

PHONE: (357) 22-404184
(357) 24-802925
AFTN: LCNCYNYX
TELEX: 6065 CIVAIR CY
FAX: (357) 22-404189
SITA: NICTOYA

REPUBLIC OF CYPRUS

MINISTRY OF COMMUNICATIONS AND
WORKS
DEPARTMENT OF CIVIL AVIATION
AERONAUTICAL INFORMATION
SERVICE
NICOSIA CYPRUS

A I C

C006/07

1st February

AERODROME LICENSING

INTRODUCTION

According to Civil Aviation Law 213(I)/2002 all aerodromes in the Republic of Cyprus must be licensed and this AIC provides the requirements and describes the procedure to be followed by the aerodrome operator when applying for licensing. The structure of this AIC follows the ICAO Manual on Licensing of Aerodromes, Doc 9774 AN/969. The AIC applies to land aerodromes serving civilian registered aircraft.

STRUCTURE

The content of this AIC is divided in the following sections:

SECTION A - GENERAL

SECTION B - AERODROME LICENSING

SECTION C - AERODROME MANUAL

SECTION D - OBLIGATIONS OF THE AERODROME OPERATOR

SECTION E - EXEMPTIONS

APPENDIX

SECTION A

GENERAL

1.0 Application

1.1 This AIC applies to aerodromes in the Republic of Cyprus that serve air transport operations of international air operators.

2.0 Definitions

2.1 The terms described in this sub-section shall have the following meaning whenever they appear in these regulations:

Aerodrome means a defined area on land (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

Aerodrome licence means a licence issued by the Minister of Communications and Works (Minister) under Section B of this AIC for operation of an aerodrome.

Aerodrome facilities and equipment means facilities and equipment inside or outside the boundaries of an aerodrome that are constructed or installed and maintained for the arrival, departure and surface movement of aircraft.

Aerodrome Manual means a manual included in an application for aerodrome licence pursuant to this AIC and includes any amendments to the manual accepted by the Department of Civil Aviation (DCA)

Aerodrome operator means, in relation to licensed aerodrome, the Aerodrome Licence holder.

Apron means a defined area on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading of passengers, mail or cargo, fuelling, parking or maintenance.

Licensed aerodrome means an aerodrome whose operator has been granted an aerodrome licence.

Manoeuvring area means that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

Marker means an object displayed above ground level in order to indicate an obstacle or delineate a boundary.

Marking means a symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information.

Movement area means that part of the aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s).

Obstacle in relation to an aerodrome, means all fixed (whether temporary or permanent) and mobile objects, or parts thereof, that are located on an area intended for the surface movement of aircraft or

that extend above a defined surface intended to protect aircraft in flight.

Obstacle free zone (OFZ) in relation to an aerodrome means the airspace above the inner approach surface, inner transitional surfaces, the balked landing surface and that portion of the runway strip bounded by these surfaces, that is not penetrated by any fixed obstacle other than a low-mass and frangibly mounted one required for air navigation purposes.

Obstacle limitation surfaces (OLS) means a series of surfaces that define the volume of airspace at and around an aerodrome to be kept free of obstacles in order to permit the intended aeroplane operations to be conducted safely and to prevent the aerodrome from becoming unusable by the growth of obstacles around the aerodrome.

Runway strip means a defined area including the runway and stopway, if provided, intended to:

- a) reduce the risk of damage to aircraft running off a runway; and
- b) protect aircraft flying over it during take-off or landing operations

Safety management system means a system for the management of safety at aerodromes including the organizational structure, responsibilities, procedures, processes and provisions for the implementation of aerodrome safety policies by an aerodrome operator, which provides for control of safety at, and the safe use of, the aerodrome.

Taxiway strip means an area including a taxiway intended to protect an aircraft operating on a taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway.

Unserviceable area means a part of the movement area that is unfit and unavailable for use by aircraft.

Work area means a part of an aerodrome in which maintenance or construction works are in progress.

3.0 Aerodrome Standards

- 3.1 Any reference in these regulations to standards is a reference to the Aerodrome Standards as contained in Annex 14 Volume I of the Chicago Convention.

