 CAMA Service Fees must be submitted to:

Assistant Deputy Chairman
CAMA/Aviation Safety Affairs Sector
PO Box 7251 , Sana'a, Yemen;

or as otherwise specified on the CAMA invoice.

CHAPTER 2 – AERODROME CERTIFICATION

2.1 Who can apply?

The applicant for an Aerodrome Certificate should be the operator of the aerodrome who can be:

- (a) The owner of the land on which the aerodrome is located;
- (b) The occupier of the land on which the aerodrome is located; or
- (c) The actual person or organisation operating the aerodrome and holding a written consent from the owner or occupier of the land on which the facility is located.

2.2 Timescale for the processing of Applications

It is important that applicants submit the required paperwork sufficiently early to allow for detailed consideration of the application and site inspection if required. Applicants may experience unforeseen difficulties in meeting certification requirements and this may prolong the process. The CAMA cannot undertake to reach a certification decision within a particular timescale or to meet a commercial deadline set by the applicant.

2.3 Permissions and Approvals

2.3.1 For an Aerodrome Certificate for an International Aerodrome, Transport Minister approval must be obtained.

2.3.2 For all aerodromes, a letter of no objection must be obtained from the local civil aviation department or authority ensuring that the necessary arrangements have been made with regard to the protection of the Obstacle Limitation Surfaces (OLS).

Note: A listing of appropriate authority contacts is contained in CAAP 65 Chapter 9.

2.3.3 In addition to the application for an Aerodrome Certificate, certification or approvals may be required if Air Navigation Services such as ATS, CNS, MET and AIS is to be provided. For further information email request to: civilaviation@y.net.ye

2.3.4 Assessments, site visits and inspections will involve the Air Navigation and Aerodrome **Department** who will assess physical characteristics, visual aids (markings, lights, signs and markers); Aerodrome Manuals, Aerodrome Surveys, Safety Management Systems and Aerodrome Emergency Services (RFFS and Emergency Response) in relation to YCAR Part IX, YCAR Part X, and YCAR Part XI and any ANS such as CNS, MET, AIS or ATS in relation to YCAR Part VIII. ANA will also assess each application for involvement from other CAMA departments if considered necessary.

2.3.5 There may also be other bodies that applicants should inform in their own interests and it is the responsibility of the operator to obtain the appropriate approvals. The application for planning/building permissions and the request for an Aerodrome Certificate are not interdependent and are required to be made separately.

2.4 Environmental Control: Siting and Orientation

2.4.1 As part of the Aerodrome Certificate process, the physical characteristics and design shall take into account, where appropriate, land-use and environmental control measures.

2.4.2 References to Regulations for both Obstacle Limitation Surfaces and to Aerodrome Safeguarding are contained in YCAR Part IX.

Note: Guidance on land-use planning and environmental control measures is contained in the ICAO Airport Planning Manual (ICAO Doc 9184), Part 2

CHAPTER 3 – CERTIFICATION PROCESS

3.1 Stage 1 –Application

3.1.1 The purpose of the Stage 1 acceptance is to allow the applicant to commence compliance assessment of the proposed aerodrome. It is not an authorisation for the applicant to commence physical works.

3.1.2 After finalising the details of the Aerodrome Registration, the applicant shall submit an application for Stage 1.

3.1.3 Stage 1 submission requirements include the following:

- (a) nominated representative as a point of contact for the application;
- (b) draft Aerodrome Certification Plan including timescales, milestones and a detailed regulatory compliance matrix;
- (c) approvals, permits, or clearances from other Relevant Authorities (if applicable);
- (d) evidence of payment of the CAMA Service Fee; and
- (e) acceptance of the terms and conditions of holding and maintaining an Aerodrome Certificate as detailed in YCAR Part IX, Chapter 2 (included as part of the e-Service application).

3.1.4 The applicant should also initiate a meeting with the CAMA to discuss the application, the intended scope of operations and the content of the Aerodrome Certification Plan.

Note: It is anticipated that throughout the certification process, additional meetings will be necessary and beneficial to both the CAMA and the applicant. Such meetings may be arranged at the request of either party.

3.1.5 At the meeting, the applicant should present any approvals, permits, or clearances that may be required from other Relevant Authorities.

3.1.6 The CAMA Inspectors may ask for clarification or additional information if the information provided in the associated Aerodrome Certification Plan is deemed incomplete or inadequate.

3.1.7 The CAMA will provide a full acceptance of the Stage 1 application further to the evaluation of the application, detail provided within the draft Certification Plan and meeting with the applicant.

3.2 Stage 2 – Self Assessment

3.2.1 The purpose of the Stage 2 acceptance for the applicant to provide evidence of Transport Minister Approval in the case of international aerodrome, conduct a self-assessment against the Aerodrome Certification Plan and show that Services and Control have been formally initiated.

