



EAC No.139-1

Aerodrome Certification Process

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ACRONYMS

AEP	– Aerodrome Emergency Planar
AI	– Aerodrome Inspector
AIP	– Aeronautical Information Publication
AIS	– Aeronautical Information Service
AAI	– Assigned Aerodrome Inspector
CAASS	–central administration of Aerodrome Standards and Safety
ECAA	– Egyptian Civil Aviation Authority
ICAO	– International Civil Aviation Organization
Annex 14	– Annex 14 to the Convention on International Civil Aviation
NOTAM	– (Notice to Airman) A notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.
PASI	– Pre-Application Statement of Interest
LACSI	– Lead Aerodrome Certification and Surveillance Inspectors
CAASS	– (central of aerodrome safety and standard

FOREWORD

1. PURPOSE:

This advisory circular primarily sets forth guidelines to: Certification and Operations of International and National Land Aerodromes and to assist aerodrome operators during certification phase and in developing an Aerodrome Certification Manual (ACM) in compliance with the requirements of Egyptian Civil Aviation Regulation (ECAR) Part 139 and its related standards as amended. This circular also provides guidance on submission presented in a way that should be meaningful to the operator of both the small as well as the more complex airport.

2. APPLICABILITY:

- (a) ECAR Part 139 prescribes rules governing the certification and operation of International and National land aerodromes intended to be either wholly or in part used for the arrival, departure and surface movement of aircraft operations. Other Egyptian advisory circulars are listed below, as reference material under the individual areas to which they apply.
- (b) The flow chart at the end of appendix1 provides an overview of the certification process. This chart is designed to be unfolded and referred to while reading the narrative description of the five phases of the certification process. Such simultaneous reference will assist the inspector in understanding the process. This flow chart should also be referred to at various stages during the certification project. The chart is particularly useful in determining whether the "Schedule of Events" is reasonable in terms of sequence, timeliness, and inspector resource availability. It also provides a perspective on how a particular event affects other events and is an important reference for planning various activities during the certification project.

3. RELATED READING MATERIAL:

3.1 Regulatory References:

- (a) Egyptian Civil Aviation Regulation Part 139, Certification and Operations of International and National Land Aerodromes.

3.2 Advisory Circulars and Variables:

all EAC

4. HOW TO ORDER: ALL documents can be downloaded from ECAA, MOCA Website

CHAPTER 1 AERODROME CERTIFICATION PROCEDURES

1. INTRODUCTION:

- 1.1 The aerodrome certification procedures should ensure full compliance with and have as a control the aerodrome certification regulations promulgated by the ECAA. The procedures in this EAC are in conformity with the Egyptian Civil Aviation law 28, 1981 as amended and Egyptian Civil Aviation Regulations of Part 139 and its related standards as amended.
- 1.2 Adherence to Egyptian Civil Aviation Regulations and standard procedures will ensure that aerodrome certificates are issued, refused, transferred or surrendered in a consistent manner. The use of a common legal format will also facilitate effective and consistent compliance with and enforcement of the regulations.
- 1.3 The procedures in this EAC refer to the controlling regulations in Part 139 and ECAA related procedure manual as amended doc 11200 and (Doc. No. 2002-1), and the typical ECAA staff requirement for implementing each procedure is indicated.

2. THE CERTIFICATION PROCESS:

The aerodrome certification process is a series of steps outlined in five phases:

- | | |
|--------------------|--|
| Phase One | Reapplications Expression of Interest: Dealing with the Expression of Interest by an intending applicant for the aerodrome certificate; |
| Phase Two | Formal Application: Submitting and assessing the formal application including initial evaluation of the Aerodrome Certification Manual (ACM); with ECAR Part 139 and initial Statement of Compliance (SOC); |
| Phase Three | Documents Compliance: (in the ECAA): Include an assessment and final evaluation of the ACM with the ECAR Part 139 and - final Statement of Compliance (SOC); |
| Phase Four | Demonstration and Inspection: Assessment & Evaluation the aerodrome facilities, equipment and procedures in accordance with Aerodrome Certification Manual (ACM); |
| Phase Five | Certification: Issuing or refusing an aerodrome certificate and endorse the condition; and Promulgating the certified status of an aerodrome and advice the Aliquot prepare the required details of the Aeronautical Information Publication (AIP) supplement for publication in the AIP. |

CHAPTER 2 Pre-application Phase: The Expression of Interest

1.1 GENERAL:

- 1.1.1 This Section provides direction and guidance on the certification process of Egyptian Civil Aviation Regulation Part 139 (ECAR Part 139); Aerodrome. Under no circumstances will an applicant be certificated, until ECAA and Directorate of Aerodromes Safety and Standards (DASS) & ACSI Inspectors are confident that the prospective certificate holder is capable of fulfilling the required responsibilities, and willing to comply with the ECAR in an appropriate and continuing manner. The certification process employs a Gate System that requires the completion of certain items prior to continuation of the process.
- 1.1.2 Certification of Aerodrome Operating. Most applicants requesting certification to operate under ECAR Parts 139 will request to be certificated as an Aerodrome Operator. The certification process described in this Section is for an applicant seeking an Aerodrome Certificate (AC).
- 1.1.3 expected duration for these phase (6 months period for new aerodrome)

1.2 PREAPPLICATION MEETING:

1.2.1 General:

- (a) In preparation for the meeting the assigned inspector should remind the applicant that the key management personnel should attend the pre-application meeting and should be prepared to discuss in general terms, specific aspects of the applicant's proposed operation. The inspector should discuss the certification process in depth, emphasis should be placed on the expectations of the DASS, what the applicant should expect from the DASS, and the sequence of events, and the applicant should be encouraged to ask questions during the discussion. Applicants should be thoroughly familiar with the Gate System requirements before continuing with the process.
- (b) In case of an already functioning aerodrome that needs to be certified, the aerodrome operator/applicant would still need to contact DASS with his intention to commence the process, identifying the level of operation of the aerodrome and brief DASS on his capabilities and intentions

1.2.2 Package of Recertification Information: The pre-application meeting between the LACSI, other certification team members, and the applicant sets the tone for the rest of the certification process. Therefore, it is important that the LACSI be thoroughly prepared to conduct the meeting. The LACSI should review the Pre-application Statement of Interest (PASI) and assemble a recertification information package to be given to the applicant. The recertification information package shall consist of at least the following:

- Sample Schedule of Events format.
- Applicable sample of Aerodrome Certification Manual.
- Other publications or documents that the LACSI considers appropriate.

1.2.3 The LACSI should explain to the applicant all airport equipment, material, and facility eligibility requirements and discuss the pertinent Egyptian Civil Aviation Regulations and Advisory Circulars (EACs). The LACSI should tell the applicant how to obtain current copies of these documents and explain that the applicant must review them carefully before filling out the formal application.

1.2.4 Briefing of the Applicant: At the pre-application meeting, the applicant and any key personnel attending the meeting should be briefed in as much detail as necessary to ensure that they understand the certification process using the certification job aid and the schedule of events format as guides to facilitate the discussion and to ensure that all elements of the certification process are covered. The applicant should be encouraged to ask questions about any area of the process not clearly understood.

1.2.5 Verifying Information on the PASI: The first item for discussion should be verification of the information on the PASI, such as the type of aerodrome operation, types of aircraft, and location of facilities. When changes to this information occur, the applicant must annotate the changes on the PASI. If the changes significantly affect the anticipated scope and/or type of operation, a copy of the revised PASI shall be forwarded to the DASS.