SECTION B

AERODROME LICENSING

4.0 Aerodrome Licensing

4.1 Requirement of an aerodrome licence

4.1.1 The operator of an aerodrome intended for air transport operations shall be in possession of an aerodrome licence for which a fee is charged according to Cyprus Regulation ΚΔΠ 458/2004.

4.1.2 The operator of an aerodrome for which an aerodrome licence is not required may, nevertheless, apply for an aerodrome licence, for which a fee may be charged.

4.2 Application for an aerodrome licence

4.2.1 An applicant may apply to the DCA acting on behalf of the Minister for an aerodrome licence authorizing the applicant to operate an aerodrome at the place specified in the application.

4.2.2 The application must be in writing and include the Aerodrome Manual, the plans of the aerodrome, approval from the Town Planning Department and the Environmental Services.

4.3 Grant of an aerodrome licence

4.3.1 Subject to the provisions of paragraph 4.3.2 the DCA may recommend to the Minister the approval and granting of an aerodrome licence to the applicant.

4.3.2 Before granting an aerodrome licence, the DCA must be satisfied that:

- a) the aerodrome facilities, services and equipment are in accordance with the standards specified by the State;
- b) the aerodrome's operating procedures make satisfactory provision for the safety of aircraft;
- c) an Aerodrome Manual has been prepared that contains all relevant information for the applicant's aerodrome and submitted according to the provisions of paragraph 4.2.2; and an acceptable safety management system is in place at the aerodrome;

- d) the applicant will be able to operate and maintain the aerodrome properly.

4.4 Refusal to grant an aerodrome licence

- 4.4.1 If the Minister refuses to grant an aerodrome licence, the Minister must give the applicant written notice of the refusal, and the reasons for it, no later than 14 days after it refuses to grant the licence.

4.5 Endorsement of conditions of Aerodrome licence

- 4.5.1 The Minister when granting the aerodrome licence will endorse the conditions for the type and use of the aerodrome and other details in the aerodrome licence.

4.6 Duration of an aerodrome licence

- 4.6.1 An aerodrome license shall remain in force for 5 years or until it is suspended or cancelled, whichever is earlier.

4.7 Surrender of an aerodrome licence

- 4.7.1 An aerodrome licence holder must give the DCA not less than 60 days written notice of the date on which the licence is to be surrendered in order that suitable promulgation action can be taken.

- 4.7.2 The DCA will cancel the licence on the date specified in the notice.

4.8 Cancellation or suspension of an aerodrome licence

- 4.8.1 The Minister may by written notice to the holder suspend or cancel an aerodrome licence if there are reasonable grounds for believing that:

- a) a condition to which the licence is subject has been breached;
- or
- b) the aerodrome facilities, operations or maintenance are not of the standard required in the interests of the safety of air navigation.

- 4.8.2 Before suspending or cancelling an aerodrome licence, the Minister must give to the holder a notice that sets out the facts and circumstances that appear to justify the suspension or cancellation and invites the holder to show cause, in writing and within 14 days, why the licence should not be suspended or cancelled.

- 4.8.3 The Minister will take into account any reasons the holder provides within the time allowed prior to making a decision about suspension or cancellation.

4.9 Transfer of an aerodrome licence

4.9.1 An aerodrome licence is **not** transferable.

SECTION C

AERODROME MANUAL

5.0 **Aerodrome Manual**

5.1 Preparation of an Aerodrome Manual

5.1.1 The operator of a licensed aerodrome shall have a manual, to be known as the Aerodrome Manual, for the aerodrome.

5.1.2 The Aerodrome Manual shall:

- a) Be typewritten or printed and signed by the aerodrome operator;
- b) Be in a format that is easy to revise;
- c) Have a system for recording the currency of page and amendments, thereto, and should include a page for logging revisions; and
- d) Be organized in a manner that will facilitate the preparation, review and acceptance/approval process.

5.2 Location of an Aerodrome Manual

5.2.1 The aerodrome operator must provide the DCA with a complete and current copy of the Aerodrome Manual.

5.2.2 The aerodrome operator must keep at least one complete and current copy of the Aerodrome Manual at the aerodrome and, additionally at least one copy at the operator's principal place of business, if different from the aerodrome.