3.2.2 Stage 2 submission requirements include the following:

- (a) Self-Assessment against the Aerodrome Certification Plan detailing a work plan with planned actions and timescales to resolve, rectify or adequately mitigate all known regulatory and safety related non-compliances identified in this assessment;
 - (b) evidence that all security and emergency planning requirements and any requirements relating to provision of Air Navigation Services have been satisfied or necessary processes have been formally initiated;
 - (c) documentation, including drawings, demonstrating compliance with the applicable regulatory requirements for the aerodrome design and its operation;
 - (d) submission of a concept approval for airspace and flight procedures in accordance with CAAP 41, which includes all stakeholder letters of no objection (LONO).
 - (e) evidence of agreements or arrangements in place with other authorities and stakeholders for the Safeguarding of the aerodrome;
 - (f) revised draft Aerodrome Certification Plan; and
 - (g) evidence of Transport Minister approval for international aerodrome.
- 3.2.3 The CAMA will provide a full acceptance of the Stage 2 application further to the evaluation of the application, self-assessment and detail provided within the revised draft Certification Plan.

3.3 Stage 3 – Submission of Final Aerodrome Certificate Plan

- 3.3.1 The purpose of the Stage 3 acceptance is the applicant to provide a final Aerodrome Certification Plan and an updated work plan.
- 3.3.2 The applicant shall submit an application for Stage3 acceptance.
- 3.3.3 Stage 3 submission requirements include the following:
- (a) final Aerodrome Certification Plan with amendments further to the identification of actions through the self-assessment process;
 - (b) an electronic version of the Aerodrome Manual, a completed “YCAR Part IX – Chapter 3 - Aerodrome Manual Checklist” (Form ANF-CTF-003, available on the CAMA website www.cama.gov.ye); and
 - (c) an electronic version of the Safety Management System (SMS) manual including a SMS manual checklist; and
 - (d) an electronic version of the Aerodrome Emergency Plan (AEP) including an AEP manual checklist.
 - (e) final documentation, including drawings, demonstrating compliance with the applicable regulatory requirements for the aerodrome design and its operation;
 - (f) a list of actions along with progress of completion of actions identified (if appropriate);
 - (g) confirmation that no further amendments to the Aerodrome Certification Plan will be made;
 - (h) an invitation to the CAMA to conduct Aerodrome Post Holder interviews with reference to YCAR Part IX Chapter 2;
- 3.3.4 No construction shall commence until Stage 3 acceptance is issued by the CAMA.
- 3.3.5 The CAMA will provide a full acceptance of the Stage 3 application further to evaluation of the application, list of actions and detail provided within the final draft Certification Plan.

3.4 Stage 4 – Pre-Certification Audit (Verification)

- 3.4.1 The applicant shall submit an application for Stage 4 acceptance no later than 8 (eight) weeks before the requested target date for initial Aerodrome Certification or transfer of an Aerodrome Certificate.
- 3.4.2 Stage 4 submission requirements include an invitation from the Applicant confirming operational readiness in order for the CAMA to conduct a Pre-Certification Audit (verification) of the Aerodrome Facilities and Equipment, including sampling of policies and procedures and other related safety activities
- 3.4.3 The aim is to verify compliance with the applicable requirements, through the examination of documentation, demonstration of compliance and technical inspections. It should be noted that the CAMA audit, inspection, testing or sampling processes do not absolve the applicant from the responsibility to provide accurate information and documentary evidence.
- 3.4.4 The CAMA Inspector(s) will produce an audit report and present to the applicant no later than 6 (six) weeks before the requested target date, identifying any shortfalls in compliance or evidence thereof.
- 3.4.5 The CAMA will provide a full acceptance of the Stage 4 application further to verification activities and evaluation of the Aerodrome Manual.

3.5 Stage 5 – Action Plan.

- 3.5.1 The applicant shall submit an application for Stage 5 acceptance no later than 4 (four) weeks before the requested target date for initial Aerodrome Certification or transfer of an Aerodrome Certificate.
- 3.5.2 Stage 5 submission requirements include the following:
 - (a) an acceptance confirmation of the audit report; and
 - (b) an action plan with timescales to rectify or mitigate all findings to a level acceptable to the Authority.
- 3.5.3 The CAMA will provide a full acceptance of the Stage 5 application further to the evaluation of the detail within the action plan.

3.6 Stage 6 – Components and Conditions

- 3.6.1 The purpose of the Stage 6 acceptance is to provide the applicant with an operational acceptance of the facility and to allow aircraft operations to commence.
- 3.6.2 The Applicant shall submit an application for Stage 6 acceptance no later than 2 (two) weeks before the requested target date for initial Aerodrome Certification or transfer of an Aerodrome Certificate.
- 3.6.3 Stage 6 submission requirements include the following:
 - (a) Confirmation of completion of actions included within the action plan;
 - (b) satisfactory completion of any conditions or requirements identified by the Authority during the CAAP 30 process; and
 - (c) any other documents or evidence as requested by the Authority.
- 3.6.4 The CAMA will only issue an Aerodrome Certificate, when the Authority is completely satisfied that all regulatory and critical safety elements have been adequately addressed; this may require a further CAMA audit / inspection follow-up visit and / or special additional operating approvals. This includes evidence of any prior approvals or permissions, mentioned in Chapter 2.3.