1.2.6 Informing the Applicant of Pertinent Regulations: It is essential that the applicant understands which regulations are applicable to the proposed Aerodrome operation. The applicant should be advised to acquire and become familiar with the ECARs and other EAC's pertinent to the proposed Aerodrome operation. A list of ECAR and other EAC's pertinent to various types of aerodrome operations are in this Advisory Circular. The applicant and the applicant's personnel must be made aware of their responsibilities during the certification process. It is to their benefit to submit required items as soon as they become available, in order to meet the Aerodrome certification requirements, and to notify the DASS immediately of any problems or changes in the proposed Aerodrome operation.

1. 2.7 At this point, the LACSI should determine if applicant is sufficiently aware of the certification requirements. The LACSI should try to gauge the experience level of the applicant to determine how formal the process must be. If the applicant wishes to continue with the process, the LACSI will provide the applicant with copies of the appropriate application forms

1.3 DEALING WITH THE EXPRESSION OF INTEREST:

1.3.1 Aerodromes that are required to be certified in accordance with Egyptian Civil Aviation Regulations before commencing operations.

1.3.2 Dealing with the expression of interest aerodrome operator should submit (ECAA Form 2002-4a) Appendix 1-A

1.3.3 The air navigation co. and airport operator is responsible for ensuring that a flight operations and OLS assessment is completed, and demonstrated that to ECAA which will be reviewed by central administration of air navigation—and safeguard general department— The flight operations assessment should take into consideration:

- The proximity of the aerodrome to other aerodromes and landing sites.
- Obstacles and terrain.
- Whether the establishment would involve excessive operational restrictions.
- Existing restrictions and controlled airspace.
- Existing instrument procedures.

1.3.4 If the result of this assessment is negative, then there is no need to proceed any further, and the applicant should be advised accordingly by invoking the regulation at this initial stage.

Note: The ECAA may refuse to grant an aerodrome certificate to an applicant. In such cases, the ECAA must notify the applicant, in writing, of its reasons no later than 10 days after making that decision.

1.3.5 There may other ECAA legislation or regulations covering subjects such as environmental protection, which may require the approval from those areas of expertise. The processing of the expression of interest should also include referrals for their clearance with the necessary documentation, e.g. an environmental impact study carried out by the applicant (Aerodrome Operator).

1.3.6 Should the results of the above assessment be positive, the DASS (Directorate of Aerodrome Safety and Standards) should advise the applicant in writing to:

Submit a formal application for an aerodrome certificate in accordance with the requirements of Section 139.103 of ECAR Part 139. The application must be accompanied by two copies of a completed Aerodrome Certification Manual, as appropriate, prepared in accordance with Part 139 and EAC 139-2; (aerodrome Certification Manual). The Directorate of Aerodrome Safety and Standard (DASS) should provide the applicant with the formal application form (ECAA Form 2002-4) Appendix 3 and a copy of the aerodrome certification regulations ECAR Parts 139, 19,

107, 107, 171, 172, 173, and 174 including its schedule(s), and any other relevant circulars or publications that the ECAA may have issued; in addition to obtain copies of other relevant publications issued by ICAO

1.3.7 In case of an already functioning aerodrome that needs to be certified, the aerodrome operator/applicant would still need to contact DASS with his intention to commence the process, identifying the level of operation of the aerodrome and brief DASS on his capabilities and intentions all above step to be follow, ECAA may exclude step mention in item 1.3.5

Note 1: The applicant may be asked to cover the cost of the forms and publications.

Note 2: In the letter to the applicant, the Lead ASCI in the DASS should be indicated.

1.4 ECAA STAFF REQUIREMENT:

The ECAA staff requirement for carrying out the activities described in phase one may include Aerodrome Inspectors (AI), Airspace Policy Specialists (APS), and Navigation Specialists (NS).

1.5 CONCLUSION OF PREAPPLICATION MEETING:

The inspector must ensure that the applicant understands that the formal application, with the described attachments, must be complete and acceptable or the entire formal application will be rejected.

1.5.1 Applicant is Adequately Prepared: At the close of the pre-application meeting, the inspector should determine whether the applicant is prepared to proceed with the certification process. If it appears the applicant understands the requirements of a formal application and will proceed to that phase, the inspector should encourage the applicant to informally coordinate required documents, as they are developed, with the certification team before formal submission.

1.5.2 Applicant is not prepared: If it is evident that the applicant is not adequately prepared to proceed with the certification process, the inspector should advise the applicant of the reasons for concern. When it is apparent the applicant will not be able to prepare an adequate formal application, the inspector should advise the applicant to request another reapplication meeting after more complete preparation on the applicant's part. It is appropriate for the inspector to recommend to the applicant one or more of the following actions:

- Further review of the certification procedure
- A more thorough review of the applicable regulations.
- Changes in proposed key management personnel.
- Retain the services of a professional aviation consultant.
- Cease efforts to become ECAA certificated.

1.5.3 The Audit Team carries out initial site assessment / office assessment to ensure that the operation of an aerodrome at the location specified in the application will not endanger the safety of aircraft operations. Assistance from flight operations or other relevant authority may be required;

1.6 TERMINATION OF THE PREAPPLICATION PROCESS:

If at any time during the reapplication phase the applicant formally terminates all efforts toward certification, or the LACSI determines that the applicant will not proceed with the certification process, the PASI will be returned to the applicant. The LACSI will notify the applicant in writing that this action terminates the preapplication process and that the applicant must submit a new PASI in order to initiate the certification process again. The ECAA must be notified of any certification project that is terminated. The DASS will notify ECAA and the recertification number will be returned to the centralized certificate number data file.

CHAPTER 3 Formal Application Phase

1.1 GENERAL:

An applicant's presentation of an application package and the DASS review are considered the Formal Application Phase.

1.2 INSTRUCTIONS TO THE APPLICANT ON THE FORMAL APPLICATION:

2.2.1 It is recommended that the formal application should be submitted at least 90 days before revenue operations are expected to begin, although the application should be submitted to the DASS as far in advance of the proposed start up date as possible. When the formal application is fully developed, it should be forwarded to the assigned LACSI.

1.2.2 Receipt of Formal Application Package: On receipt of the formal application package, the applicant will be informed that the ECAA needs a specific period of time to review it. Discussions of its acceptability should be avoided at this time. The applicant should be advised that further discussion would not be productive until the certification team has reviewed the formal application. The applicant should be advised that the certification team would contact him/her, within five working days, concerning the application package's acceptability and to arrange for a formal application meeting. A formal application meeting is arranged only if the team determines there is a need for the meeting.

1.2.3 Application Package Initial Review: Upon receipt of an application package, the certification team must initially review it to determine its acceptability. The package generally consists of:

- Copies of the application form (or letter of formal application for a ECAR Part 139 applicant).
- Documentation that the applicant has or can obtain use of an airport or appropriate facilities, as applicable.
- Any partial or complete Aerodrome Certification Manual (even in draft form).
- Compliance Statement (SOC) as applicable.
- Curricula or personnel training programs, as applicable. "attached with discretion of name, position for aerodrome personnel according to EAC 139-60"
- Management Qualification (personnel) resumes.
- Exemptions and/or Technical Studies.
- Facility and equipment descriptions.
- Airport Emergency Plan evaluation.
- Safety management system
- Record keeping system.
- A Schedule of Events (see below).

1.2.4 Schedule of Events:

- (a) For ECAR Part 139 certification, a Schedule of Events is required to be submitted with the application.
- (b) For ECAR Part 139 applicants, a Schedule of Events is only necessary for an applicant who proposes a large operation where multiple meetings and demonstrations may be required. It is up to the certification team to determine if the applicant's proposed operation indeed warrants a Schedule of Events.
- (c) When a Schedule of Events is required, the certification team must carefully consider the feasibility of the proposed schedule with respect to logic of sequence, timeliness of events, completeness of events, and ACSI availability:
 - (i) Logic of sequence: Many of the activities or events listed in the schedule must occur before other activities or events.
 - (ii) Timeliness of events: The Schedule of Events must provide sufficient time for the certification team to review the applicant's various documents, manuals, and proposals.