5.2.3 The operator of a licensed aerodrome must keep the copies of the Aerodrome Manual referred to in paragraph 5.2 above in a printed form.

5.2.4 Other copies of the manual may be held in an electronic form.

5.3 Information to be included in the Aerodrome Manual

5.3.1 The operator of a licensed aerodrome must include the following particulars in an Aerodrome Manual, to the extent that these are applicable to the aerodrome, under the following parts:

Part 1: General Information: set out in Part I of the Appendix of this AIC hereto; legal requirements for an aerodrome licence and the manual as prescribed in the Civil Aviation Law 213(I)/2002 regulations; conditions for use of the aerodrome; the aeronautical information service available and the procedure for their promulgation; the system for recording aircraft movements and the obligations of the aerodrome operator specified in Section 6 of this AIC.

Part 2: Particulars of the aerodrome site as set out in Part 2 of the Schedule of the Appendix.

Part 3: Particulars of the aerodrome required to be reported to the Aeronautical Information Service as set out in Part 3 of the Schedule of this Appendix.

Part 4: The aerodrome operating procedures and safety measures set out in Part 4 of the Appendix.

Part 5: Details of the aerodrome administration set up and the Safety Management System established for the aerodrome set out in Part 5 of the Schedule of this Appendix.

5.3.2 If the DCA exempts the aerodrome operator under paragraph 7.1.1 from complying with any requirement set out in paragraph 4.3.2, the Aerodrome Manual must show the identifying number given to that exemption by the DCA and the date the exemption came into effect, and any condition(s)/procedures subject to which the exemption was granted.

5.3.3 If a particular is not included in the Aerodrome Manual because it is not applicable to the aerodrome, the aerodrome operator must state in the manual:

- a) that the particular is not applicable; and
- b) the reason for non-applicability.

5.4 Revision or variation of information

5.4.1 The operator of a licensed aerodrome must alter or amend the Aerodrome Manual, whenever necessary, in order to maintain the accuracy of the manual.

5.4.2 To maintain the accuracy of the Aerodrome Manual, the DCA may issue written directions to the aerodrome operator to alter or amend the manual in accordance with the direction.

5.5 Notification of changes

5.5.1 An aerodrome operator must notify the DCA as soon as practicable, of any alterations that the operator wishes to make to the Aerodrome Manual.

5.6 DCA acceptance/approval of the Aerodrome Manual

5.6.1 The DCA shall accept/approve the Aerodrome Manual and any amendments, thereto, provided these meet the requirements of the preceding paragraphs in this section.

5.7 The operator of a licensed aerodrome must appoint an aerodrome manual controller.

The functions of the aerodrome manual controller are to ensure that:

(a) a distribution record is maintained for the holder of each copy, in whole or in part, of the manual; and

(b) updates of the manual are provided appropriately to all holders.

SECTION D

OBLIGATIONS OF THE AERODROME OPERATOR

6.0 OBLIGATIONS OF THE AERODROME OPERATOR

6.1 General

The grant of an Aerodrome licence obliges the aerodrome operator to ensure the safety, regularity and efficiency of operations at the aerodrome, to allow authorized officers of the DCA access to the aerodrome to carry out safety audits, inspections and testing and to be responsible for notifying, reporting and recommending to the Minister.

6.2 Compliance with standards

6.2.1 The aerodrome operator shall comply with the standards specified in paragraph 3.1 and with any conditions endorsed in the licence pursuant to paragraph 4.4.1 and 7.1.1.

6.2.2 The operator of a licensed aerodrome must ensure that the operations and maintenance of the aerodrome are carried out with a reasonable degree of care and diligence.

6.3 Competence of operational and maintenance personnel

6.3.1 The aerodrome operator shall employ adequate numbers of qualified and skilled personnel for performing all critical activities in the aerodrome operation and maintenance processes.

6.3.2 Where the DCA or any other competent authority of the government has prescribed competency certification requirement for personnel referred to in paragraph 6.3.1, the aerodrome operator shall employ only those persons possessing such certificates.

6.3.3 The aerodrome operator shall implement a programme to upgrade the competency of the personnel referred to in regulation 6.3.1.