CHAPTER 4 –AERODROME CERTIFICATE

4.1 Components

An Aerodrome Certificate consists of the following components:

- (a) Aerodrome Certificate - Front Page
- (b) **Part 1 - Standard Conditions** - General conditions which are applicable to all aerodrome operators.
- (c) **Part 2 - Specific Conditions** - Specific conditions are applicable to the named aerodrome.
- (d) **Part 3 - Deviations from Yemen Civil Aviation Regulation** - All deviations are subject to an
Aeronautical Study by the aerodrome, followed by a detailed assessment by the CAMA. Once the CAMA is satisfied with the Study and has concluded the deviation acceptance process, a statement will be issued on the Aerodrome Certificate.
- (e) **Part 4 – Named Post Holders** - as referred to in YCAR Part IX, Chapter 2, Personnel Requirements.

4.2 Transfer

- 4.2.1 The CAMA must be satisfied that the proposed transferee will be able to properly operate and maintain the aerodrome in accordance with CAMA regulation.
- 4.2.2 The transfer of an Aerodrome Certificate is subject to stages as detailed in Chapter 3 and 4 (as applicable) and the following additional conditions and requirements:
 - (a) the application has been completed and required CAMA Service Fees have been paid.
 - (b) a revised Aerodrome Manual and YCAR Part IX – Chapter 3 – Aerodrome Manual Checklist (ANF-CTF-003) has been submitted.
 - (c) a description of the organisational structure outlining those persons accountable and responsible for safety critical roles as identified in YCAR Part IX Chapter 2; including the person who has overall / assigned accountability at the airport for aerodrome certification and safety issues, and the person responsible for managing SMS activities as per YCAR Part X Safety Management System Requirements.
 - (d) a list of key Post Holders and the required applications for changes to Post Holders.
 - (e) a commitment from the new Certificate Holder to resolve any outstanding deficiencies as identified in findings resulting from the CAMA audits conducted to date of the transfer.
 - (f) a checklist shall be created by the two parties (the current and the proposed Aerodrome Certificate Holder) and contain:
 - (i) confirmation that each condition contained in the CAMA YCAR Part IX, Chapter 2 certification process will be met;
 - (ii) a list of all issues relating to the safe operation of the aerodrome and its continued operations during the transfer period;
 - (iii) details regarding the transition of operational activities and accountabilities of key management personal of both parties, acknowledging that the overall accountability resides with the current Certificate Holder until the certificate is revoked.

- 4.2.3 Consent to the proposed transfer may be refused if the CAMA is not satisfied that the proposed transferee will be able to operate and maintain the aerodrome properly or if significant changes to the operational aspects of the aerodrome will result or will be made by the transferee e.g. reduction in runway, taxiway or aprons; changes in the conditions of the existing certificate, which are unacceptable to the CAMA; inadequacy or inappropriateness of the new staffing arrangements or significant revisions to the Aerodrome Manual.
- 4.2.4 If the CAMA decides to deny consent, it will advise the transferee in writing, stating the reasons for denial within 10 (ten) working days.

4.3 Amendment

- 4.3.1 An Aerodrome Certificate may be amended in response to a request by the Aerodrome Operator or as a consequence of enforcement action by the CAMA.
- 4.3.2 The request for amendment by the operator is to be made through the CAMA for assessment and acceptance.
- 4.3.3 The CAMA may amend an Aerodrome Certificate so as to restrict or prohibit specific operations if the operator breaches the conditions of the Aerodrome Certificate. The CAMA shall provide written notice of intention to amend an Aerodrome Certificate stating the reasons for the proposed amendment.
- 4.3.4 Any requested change to the Aerodrome Certificate due to changes in operations, should be submitted as part of the operators Management of Change processes and should include but not be limited to:
- (a) detailed account of the proposed amendment including the reasons for the amendment;
 - (b) an assessment of the safety risks associated with any change in use or operation of the aerodrome including, where appropriate, the findings of any aeronautical study undertaken on behalf of the operator; and
 - (c) particulars of any consequential changes to the AIP, Aerodrome Manual and Aerodrome Emergency Plan.

4.4 Regulatory Oversight

- 4.4.1 An Aerodrome Certificate is granted by the Authority under the Civil Aviation Law - Article 32/a, as amended, if it is satisfied that an applicant is competent, having regard to the Certificate Holder's previous conduct and experience, the equipment, organisation, staffing, maintenance and other arrangements, to ensure that the aerodrome and airspace are safe for use by aircraft.
- 4.4.2 Civil Aviation Law - Article 32/d provides that the Authority may, on sufficient safety grounds revoke, suspend or vary an approval or certificate.
- 4.4.3 Accordingly, the Authority may only grant and permit an Aerodrome Certificate to continue where it is satisfied that the Certificate Holder can ensure that the aerodrome and its airspace are safe for use by aircraft.