- (iii) Completeness of events: The number of and kinds of submissions made by the applicant for evaluation and acceptance may vary according to the complexity of the proposed operation.
- (iv) ACSI availability: Another concern in meeting the Schedule of Events is the availability and the capability of the office personnel resources. Sufficient qualified ACSIs must be made available to ensure timely completion of the certification process.

1.2.5 Formal Application Meeting: If the certification team determines the necessity for a formal application meeting, all members of the certification team must be present, barring unanticipated circumstances. During the meeting, the certification team and the applicant will review the application package and resolve any discrepancies.

- (a) If mutual agreements cannot be reached on any discrepancies, the team should terminate the meeting and inform the applicant that the application package is not acceptable. The application package must then be returned to the applicant with a letter explaining the reasons for the rejection.
- (b) When agreement has been reached on corrective action for deficiencies, the team should then encourage the applicant to present any questions concerning the upcoming certification. The certification team members should answer these questions fully and candidly.
- (c) Before the conclusion of the formal application meeting, the team must make certain the applicant clearly understands the following:
 - (i) The applicant will receive notification in writing in the event the application is rejected. This notification should be made within five days after the formal application meeting. A telephone call concerning the application rejection shall be made to the applicant as soon as the determination is made, indicating that written notification will follow and will include the reasons for the rejection.
 - (ii) If the application is acceptable, the certification process continues with an in-depth examination of the application and associated documents during the "document compliance phase." In some cases, telephone confirmation is sufficient; however, written confirmation is encouraged. A letter accepting the application is necessary because the time limit begins upon receipt of the application in an acceptable form.
 - (iii) Acceptance of the application does not constitute acceptance of any attached documents (curricula, sample manuals, etc.). They will be reviewed further, and the applicant will be expected to take corrective action if required. Acceptance of each attachment will be indicated separately.

1.2.6 Aerodrome Certification Manual (ACM) Attachments:

The LACSI must give the ACM attachments a cursory review, first to determine that the type of information described in EAC 139-2, Aerodrome Certification Manual has been submitted. Second, the LACSI must determine that the overall content and scope of the manual material indicates that the applicant is proceeding in an appropriate manner and in compliance with the regulations. These completed manual submissions provide early indications of the quality of the applicant's manual program. An in-depth review and evaluation and the acceptance, or rejection of the manual will be accomplished in the document compliance phase.

1.3 THE COMPLIANCE STATEMENT:

1.3.1 The compliance statement serves the following two purposes:

- (a) It ensures the applicant has adequately addressed all regulatory requirements applicable to the proposed operation.
- (b) It aids the certification team in determining where the regulatory requirements have been addressed in the applicant's Aerodrome Certification Manuals, programs, and procedures. In evaluating the applicant's compliance statement the certification team may find it helpful to compare (in a side by side manner) the ECAR, the applicant's manuals, and the compliance statement. The compliance statement documents how the applicant intends to comply with each applicable regulation.

- 1.3.2 If the applicant's compliance statement does not serve the preceding purposes, the deficient areas will be communicated to the applicant, and a resolution shall be negotiated. Proving tests will not be conducted until the certification team is satisfied, through its review of the compliance statement and formal application package, that all regulatory requirements have been adequately addressed. The applicant's methods of compliance will be evaluated throughout the demonstration and inspection phase.
- 1.3.3 Initial Compliance Statement Attachment: This attachment should be a complete listing of all ECAR Part 139 regulations applicable to the proposed airport operation. Applicable subparts and each relevant section of the initial Statement of Compliance (SOC) should be identified and accompanied by a brief description, or preferably a specific reference, to Aerodrome Certification Manual or other document. The brief description or reference must describe the method of compliance for each regulation listed. If the precise method of compliance has not been developed at the time of formal application, an indication that this information will be included in the final compliance statement when submitted will suffice. The following illustrations are samples of how relevant sections of the regulations should be presented in an initial compliance statement and/or a final compliance statement as appropriate:
- (a) EXAMPLE 1: Initial compliance statement - method of compliance not developed at time of formal application.
139.307 Airports: Required data. To be supplied
 - (b) EXAMPLE 2: Initial or final compliance statement - method of compliance fully developed - preferred presentation.
139.321 Marking ACM p. 129, Para. 243;
 - (c) EXAMPLE 3. Initial or final compliance statement - method of compliance fully developed - acceptable presentation. 139.321 marking.

1.3.4 Compliance Statement Attachment:

The LACSI must review the compliance statement within 10 working days to determine that it complies with the form and content prescribed in the previous paragraph and that the applicant has proceeded in an appropriate manner. The compliance statement must then be given a detailed review.

1.4 CERTIFICATION TEAM ASSIGNMENT:

The DASS manager assigns the project to a certification team. One team member will be designated as a Certification Project Manager, Lead ACSI. The certification team handles all matters pertaining to the application:

- 1.4.1 Team members provide the applicant with guidance. Since the applicant must demonstrate the knowledge, skills, and abilities needed to meet certification requirements, inspectors on the certification team must refrain from providing explicit instructions.
- 1.4.2 Each team member shall respond to requests for assistance from the LACSI. Also, each team member keeps the LACSI apprised of the status of the certification. Any discrepancy, which may delay the certification effort, is brought to the attention of the LACSI immediately.

1.5 LACSI QUALIFICATIONS, DUTIES, AND RESPONSIBILITIES:

For appointment as a LACSI experience as A aerodrome inspector is desirable. However, other inspectors are acceptable depending on the situation and at the discretion of the DASS managers. The duties and responsibilities of the LACSI include the following:

- (a) The LACSI coordinates certification matters with the applicant and ensures that the DASS office manager is kept fully informed of the project's current status.
- (b) The LACSI serves as the primary contact with the applicant. The LACSI ensures each certification task is completed in an acceptable and timely manner and that all certification matters are thoroughly coordinated with each team member.
- (c) The LACSI schedules and conducts pre-application and formal application meetings with the applicant.

- (d) The LACSI notifies the unit supervisors and head of CAASS (central of aerodrome safety and standard) of any information that may significantly impact or delay certification or that may attract media or political interest. Periodic meetings will ensure everyone concerned is kept informed of the status of the certification. If the LACSI cannot attend a scheduled meeting, the LACSI appoints a team member to act as LACSI.

1.6 ASSESSMENT OF A FORMAL APPLICATION:

The Egyptian Civil Aviation Regulations specifies responsibilities of the DASS before it can grant an aerodrome certificate. It specifies the requirements for the aerodrome certification and the need for operational safety considerations. The CAASS must be satisfied that the aerodrome operator has the necessary competence and experience to comply with the relevant regulatory provisions, orders and directives of the CAASS.

- (a) Based on the results of the assessment of the formal application of an aerodrome certificate, aerodrome certification manual (ACM) and the initial Statement of Compliance (SOC) of ECAR 139, the CAASS should notify the applicant whether the application and its attachments were successful or unsuccessful. If the application and the attachments were unsuccessful, the applicant should be advised of the additional steps that need to be taken by the applicant prior to certification. For example, the aerodrome manual may need to be amended to incorporate any changes to the aerodrome facilities and equipment that may be required in order to comply with the standards and practices and safety requirements specified in the Egyptian Civil Aviation Regulations.

- (b) If the application and its attachments were successful, the aerodrome certificate, incorporating conditions pursuant to the Egyptian Civil Aviation Regulations, as applicable, shall be granted to the applicant after an identifying number has been allocated.

Note 1: The CAASS may refuse to grant an aerodrome certificate to an applicant. In such cases, the CAASS must notify the applicant, in writing, of its reasons no later than 10 days after making that decision.