6.4 Aerodrome operation and maintenance

6.4.1 Subject to any directions that the DCA may issue, the aerodrome operator shall operate and maintain the aerodrome in accordance with the procedures set out in the Aerodrome Manual.

6.4.2 To ensure the safety of aircraft, the DCA may give written directions to an aerodrome operator to alter the procedures set out in the Aerodrome Manual.

6.4.3 The aerodrome operator should ensure proper and efficient maintenance of the aerodrome facilities.

6.5 Aerodrome operator's safety management

6.5.1 The aerodrome operator shall establish a safety management system for the aerodrome describing the structure of the organization and the duties, powers and responsibilities of the officials in the organizational structure, with a view to ensuring that operations are carried out in a demonstrably controlled way and are improved where necessary.

6.5.2 The aerodrome operator shall oblige all the users of the aerodrome including fixed base operators and which perform activities independently at the aerodrome in relation to flight or aircraft handling, to comply with the requirements laid down by the aerodrome operator with regard to safety and order at the aerodrome, and shall monitor such compliance.

6.5.3 The aerodrome operator shall oblige all the users of the aerodrome including fixed base operator and organizations referred to in

paragraph 6.5.2 to cooperate in the programme to promote safety and order at, and the safe use of, the aerodrome by immediately informing it of the accidents, incidents, defects and faults which have bearing on safety.

6.6 Aerodrome operator's internal safety audits and safety reporting

6.6.1 The aerodrome operator shall arrange for an audit of the safety management system including an inspection of the aerodrome facilities and equipment. The audit shall cover the aerodrome operator's own functions. The aerodrome operator shall also arrange an external audit and inspection programme for evaluation of other users including fixed-base operators and organizations working at the aerodrome referred to in paragraph 6.5.2.

6.6.2 The audits referred to in regulation 6.6.1 shall be carried out every 12 months or less, as agreed with the DCA.

6.6.3 The aerodrome operator shall ensure that the audit reports including the report on the aerodrome facilities, services and equipment are prepared by suitably qualified safety experts.

6.6.4 The aerodrome operator shall retain a copy of the report(s) referred to in paragraph 6.6.3 for a period of two years. The DCA may request for a copy of the report(s) for its review/reference.

6.6.5 The reports referred to in paragraph 6.6.3 must be prepared and signed by the persons who carried out the audit and inspection.

6.7 Access to aerodrome

6.7.1 Personnel authorized by the DCA may inspect and carry out tests on the aerodrome facilities, services and equipment, inspect aerodrome operator's documents and records, and verify the aerodrome operator's safety management system before the aerodrome licence is granted or renewed and subsequently, at any other time, for the purpose of ensuring safety and order at the aerodrome.

6.7.2 An aerodrome operator shall, at the request of the person referred to in paragraph 6.7.1, allow access to any part of the aerodrome or, any aerodrome facility, including equipment, records, documents and operator's personnel for the purpose referred to in paragraph 6.7.1.

6.7.3 The aerodrome operator shall co-operate in conducting the activities referred to in paragraph 6.7.1.

6.8 Notifying and reporting

- 6.8.1 An aerodrome operator shall adhere to the requirements of notifying and reporting, within the specified time limits, to the DCA, air traffic control and pilots, as required in these paragraphs.
- 6.8.2 Notification of inaccuracies in Aerodrome Information Service (AIS) publications.
- (a) An aerodrome operator shall review the issue of Aeronautical Information Publication (AIP), AIP Supplements, AIP Amendments, Notice to Airmen (NOTAMS), Preflight Information Bulletins and Aeronautical Information Circulars issued by the AIS on receipt, thereof, and immediately after such reviews, notify AIS of any inaccurate information contained, therein, that pertains to the aerodrome.
- 6.8.3 Notification of changes in aerodrome facilities, equipment, and level of service planned in advance:
- (a) An aerodrome operator shall notify AIS and the DCA in writing at least 60 days before any change to an aerodrome facility or equipment or the level of service at the aerodrome that has been planned in advance and that is likely to affect the accuracy of the information contained in any AIS publication referred to in paragraph 6.8.2.
- 6.8.4 Issues requiring immediate notification:
- Subject to the requirements of paragraph 6.8.5, an aerodrome operator shall give to AIS and cause to be received at air traffic control and the flight operations unit, immediate notice giving details of any of the following circumstances of which the operator has the knowledge:
- a) obstacles, obstructions and hazards:
- i) any projections by an object through an obstacle limitation surface relating to the aerodrome; and
- ii) the existence of any obstruction or hazardous condition affecting aviation safety at or near the aerodrome;
- b) level of service:
- i) reduction in the level of service at the aerodrome set out in AIS publications referred to in paragraph 6.8.2.
- c) movement area:

- i) closure of any part of the movement area of the aerodrome; and
- d) any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted.

6.8.5 Immediate notification to pilots:

When it is not feasible for an aerodrome operator to cause notice of a circumstance referred to in 6.8.4 to be received at the air traffic control or a flight operations unit in accordance with that regulation, the operator must give immediate notice directly to the pilot who may be affected by that circumstance.

6.9 Special Inspections

6.9.1 An aerodrome operator shall inspect or arrange for inspection of, an aerodrome, as the circumstances require, to ensure aviation safety:

- a) as soon as practicable, after an aircraft accident or incident within the meaning of these terms defined in ICAO Annex 13 and the States notification procedure for notifying incidents and accidents;
- b) during any period of construction or repair of the aerodrome facilities or equipment that is critical to the safety of aircraft operations; and
- c) at any other time when there are conditions at the aerodrome that could affect aviation safety.

6.10 Removal of obstruction from aerodrome surface

6.10.1 An aerodrome operator shall remove, or arrange for the removal of, other obstructions from the surface of the aerodrome or any vehicle that is likely to be hazardous.

6.11 Warning notices

6.11.1 Where low flying aircraft, at or near an aerodrome, or taxiing aircraft are likely to be hazardous to people or vehicular traffic, the aerodrome operator shall:

- a) post notices warning of the hazard on any public way that is adjacent to the manoeuvring area; or
- b) if such a public way is not controlled by the aerodrome operator, inform the authority responsible for posting the notices on the public way that there is a hazard.

SECTION E

EXEMPTIONS

7.0 EXEMPTIONS

- 7.1.1 The Minister may exempt, in writing, an aerodrome operator from compliance with specified provisions of this AIC.
- 7.1.2 Before the Minister decides to exempt the aerodrome operator, the Minister must take into account all relevant considerations relating to the interest of safety.
- 7.1.3 An exemption is subject to the aerodrome operator complying with the conditions/procedures specified by the DCA in the aerodrome licence as being necessary in the interests of safety.
- 7.1.4 Where an aerodrome does not meet the requirement of a standard specified in paragraph 3.1, the DCA may determine, after carrying out aeronautical studies, only if and where permitted by the standards such conditions and procedures relating to the standards as are necessary to ensure a level of safety equivalent to that established by the standard.
- 7.1.5 The deviation from a standard and the conditions and procedures referred to in paragraph 4.4.1 shall be set out in an endorsement on the aerodrome licence or otherwise in writing. If an exemption is provided otherwise in writing it shall be incorporated in the aerodrome manual.

APPENDIX

SCHEDULE OF AERODROME LICENSING PARTICULARS TO BE INCLUDED IN AN AERODROME MANUAL

PART 1

GENERAL

General information, including the following:

- a) purpose and scope of the manual;
- b) legal requirements for all aerodrome licence and the manual as prescribed in Civil Aviation Law 213(I)/2002.
- c) conditions for use of the aerodrome - a statement to indicate that the aerodrome shall at all time, when it is available for the take-offs and landings of aircraft, be so available to all persons on equal terms and conditions;
- d) the system of aeronautical information available and the procedure for their promulgation ;
- e) the system for recording aircraft movement; and
- f) obligations of the Aerodrome Operator.