Note 2: After successful completion of the processing of the application and its attachments, the DASS, when granting the aerodrome certificate, will endorse the conditions for the type of use of the aerodrome and other details, which contains a sample airport certificate.

Note 3: When an aerodrome does not meet the requirement of a standard and practices or safety requirements specified in the Egyptian Civil Aviation Regulations, the DASS may determine, after carrying out aeronautical studies, only if and where permitted by the standards and practices or safety requirements, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant standard and practices or safety requirements.

Note 4: To ensure uniformity, the DASS may prescribe a standard application form for an aerodrome certificate. An ECAA formal application form is given in (ECAA Form 2002- 4, Appendix 3).

1.7 GRANTING AN AERODROME CERTIFICATE:

Before granting an aerodrome certificate, the ECAA must be satisfied that:

- (a) The applicant and his/her staff have the necessary competence and experience to operate and maintain the aerodrome properly;
- (b) The Aerodrome Certification Manual prepared for the applicant's aerodrome and submitted with the application contains all the relevant information (as refer in EAC 139-2, ACM) and ECAR Part 139 initial SOC; EAC 139-60
- (c) The aerodrome facilities, services and equipment are in accordance with the Standards and Safety Requirements specified by the ECAA;
- (d) The aerodrome operating procedures make satisfactory provision for the safety of aircraft; and
- (e) An acceptable Safety Management System (SMS) (refer to RCAR19 and related EACS) is in place at the aerodrome.

1.8 APPLICATION REJECTION:

Rejection of an application will be a sensitive issue, since the applicant will most likely have already expended funds and resources to this point. Therefore, it is important for the team to document thoroughly the reasons for the rejection. The reasons should clearly indicate that to proceed with the certification process would not be productive unless the applicant is willing to accept the team's corrective suggestions. Reasons for rejection might include lack of agreement on appropriate courses of action or evidence that the applicant misunderstands regulatory requirements and the certification process. In the event of rejection, the application and documents submitted are returned to the applicant with a letter of rejection.

1.9 TERMINATING THE FORMAL APPLICATION PHASE:

If the certification team accepts the application package, the Formal Application Phase of the certification process is terminated, and the Document Compliance Phase begins.

CHAPTER 4 Document Compliance Phase

(expected duration from 1 to 3 months from first submitted the certification manual to ECAA)

1.1 GENERAL:

The document compliance phase is that part of the certification process where the applicant's manuals and other documents are reviewed in depth to ensure compliance with applicable regulations and conformity to safe operating practices and either accepted or rejected. The certification team usually conducts this phase in the office.

1.1.1 Acceptance Documentation: When all requirements and standards have been met, the operator should be notified that the documents have been **Acceptance**. The **Acceptance** inspector indicates by stamping " **Acceptance** ", indicating the date, the Acceptance DASS office, and the signature of the inspector.

1.1.2 Revisions or Amendments: When an accepted document is revised or amended only that portion affected by the proposed change needs to be evaluated, provided there is no effect on other portions or other documents.

1.1.3 Unacceptable Documents: If any of the documents are unacceptable, they are returned to the applicant. The team sends the applicant a letter of rejection stating the reasons for rejection and recommendations for obtaining acceptance.

1.2 REVIEW OF APPLICATION'S SUBMISSIONS:

1.2.1 After the formal application and its attachments (ACM) have been accepted, DASS inspectors will begin a thorough evaluation of the ACM, SOC and any other required documents that are required by regulation to be submitted to the CAASS. Which will endeavour to complete these evaluations in accordance with the applicant's schedule of events. However, if ACM and SOC are incomplete or deficient, or if non-compliance with the regulations or safe operating practices is detected, the ACM will be returned for corrective action. If the ACM and SOC are satisfactory, they will be accepted. acceptance will be indicated by letter or by acceptance of ACM. Acceptance of information, which does not require formal acceptance, will be indicated by letter or by the lack of any DASS objections to the information.

1.2.2 The complexity of the information which must be addressed in the applicant's ACM and other documents depends on the complexity of the airport operation.

1.3 THE ASSESSMENT & EVALUATION OF THE FORMAL APPLICATION:

The assessment & Evaluation of the formal application should include the following:

1.3.1 A flight operations assessment if that was not carried out during the time of dealing with the Expression of Interest. This assessment should also include all aeronautical study pursuant to the Egyptian Civil Aviation Regulations and other supplemental documents, if there is a deviation from a standards and practices or safety requirements;

Note 1: When an aerodrome does not meet the requirement of a standards or safety specified in the Egyptian Civil Aviation Regulations and other supplemental documents, the ECAA may determine, after carrying out aeronautical studies, only if and where permitted by the standards and practices, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant standard or safety requirements.

1.3.2 An assessment of the Aerodrome Certification Manual submitted by the applicant to determine whether:

(a) The manual complies with the requirements of the regulations in ECAR Part 139, EAC 139-2 ACM and the schedule of these regulations. All verifications that can be completed or initiated in

the office should be carried out, including the aerodrome data to be published by the Aeronautical Information Service (AIS), and the adequacy of the aerodrome operating procedures; and

- (b) The management system, including the Safety Management System, indicates that the applicant will be able to operate and maintain the aerodrome properly
- (c) airport committee: type, member, TOR of each committee, should included in ACM (airport safety, runway safety team, airport emergency committee,...)
- **EXAMPLE TOR of the Runway safety team**
 - 1. The RST must agree to a set of procedural rules governing the actions of their representatives. Once formally documented and accepted, these rules will be referred to as the “Terms of Reference” (ToR) of the RST.
 - 2. The ToRs for the RST include:
 - a. Objectives, scope of oversight, and expected frequency of RST meetings
 - b. Membership selection processes
 - c. Roles and responsibilities of individual RST members
 - d. Processes and formal agreements governing sharing of safety data, safety reports, and safety information as well as the protection of the sources of information shared within the RST (protection from inappropriate use and protection against disclosure)
 - e. Consultation, decision-making and conflict resolution processes
 - f. Regularly review the airfield to ensure its adequacy and compliance with ICAO SARPs
 - g. Ensure that the recommendations contained in the ICAO Doc 9870 - Manual on the Prevention of Runway Incursions are implemented
 - h. Documentation and reporting requirements
 - i. Monitor runway incidents by type, severity and frequency of occurrence
 - j. Identify risk factors and local issues, particular locations where risk exist (e.g., hotspots), and problems in daily operations and suggest improvements
 - k. Solicit assistance by safety experts from within the industry
 - l. Contribute to active development of solutions to these issues
 - m. Ensure that the best possible solution is implemented
 - n. Learn lessons from other incidents and consider the outcome of other investigation reports
 - o. Disseminate information on developed solutions to stakeholders
 - p. Initiate a comprehensive safety-awareness campaign to ensure that all stakeholders’staffs are aware of safety issues, such as producing and distributing local hot spot maps or other guidance material

Note: If the CAASS inspector's review reveals deficiencies in the applicant's submissions and /or the ACM contents, the; LACSI should negotiate resolution of the deficiencies. The team should be ready to offer suggestions on how to improve the product but avoid "writing" the applicant's manual. The certification team should remember that it is the applicant's responsibility to develop manuals and procedures that ensure safe operating practices and compliance with the rules.

1.3.3 Review of Airport Information:

- (a) The ACSI shall review the following items for the airport to be inspected:
 - Aerodrome Certification Manual.
 - Current exemptions from ECAR 139 requirements.
 - Previous inspection records.
 - Airport file violation history for the previous 3 years.
 - Relevant sections of the Aeronautical Information Publication (AIP).
 - Obstruction Chart/Airport Approach Survey (if available).
 - Accident/incident history.
 - Airport compliance file (a verbal briefing is acceptable).
 - Airport Layout Plan (ALP) file (if available).
 - Airport improvement programs file (a verbal briefing by the Airport Sector, Engineering Sector and Air Traffic Services Sector is acceptable).
- (b) The ACSI shall review programmed construction projects. Check the official obstruction limitation surfaces and evaluate this information against current approach plates, aerodrome certification manual, and the AIP.

- (c) The ACSI shall ensure proper directives, charts, advisory circulars, ECAA Standing Orders, International Civil Aviation Organization (ICAO) Annex's and other appropriate information are available while conducting the inspection.
- (d) The ACSI shall determine the status of follow-up actions in correcting all previous listed deficiencies.

1.3.4 Site Visit: A site visit as detailed in Phase Four - Demonstration and Inspection Phase: Assessment & Evaluation the aerodrome facilities, equipment and procedures in accordance with Aerodrome Certification Manual (ACM);

1.4 COMPLETING THE DOCUMENT COMPLIANCE PHASE:

When required documents are accepted, the Document Compliance Phase is completed. The certification process continues in the Demonstration and Inspection Phase. The Document Compliance Phase and the Demonstration and Inspection Phase may overlap.

1.5 TERMINATING THE DOCUMENT COMPLIANCE PHASE:

Once all required documents are accepted, the Document Compliance Phase ends. The certification process continues in the Demonstration and Inspection Phase. Although the Document Compliance Phase and the Demonstration and Inspection Phase are dealt with as distinct, separate phases, the two may overlap or occasionally coincide.

CHAPTER 5 Demonstration and Inspection Phase

(during one month after the phase three)

1.1 GENERAL:

In the Demonstration and Inspection Phase the ACSI team completes the assessment of aerodrome & evaluation of the application by inspecting the facilities, equipment and procedures at the applicant aerodrome and observes personnel in the performance of their duties. Emphasis in this phase is on compliance with mandatory standard; regulations and safe operating practices and in accordance with Aerodrome Certification Manual (ACM);

1.2 OBSERVATIONS AND MONITORING OF EVENTS:

1.2.1 Through observation and other forms of on site evaluation during the demonstration and inspection phase, members of the certificating team observe and monitor many types of applicant activities. The manner in which the applicant is to be evaluated while conducting different segments of this phase is outlined in various sections of this EAC and Doc. No. 2002-1,

1.2.2 A site visit should be undertaken for the purpose of assessing & evaluating the aerodrome facilities, services and equipment to verify and ensure that they comply with the specified standards and practices or safety requirements in accordance with the certificate holder's ACM contents; and conduct site inspection If any areas are unacceptable, forward discrepancies or comments to the applicant and re-evaluate as needed.

1.3 CERTIFICATION INSPECTIONS:

1.3.1 Certification inspections shall be conducted in accordance with the guidance and criteria contained in EAC 139-66. The basic phases of an inspection are as follows:

In Briefing.

- Administrative Inspection.
- Movement Area Inspection.
- ARFF Inspection.
- Fuelling Facilities Inspection.
- Night Inspection.
- Post Inspection Out-Briefing.

1.3.2 **Site Visit:** The site visit should include and but not limited to the following (refer to EAC139-66 CHAPTER 2 appendix 1

1. Infrastructure and ground aids

Initial certification of the infrastructure and ground aids includes:

- a) Obstacle restrictions:
 - 1) OLS:
 - i) the surfaces are defined;
 - ii) as few objects as possible penetrate the OLS;
 - iii) any obstacles that do penetrate the OLS are appropriately marked and lit. Operational restrictions may apply as appropriate;
 - 2) obstacle free zone (OFZ):
 - i) these surfaces are defined when required;
 - ii) no object penetrates the OFZ unless essential for the safety of air navigation and is frangible;
 - 3) objects on the areas near the runway or the taxiways (runway strips, clearway, stop way, runway end safety area, taxiway strips, radio altimeter operating area, pre-threshold area) comply with the requirements;
- b) Physical characteristics:
 - 1) in order to facilitate the verification of compliance of the physical characteristics of the

- aerodrome, States may use the reference code method developed in ECAR 139. The reference code provides a simple method for interrelating the numerous specifications concerning the characteristics of aerodromes so as to provide a series of aerodrome facilities that are suitable for the aeroplanes that are intended to operate at the aerodrome;
- 2) the aerodrome operator may indicate in its aerodrome manual the reference code chosen for each element of the movement area so that the ECAA can check compliance of the runways and taxiways and their associated characteristics against the requirements of the reference code as well as other specifications (bearing strength, surface characteristics, slopes);
 - 3) runways:
 - i) the physical characteristics:
 - are compliant with the applicable regulation and the reference code;
 - characteristics are adequately and regularly measured;
 - ii) the published declared distances are in accordance with the situation on site;
 - iii) the areas near the runway (runway shoulders, runway strips, clearway, stopway, runway end safety area, radio altimeter operating area, pre-threshold area) are compliant with the applicable regulation and the reference code in terms of width, length, type of surface, resistance, slopes, grading and objects on them;
 - iv) the relevant separation distances are compliant with the applicable regulation and the reference code;
 - 4) taxiways:
 - i) the physical characteristics (width, curve radius, extra taxiway width, longitudinal and transverse slopes, radius of turn-off curve for rapid exit taxiways, surface type, bearing strength) are compliant with the published reference code for each taxiway;
 - ii) the taxiway shoulders and strips are compliant with their reference code in terms of width, type of surface, slopes and objects on them;
 - iii) the taxiways on bridges are compliant with their reference code in terms of width;
 - iv) the relevant separation distances are compliant with applicable regulations and the reference code;
 - 5) service roads:
 - i) road-holding positions are established at the intersection of a road and a runway at a distance compliant with the reference code;
 - 6) holding bays, runway-holding positions and intermediate holding positions:
 - i) the holding bays, runway-holding positions and intermediate holding positions are located in accordance with the applicable reference code;
 - c) Electrical systems:
 - 1) adequate primary power supply is available;
 - 2) the switch-over time meets the requirements;
 - 3) when required, a secondary power supply is available;
 - 4) the air traffic service (ATS) has feedback on the status of ground aids when required;
 - d) Visual aids:
 - 1) markings:
 - i) all the markings:
 - are in place where required;
 - are located as required and in the required number;
 - have the dimensions and colours required;
 - ii) this includes, when required:
 - the runway markings (runway designation marking, threshold marking, runway centre line marking, runway side stripe marking, aiming point marking, touchdown zone marking, runway turn pad marking);
 - the taxiway markings (taxiway centre line and enhanced taxiway centre line marking,

- taxiway side stripe marking, runway-holding position marking, intermediate holding position marking);
 - the apron markings;
 - the mandatory instruction markings;
 - the information markings (that do not have to be displayed but are to be compliant when displayed);
 - a road-holding position marking (that is compliant with the applicable regulation);
 - a VOR aerodrome checkpoint marking;
 - a non-load bearing surface marking;
- 2) signs:
- i) all the signs:
 - are in place where required;
 - are located as required;
 - have the dimensions and colours required;
 - have an adequate lighting system when required;
 - are frangible when required;
 - ii) this includes when required:
 - mandatory instruction signs (runway designation signs, runway-holding position signs, Category I, II and III holding position signs, no entry signs);
 - information signs (direction signs, location signs, runway vacated signs, runway exit signs, intersection take-off signs, destination signs, road-holding position signs, VOR checkpoint signs, aerodrome identification sign);
- 3) lights:
- i) there should not be any non-aeronautical lights that might endanger the safety of an aeroplane;
 - ii) all the aeronautical lights:
 - are displayed when required;
 - located as required and in the required number;
 - have the required colours and intensity levels;
 - comply with their serviceability levels or maintenance objectives;
 - are frangible when elevated as required;
 - iii) this includes, when required:
 - the approach lighting system;
 - the runway lead-in lighting systems;
 - the visual approach slope indicator system (VASIS or PAPI);
 - the runway lights (runway centre line lights, runway edge lights, runway threshold identification lights, runway end lights, runway threshold and wing bar lights, runway touchdown zone lights, stopway lights, runway turn pad lights);
 - the taxiway lights (taxiway centre line lights, taxiway edge lights, stop bars, no-entry bars, intermediate holding position lights, rapid exit taxiway indicator lights);
 - de-icing/anti-icing facility exit lights;
 - runway guard lights;
 - road-holding position lights;
 - unserviceability lights;
 - aeronautical beacons;
 - obstacle lights;
- 4) markers:
- i) all the markers:
 - are in place where required;
 - are located as required and in the required number;