PART 2

PARTICULARS OF THE AERODROME SITE

General information including the following:

- a) plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator;
- b) plan of the aerodrome showing the aerodrome boundaries;
- c) plan showing the distance of the aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome; and
- d) particulars of the title of the aerodrome site

PART 3

PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO AERONAUTICAL INFORMATION SERVICE (AIS)

3.1 GENERAL INFORMATION

- 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 World Geodetic System - 1984 (WGS - 84) reference datum;
- d) 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) aerodrome reference temperature;
- g) details of the aerodrome beacon; and
- h) name of the aerodrome operator and the address and telephone numbers at which the aerodrome operator may be contacted at all times.

3.2 AERODROME DIMENSIONS AND RELATED INFORMATION

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); 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(if intended to have); availability of standby power of lighting;

- g) location and radio frequency of VOR aerodrome check-point;
- h) location and designation of standard taxi -routes;
- i) the geographical coordinates of each threshold.
- j) the geographical coordinates of appropriate taxiway center line points;
- k) the geographical coordinates of each aircraft stand;
- l) the geographical coordinates 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 such as those required for the preparation of aeronautical information publications as specified in Annexes 4 and 15 to the Convention on International Civil Aviation);
- m) pavement surface type and bearing strength using Aircraft Classification Number Pavement Classification Number (CAN - PCN) method;
- n) one or more pre-flight altimeter check locations established on an apron and their elevation;
- o) declared distances; take-off run available (TORA); take-off distance available (TODA); accelerate-stop distance available (ASDA); landing distance available (LDA);
- p) disabled aircraft removal plan: the telephone/telex/facsimile numbers; e-mail address of the aerodrome coordinator for the removal of an aircraft disabled on or adjacent to the movement area; information on the capability to remove a disabled aircraft - expressed in terms of the aircraft which the aerodrome is equipped to remove; and
- q) rescue and fire fighting: level of protection provided, expressed terms of the category of the rescue and fire fighting services which should be in accordance with the standards of ICAO Annex 14 and the type and amounts of extinguishing agents normally available at the aerodrome.

Note. - Accuracy of the information in Part 3 is critical to aircraft safety. Information requiring engineering survey and assessment should be gathered or verified by qualified technical persons.

PART 4

PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES

4.1 AERODROME REPORTING

Particulars of the Procedures for reporting any changes to the aerodrome information set out in AIP and procedures for requesting the issue of NOTAMS, including the following;

- a) arrangements for reporting any changes to the DCA, and recording the reporting of changes, during and outside the normal hours of aerodrome operations;
- b) names and roles of persons responsible for notifying their telephone number during and outside the normal hours of aerodrome operations and the location and telephone numbers, as provided by the DCA, of the place at which changes are to be reported to the DCA.

4.2 ACCESS TO AERODROME MOVEMENT AREA

Particulars of the procedure developed and to followed in coordination with the agency responsible to prevent unlawful interference in civil aviation at the aerodrome, for prevention unauthorized entry of persons, vehicles, equipment, animals or other things, into the *movement area* including the following:

- a) the role of aerodrome operator, aircraft operator, aerodrome fixed-base operators, aerodrome security entity, the DCA and other government departments, as applicable; and
- b) the names and role of the personnel responsible for controlling access to the aerodrome and the telephone number for contacting those personnel during and after working hours.

4.3 AERODROME EMERGENCY PLAN

Particulars: of the aerodrome emergency plan, including the following:

- a) plans for dealing with emergencies occurring at the aerodrome or in its vicinity, including malfunction of aircraft in flight, structural fires, sabotage including bomb threat (aircraft or structure), unlawful seizure of aircraft and incidents on the airport covering "during the emergency" and "after the emergency" considerations;
- b) details of tests for aerodrome facilities and equipment to be used in emergencies, including the frequency of these tests;

- c) details of exercises to test emergency plans, including the frequency of those exercises;
- d) arrangements for reviewing the frequency of those exercises;
- e) list of organizations, agencies and persons of authority both on- and off-airport for site roles; their telephone numbers, fax and e-mail address directory, SITA code directory and radio frequencies of offices;
- f) establishment of an aerodrome emergency committee preparations for dealing with emergencies; and
- g) appointment of an on-scene commander of an overall emergency operation.

4.4 RESCUE AND FIRE FIGHTING

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.

Note. - This subject should also be covered in appropriate detail in the Aerodrome Emergency Plan.