- have the required colours;
 - are frangible;
- ii) this includes, when required:
 - the taxiway markers (taxiway edge markers, taxiway centre line markers);
 - the unpaved runway edge markers;
 - the boundary markers;
 - the stopway edge markers;
 - the edge markers for snow-covered runways;
 - unserviceability markers;
- 5) indicators:
 - i) a wind direction indicator:
 - is provided in the correct location;
 - complies with the location and characteristics requirements;
 - is illuminated at an aerodrome intended for use at night.

2. RFF services

Initial certification of RFF services includes:

- a) Level of protection:
 - 1) the level of protection is promulgated in the AIP;
 - 2) the aerodrome operator has a procedure to regularly reassess the traffic and update the level of protection including unavailability;
- b) the aerodrome operator has made arrangements with the aeronautical information services, including ATS, to provide up-to-date information in case of any change in the level of protection;
- c) RFF personnel:
 - 1) the number of RFF personnel is consistent with the level of protection appropriate to the aerodrome RFF category;

Note.— Guidance on the use of a task resource analysis in determining the minimum number of RFF personnel required can be found in the EAC 139-18

- 2) the training of all RFF personnel is adequate and monitored;
 - 3) the training facilities, which may include simulation equipment for training on aeroplane fires, are available;
 - 4) the procedures that RFF personnel follow are kept up to date;
- d) Response:
 - 1) the RFF service is provided with an up-to-date map of its response area, including the access roads;
 - 2) the response time complies with the applicable regulation and is regularly tested. This check should be formalized in the RFF procedures;
 - 3) the RFF service has procedures that describe this response and ensure that in case of an incident/accident a report is written and filed;
 - 4) a communication and alerting system is provided between the fire station, the control tower and the RFF vehicles;
- e) Rescue equipment:
 - 1) the number of RFF vehicles is consistent with the applicable regulation;
 - 2) the RFF service has a procedure describing the maintenance of the RFF vehicles and ensuring that this maintenance is formally monitored;
 - 3) the types and quantities of the extinguishing agents, including the reserve supply, are consistent with the applicable regulation;
 - 4) the protective clothing and respiratory equipment provided are consistent in quality and quantity in accordance with the applicable regulation, and the respiratory equipment is properly checked and their quantities formally monitored;

- 5) specific rescue equipment is provided in adequate number and type when the area to be covered by the RFF service includes water;
- 6) any other equipment required by the applicable regulation is provided in sufficient number.

3. Wildlife hazard management

The following checks on wildlife hazard management can either be a technical inspection or included in the audit of the aerodrome operator's procedures:

- a) The required equipment is provided;
- b) Fences are provided as required;
- c) The aerodrome operator has a procedure describing the actions taken for discouraging the presence of wildlife, including:
 - 1) who is in charge of those actions and what their training is;
 - 2) how and when these actions are carried out, including reporting and filing of these actions;
 - 3) what equipment is used to conduct these actions;
 - 4) analyses of the aerodrome vicinity and the preventive actions to be taken subsequently to discourage wildlife;
 - 5) monitoring of these actions, including, where applicable, the conduct of appropriate wildlife assessments;
 - 6) coordination with ATS;
- d) The aerodrome operator has a procedure to:
 - 1) record and analyse the incidents involving wildlife;
 - 2) collect the wildlife's remains;
 - 3) monitor the corrective actions to be taken subsequently; and
 - 4) report to the ECAA incidents involving wildlife.

2. ON-SITE VERIFICATION OF THE OPERATOR'S PROCEDURES AND SMS

1. On-site verification of the operator's procedures

On-site verification of the aerodrome operator's procedures should include the following:

- a) Aerodrome data and reporting:
 - 1) completeness, correctness and integrity of the data reported in accordance with the AIP including:
- i) data collection, including the status of the movement area and its facilities;
 - ii) data validity checks;
 - iii) data transmission;
 - iv) changes to published data, whether permanent or not;
 - v) checks of the information once published;
 - vi) information update after construction works;
- 2) formal coordination with ATS;
- 3) formal coordination with the aeronautical information services;
- 4) publication of the required information in the aeronautical publication;
- 5) information published in accordance with the situation on site;
- b) Access to the movement area:
 - 1) an up-to-date plan clearly showing all the access points to the movement area;
 - 2) a procedure describing the inspection of access points and fences;

Note.— Procedures for access to the manoeuvring areas are often markedly different from those for the apron areas.

- c) Aerodrome emergency plan:
 - 1) an up-to-date aerodrome emergency plan;
 - 2) regular exercises in relation to the emergency plan;
 - 3) a procedure describing the tasks in the emergency plan;
 - 4) the aerodrome operator regularly verifies the information in the emergency plan, including

- keeping an up-to-date list of the persons and contact details in the emergency plan;
- 5) a procedure describing its roles and responsibilities during emergencies;
- 6) a procedure describing the involvement of, and coordination with, other agencies during emergencies;
- 7) the required minimum emergency equipment is available, including an adequately equipped emergency operation centre and mobile command post;
- d) RFF:
 - 1) a technical inspection of the various elements of the RFF services in 2.2 b) is held prior to the audit;
 - 2) the checks that are to be done during the aerodrome operator's on-site verification consist only of verifying the timely implementation of the corrective action plan subsequent to the technical
 - 3) if on-site verification reveals new deviations, they should be included in the on-site verification report;
- e) Inspection of the movement area:
 - 1) a procedure to ensure there is coordination with ATS for the inspection of the movement area;
 - 2) describe the inspections, if performed by the aerodrome operator, including:
 - i) frequency and scope;
 - ii) reporting, transmission and filing;
 - iii) actions to be taken and their monitoring;
 - 3) assess, measure and report runway surface characteristics when the runway is wet or contaminated and their subsequent promulgation to ATS;
- f) Maintenance of the movement area:
 - 1) a procedure to periodically measure the runway surface friction characteristics, assessing their adequacy and any action required;
 - 2) ensure there is a long-term maintenance plan, including the management of the runway surface friction characteristics, pavement, visual aids, fencing, drainage systems and electrical systems and buildings;
- g) Snow and ice control, and other hazardous meteorological conditions:
 - 1) at aerodromes subjected to snow and icing conditions:
 - i) the aerodrome operator has a snow and ice control plan, including the means and procedures used as well as the responsibilities and criteria for closing and reopening the runway;
 - ii) there should be formal coordination for snow and ice removal between the aerodrome operator and ATS;
 - 2) for other hazardous meteorological situations that may occur at the aerodrome (such as thunderstorms, strong surface winds and gusts, sandstorms), the aerodrome operator should have procedures describing the actions that have to be taken and defining the responsibilities and criteria for suspension of operations on the runway;
 - 3) the aerodrome operator has formal coordination with the meteorological service provider in order to be advised of any significant meteorological conditions;
- h) Visual aids and aerodrome electrical systems:
 - 1) if the aerodrome operator is responsible for the maintenance of visual aids and electrical systems, procedures exist describing:
 - i) the tasks — routine and emergency ones, including inspections of luminous and non-luminous aids and their frequency and power supply maintenance;
 - ii) reporting, transmission and filing of reports;
 - iii) monitoring of subsequent actions;
 - iv) coordination with ATS;
 - 2) if the aerodrome operator is not in charge of maintenance of visual aids and electrical systems,

- the organization in charge needs to be clearly identified, ensuring there are formal coordination procedures with the aerodrome operator, including agreed objectives;
- 3) obstacle marking is taken into account;
- i) Operational safety during aerodrome work:
- 1) when executing work on the aerodrome:
 - i) a procedure describing the necessary notification to the different stakeholders;
 - ii) risk assessment of the aerodrome work;
 - iii) roles and responsibilities of the various parties, including their relationship and the enforcement of safety measures;
 - iv) safety monitoring during the work;
 - v) reopening of facilities, where relevant;
 - vi) necessary coordination with ATS;
 - j) Apron management. When an apron management service is provided:
 - 1) a procedure to ensure coordination with ATS;
 - 2) the use of acceptable aeroplanes for each parking stand formally identified;
 - 3) a compliant apron safety line is provided;
 - 4) general safety instructions for all the agents on the apron area;
 - 5) the placement and pushback of the aeroplane;
 - k) Apron safety management:
 - 1) a procedure for the inspection of the apron area (see j));
 - 2) there is coordination with other parties accessing the apron, such as fuelling companies, de-icing companies and other ground handling agencies;
 - l) Vehicles on the movement area:
 - 1) a procedure to ensure the vehicles on the movement area are adequately equipped;
 - 2) the drivers have followed the appropriate training;
 - 3) if the aerodrome operator is responsible for the training of vehicular drivers on the manoeuvring area, an appropriate training plan, including recurrent training and awareness actions, is available;
 - 4) if the aerodrome operator is not in charge of this training or some of this training, the service provider is clearly identified and there is formal coordination between them;
- Note.— Guidance on the knowledge required by operators of vehicles can be found in EAC 139-57*
- m) Wildlife hazard management. Checks on wildlife hazard management can either be a technical inspection or included in the on-site verification of the operator's procedures:
- 1) if the domain has not been inspected during the technical inspections, the on-site verification team should check the points listed in 2.3 c);
 - 2) if a technical inspection has been carried out prior to the on-site verification, the latter consists in checking the timely implementation of the corrective action plan subsequent to the technical inspection;
 - 3) if the on-site verification reveals new deviations, these have to be included in the on-site verification report;
- n) Obstacles:
- 1) a procedure to ensure that there is an obstacle chart;
 - 2) a procedure for obstacle monitoring describing the checks, their frequency, filing and follow-up actions;
 - 3) a procedure to ensure that the obstacles do not represent a danger for safety and that appropriate action is taken when required;
- o) Removal of a disabled aeroplane:
- 1) there is a plan for the removal of a disabled aeroplane describing the role and responsibility of

the aerodrome operator, including the necessary coordination with other agencies and the means available or that can be made available;

- p) Low visibility operations:
- 1) there is coordination between the aerodrome operator and ATS, including awareness of the status of both low visibility procedures (LVP) and the deterioration of visual aids;
 - 2) a procedure describing the actions to be taken when LVP is in process (vehicle control, visual range measurement if necessary);
 - 3) RCC procedure

2. On-site verification of the SMS

Refer to ECAR 19 and other related circular

- a) As a minimum, the items to be in place when granting the initial certification are:
- 1) safety policy: a safety policy has been endorsed by the accountable executive to reflect the organization's commitments regarding safety;
 - 2) operator's organizational structure: the aerodrome operator has appointed an accountable executive and a safety manager;
- b) The safety manager should be independent from any operational task regarding aerodrome safety. The criteria for assessing the operator's SMS structure might be tailored to the size of the operator, notably concerning the independence of the safety manager;
- c) The capability and competence of the aerodrome operator should be assessed so as to ensure sufficient management commitment to and responsibility for safety at the aerodrome. This is usually achieved through the competence of the accountable executive;
- 1) responsibilities and assignments: the aerodrome operator has formally defined the responsibilities of each staff member regarding safety as well as the lines of responsibility;
 - 2) training: the aerodrome operator formally monitors the staff's and subcontractors' training, ensuring that it is adequate, and takes action when necessary;
 - 3) accident and incident reporting: the aerodrome operator has a procedure ensuring that:
 - i) incidents are reported by staff and subcontractors, including a description of the actions in place in order to be able to report them;
 - ii) incidents are promptly analysed and the actions to be subsequently taken are monitored;
 - iii) the reports and analyses of the incidents are filed;
 - iv) incidents are reported to the State ECAA ;
 - v) coordination is in place with other stakeholders;
 - 4) existing hazards at the aerodrome: a procedure in order to identify, analyse and assess hazards to the safe operation of aeroplanes and to put in place suitable mitigating measures;
 - 5) risk assessment and mitigation of changes: a procedure ensuring that for any change at the aerodrome, its impact on safety is analysed, listing the subsequent hazards that could be generated. This procedure describes who conducts the analysis, when and how the hazards are monitored, what actions are subsequently taken, and the criteria leading to the analysis. These assessments are filed;
 - 6) safety indicators: the aerodrome operator sets and monitors its own safety indicators that illustrate its safety criteria, in order to be able to analyse the potential deficiencies;
- Note.— Ensure coordination with previous safety indicators as set by the ECAA.*
- 7) safety audits: the aerodrome operator has a safety audit programme in place which includes a training programme for those involved;
 - 8) safety promotion: the aerodrome operator should have a process to promote safety-related information.

1.4 THE ASSESSMENT OF THE DEMONSTRATION AND INSPECTION PHASE:

1.4.1 Regulatory Compliance: During the evaluation the team shall determine the applicant's ability to comply with all applicable sections of the regulations.

- 1.4.2 Determination of acceptance or un acceptance:** Throughout the demonstration and inspection phase the team ensures that all aspects of the applicant's required demonstrations are observed and that a determination of **acceptance or un acceptance** for each is made.
- 1.4.3 Handling Deficiencies:** If the applicant's activities or other items are deficient, appropriate corrective action must be taken. If the deficiencies cannot be corrected, the team should advise the applicant that it is impractical to continue the certification process.
- 1.4.4 Unsatisfactory Demonstration:** If a demonstration of compliance is unsatisfactory, the certification team must discuss with the applicant how to correct the problem. Reinsertion should be scheduled as necessary. The team may follow up with a letter indicating the nature of the failure and its corrective action (no later than 10 days after having received the certification/inspection reports). Deficiencies must be corrected before the process can continue. (ECAA and the aerodrome operator require 10 days minimum after the last report to agree to the corrective action plans before granting the certificate) .
- 1.4.5 Satisfactory Demonstrations:** If the applicant's demonstrations are satisfactory, the certification team issues appropriate documentation.
- 1.4.6 Terminating the Demonstration and Inspection Phase:** When all demonstrations are satisfactorily completed, the Demonstration and Inspection Phase is ended, and the applicant is ready for issuance of the certificate.

CHAPTER 6 Certification Phase

The certificate and **accepted** ACM are issued to the applicant after all significant unsatisfactory items have been corrected. This action completes the certification process. The applicant shall not be certificated under any circumstance until the LACSI has determined that the applicant is fully capable of fulfilling its responsibilities as charged by the Egyptian Civil Aviation Law 28, 1981 as amended and that the applicant will comply with the Egyptian Civil Aviation Regulations (ECARs) in an appropriate manner.