4.5 AERODROME MOVEMENT AREAS AND OBSTACLE LIMITATION SURFACE INSPECTION BY THE AERODROME OPERATOR

Particulars of the procedures for the inspection of the aerodrome movement area and obstacle limitation surfaces, including the following:

- a) arrangement for carrying out inspections, including runway friction and water depth measurement on runways and taxiways, during and outside the normal hours of aerodrome operations,
- b) arrangement and means of communicating with the Air Traffic Control during an inspection;
- c) arrangement for keeping an inspection logbook and the location of the logbook;
- d) details of inspection intervals and times;
- e) inspection checklist;
- f) arrangement for reporting the results of the inspection 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.

4.6 VISUAL AIDS AND AERODROME ELECTRICAL SYSTEM

Particulars of the procedures for the inspection and maintenance of the aeronautical lights (including obstacle lighting), signs, markers and aerodrome electrical system including the following:

- a) arrangement for carrying out inspections during and outside the normal hours of aerodrome operation and the checklist for inspections;
- b) arrangement for recording the result of inspection and for taking follow-up action to correct deficiencies;
- c) arrangement for carrying out routine maintenance and emergency maintenances;
- d) arrangement for secondary power supplies, if any, and if applicable, particulars of any other method of dealing with partial or total system failure;
- e) the names and roles of the persons responsible for inspection and maintenance of the lighting and the telephone numbers for contacting those persons during and after working hours.

4.7 MOVEMENT AREA MAINTENANCE

Particulars of the facilities and procedures for the maintenance of movement area, including:

- a) arrangement for maintaining the paved areas;
- b) arrangement for maintaining the unpaved runways and taxiways;
- c) arrangement for maintaining the runway and taxiway strips; and
- d) arrangement for maintaining the of aerodrome drainage.

4.8 AERODROME WORKS SAFETY

Particulars of the procedures for planning and carrying out works safely (including works which may have to be carried out at short notice) on or in the vicinity of the movement area that may extend above an obstacle limitation surface including the following:

- a) arrangement for communicating with Air Traffic Control during the progress of such works;

- b) names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the works and the arrangement for contacting those persons and organizations at all times;
- c) names of the aerodrome fixed-base operators and aircraft operators who are to be notified of the work, and their telephone numbers during and after working hours; and
- d) distribution list for work plans, if required.

4.9 APRON MANAGEMENT

Particulars of the apron management procedures,

- a) arrangement between air traffic control and the apron management unit;
- b) arrangement for allocating aircraft parking positions;
- c) arrangement for initiating engine start and ensuring clearance of aircraft push-back;
- d) marshalling service; and
- e) leader (van) service.

4.10 APRON SAFETY MANAGEMENT

Procedures to ensure apron safety, including:

- a) protection from jet blasts;
- b) enforcement of safety precautions during aircraft refuelling operations;
- c) apron sweeping;
- d) apron cleaning;
- e) arrangements for reporting incidents/accidents on an apron according to Directive 2003/42/EC "On Occurrence Reporting" and Cyprus Regulation ΚΔΠ 334/2005; and
- f) arrangements for auditing the safety compliance by all personnel working on the apron.

4.11 AIRSIDE VEHICLE CONTROL

Particulars of the procedure 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 enforcement of the rules); and
- b) the method of issuing driving permits for operating vehicles in the movement area.

WILDLIFE HAZARD MANAGEMENT

Particulars of the procedure to deal with danger to aircraft operations caused by the presence of birds or mammals in the aerodrome flight pattern or movement area, including the following;

- a) arrangement for assessing any wildlife hazard;
- b) arrangement for implementing wildlife control programmes; and
- c) names and roles of the persons responsible for dealing with wildlife hazards, and their telephone numbers during and after working hours.

4.12 OBSTACLE CONTROL

Particulars setting out the procedures for:

- a) monitoring the obstacle limitation surface and Type A Chart take-off surface for obstacles;
- b) controlling obstacles within the authority of the operator;
- c) monitoring buildings or structure development in relation to their height within the boundaries of the obstacle limitation surface;
- d) the control of new developments in the vicinity of aerodromes; and
- e) notifying the DCA of the nature and location of obstacles and any subsequent addition or removal of obstacle for necessary including amendment of the AIS publications.

4.13 DISABLED AIRCRAFT REMOVAL PLAN AND PROCEDURE

Particulars of procedure for removing an aircraft which disabled on or adjacent to the movement area including the following:

- a) roles of the aerodrome operator and the holder of the aircraft of registration;
- b) arrangement for notifying the holder of the license of registration;
- c) arrangement for liaising with the air traffic control;

- d) arrangement for obtaining equipment and persons to remove the disabled aircraft; and
- e) names and roles of persons responsible for arrangement of the removal of disabled aircraft and their telephone numbers.

4.14 HANDLING OF HAZARDOUS MATERIAL

Particulars of the procedures for the safe handling and storage of hazardous material on the aerodrome, including the following:

- a) the arrangement for special areas on the aerodrome to be set-up for the storage of inflammable liquids (including aviation fuels) and any other hazardous materials and
- b) the method to be followed for the delivery, storage, dispensing and handling of hazardous materials.

Note. - Hazardous materials include inflammable liquids and solid, corrosive liquids, Compressed gases and magnetized or radioactive materials. The arrangement to deal with an accidental spillage of hazardous material should be included in the aerodrome emergency plan.

4.16 LOW VISIBILITY OPERATIONS

Particulars of procedures to be introduced for low visibility operations, including the measurement and reporting of runway visual range, as and when required and name and telephone numbers during and after working hours of the persons responsible for measuring the runway visual range.

4.17 PROTECTION OF SITES FOR RADAR AND NAVIGATIONAL AIDS

Particulars of the procedure for the protection of radar and radio navigational aids located on the aerodrome to ensure that their performance will not be degraded, including the following:

- a) the arrangement for the control of activities in the vicinity of radar and nav aids installations;
- b) the arrangement for ground maintenance in the vicinity of these installations; and
- c) the arrangements for the supply and installations of signs warning of hazardous microwave radiation.

Note1. - In writing the procedure on each category clear and precise information should be include on:

- when, or in what circumstances, is an operating procedure to be activated;
- how is an operating procedure activated;
- actions to be taken;
- the person(s) to carry out the actions; and
- equipment, and access to such equipment, necessary for carrying out the actions.

Note 2. - If any of the procedures specific above is not relevant or applicable, the reason should be given.

PART 5

AERODROME ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM

Particulars of the aerodrome administration, including the following,-.

- a) aerodrome organization structure chart showing the names and positions of key personnel, including their responsibilities;
- b) the name, position and telephone numbers of the person who has overall responsibilities; aerodrome safety; and
- c) airport committees.

Safety management system (SMS)

A safety management system established for ensuring compliance with all safety requirements and achieving continuous improvement in safety performance, the essential features being:

- a) safety policy, insofar as applicable, on the process of safety management and its relation to the operational and maintenance process;
- b) structure or organization of the SMS including staffing and assignment of individual and group responsibilities safety issues;
- c) SMS strategy and planning such as setting safety performance targets, allocating priority for implementing safety initiatives and providing a framework for controlling the risks to a level as low as reasonably practicable keeping always in view the requirements of the Standard and Recommended Practices in Annex 14, Volume I to the Convention on International Civil Aviation and the national regulations, standards, rules or orders;

- d) SMS implementation including facilities, methods and procedures for the effective communication of safety messages and enforcement of safety requirements;
- e) system for the implementation of, and action on, critical safety areas which require a higher level of, safety management integrity (Safety Measures Programme);
- f) measures for safety promotion, accident prevention and system for risk control involving analysis and handling of accident, incidents, complaints, defects, faults, discrepancies and failures, and continuing safety monitoring;
- g) internal safety audit and review system detailing the systems and programmes for quality control on safety;
- h) system for the documentation of 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 system should enable easy retrieval of records including charts;
- i) staff training and competency including review and evaluation of the adequacy of training provided to staff on safety related duties and of the licensing system for testing their competency; and
- j) incorporation of safety related clauses in the contracts for work at the aerodrome and enforcement, thereof.

AIC070202.T144(aic no.:8)