1.1 THE GRANT OR REFUSAL OF A CERTIFICATE:

1.1.1 Before granting an aerodrome certificate, ECAA must notify its decision to issue or refuse to issue a certificate. The Egyptian Civil Aviation Regulations allow the ECAA to endorse conditions, in the interest of safety, on an aerodrome certificate being issued.

Note 1: Before granting an aerodrome certificate, the ECAA must be satisfied that:

- (a) The applicant and his/her staff have the necessary competence and experience to operate and maintain the airport properly;
- (b) The Aerodrome Certification Manual prepared for the applicant's aerodrome and submitted with the application contains all the relevant information;
- (c) The airport facilities, services and equipment are in accordance with the standards and practices or safety requirements specified by the ECAA;
- (d) The airport operating procedures make satisfactory provision for the safety of aircraft; and
- (e) An acceptable Safety Management System (SMS) is in place at the airport

Note 2: The ECAA may refuse to grant an aerodrome certificate to an applicant. In such cases, the ECAA must notify the applicant, in writing, of its reasons no later than 10 days after making that decision.

1.1.2 Based on the results of the assessment of the site visit, the DASS should notify the applicant whether the site visit was successful or unsuccessful. If the site visit was unsuccessful, the applicant should be advised of the additional steps that need to be taken by the applicant prior to certification. For example, the Aerodrome Certification Manual may need to be amended to incorporate any changes to the airport facilities and equipment that may be required in order to comply with the standards and practices and safety requirements specified in the Egyptian Civil Aviation Regulations.

1.1.3 If the site visit was successful, the aerodrome certificate, incorporating conditions pursuant to the Egyptian Civil Aviation Regulations, as applicable, shall be granted to the applicant after an identifying aerodrome certificate number has been allocated.

Note 1: After successful completion of the processing of the application and inspection of the airport, the ECAA, when granting the aerodrome certificate, will endorse the conditions for the type of use of the airport and other details as shown in Attachment 4, which contain a sample aerodrome certificate.

Note 2: When an airport does not meet the requirement of a standard and practices or safety requirements specified in the Egyptian Civil Aviation Regulations and ICAO Annex 14 Volume 1, Airport Design Operation and other supplemental documents, the ECAA may determine, after carrying out aeronautical studies, only if and where permitted by the standards and practices or safety requirements, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant standard and practices or safety requirements.

1.1.4 If after being advised of the additional steps that must be taken to rectify the shortcomings referred to in paragraph 5.1.2, the aerodrome operator is still not able to satisfy the requirements of the regulations. The ECAA may refuse to grant a certificate. The refusal may be based on one or more of the following determinations, for which details should be given:

- (a) The inspection of airport facilities and equipment revealed that they do not make satisfactory provision for the safety of aircraft operations;
- (b) The assessment of the airport operating procedures revealed that they do not make satisfactory provision for the safety of aircraft operations;
- (c) The assessment of the Aerodrome Certification Manual revealed that it does not contain some of the particulars set out in the Egyptian Civil Aviation Regulations ECAR Part 139 and the associated schedule of the regulations;

1.2 NOTIFICATION IN AIP:

1.2.1 Promulgation in the AIP of the certified status and details of the airport: Upon satisfactory completion of the certification process, information about the airport should be provided to the Aeronautical Information Service Unit (AIS) for publication.

1.2.2 Particulars of the aerodrome that is required for notification in AIP: Particulars of the aerodrome that is required for notification in AIP, including the following:

- (a) As aerodrome general information:
 - (i) The name of the aerodrome; and
 - (ii) The State or Territory where the aerodrome is located; and
 - (iii) The geographic co-ordinates of the Aerodrome Reference Point; and
 - (iv) The elevation of the aerodrome above sea level; and
 - (v) Details of the aerodrome beacon; and
 - (vi) The name of the aerodrome operator and the address and telephone numbers at which the aerodrome operator may be contacted at all times;
- (b) As runway information:
 - (i) The magnetic bearing of the runway and the runway number; and
 - (ii) The length, width and slopes of the runway; and
 - (iii) The length of the clearway; and
 - (iv) The length of the stop way; and
 - (v) The length and width of the graded and overall runway strip; and
 - (vi) The pavement surface type and its strength rating; and
 - (vii) The gradient from the end of the runway strip or clearway to the critical obstacle;
 - (viii) The supplementary take-off distances and associated gradients; and
 - (ix) The Aerodrome Obstacle Chart Type A, if applicable;
- (c) As visual aid system information:
 - (i) The type of runway lighting and the stand-by power, if any, for that lighting; and
 - (ii) The type of approach lighting; and
 - (iii) The visual approach slope indicator system, if applicable;
- (d) As local information, any other matters that relate to the safety of aircraft using the aerodrome.

1.3 reserved

1.4 TRANSFER AERODROME CERTIFICATE:

- 1.4.1 Transfer of an aerodrome certificate may be required in accordance with the applicable Egyptian Civil Aviation Regulations when the ownership and the operation of the airport are transferred from one operator to another. Establishment of a standard procedure will insure that the aerodrome certificates are transferred correctly and consistently using a common legal format.
- 1.4.2 The reasons for a transfer may include the sale or transfer of the responsibility to operate the airport from a government department to a government-constituted airport entity, such as an airport authority, or a result of privatisation or corporatization. The ownership and the operational responsibility may also change from one private entity to another.
- 1.4.3 The Egyptian Civil Aviation Regulation specifies the requirement for the ECAA's consent or approval for the transfer of an aerodrome certificate and for the powers to transfer a certificate to

be vested in the ECAA. Consent or approval to transfer will be given by the ECAA only if it is satisfied that the proposed transferee will be able to operate and maintain the airport properly and that no significant variation will occur in the day-to-day operations of the airport. This implies that the airport facilities, services and equipment should remain substantially unaltered; key airport operational and maintenance personnel should remain in position or be replaced with staff of equivalent qualifications, experience or skill level; the Safety Management System should remain effective and, finally, the Aerodrome Certification Manual procedures should remain substantially unaltered or may be amended as necessary to be suitable for the transferee.

1.4.4 The ECAA may give its consent or approval to and issue an instrument of transfer of an aerodrome certificate to a transferee when:

- (a) The current holder of the aerodrome certificate notifies the ECAA, in writing, at least 90 days before ceasing to operate the airport, that the current holder will cease to operate the airport as of the date specified in the notice;
- (b) The current holder of the aerodrome certificate notifies the ECAA, in writing, of the name of the transferee;
- (c) The transferee applies to the ECAA, in writing, within 90 days before the current holder of the aerodrome certificate ceases to operate the airport for the aerodrome certificate to be transferred to the transferee; and
- (d) The requirements set out in ECAR are met in respect of the transferee.

1.4.5 Consent or approval to the proposed transfer may be refused if the ECAA is not satisfied that the proposed transferee will be able to operate and maintain the airport properly or if significant changes to the operational aspects of the airport will result or will be made by the transferee (e.g. reduction in runway, taxiway or apron facilities; changes in the conditions of the existing certificate unacceptable to the ECAA: inadequacy or inappropriateness of the new staffing arrangements or significant revisions to the aerodrome certification manual).

1.4.6 If the ECAA decides to deny consent or approval, it should advise transferee, in writing, within the period specified in the Egyptian Civil Aviation Regulation stating the reasons for denial.

Note: If the ECAA does not consent to the transfer of an aerodrome certificate, it shall notify the transferee, in writing, of its reasons no later than 7 days after making that decision

1.5 SURRENDER OF AN AERODROME CERTIFICATE:

1.5.1 Egyptian Civil Aviation regulations provide for the cancellation of an aerodrome certificate if an aerodrome operator voluntarily gives notice in writing to the ECAA.

1.5.2 Upon receipt of the notice, the ECAA should:

- (a) Verify the credentials of the operator requesting cancellation as the certificate holder;
- (b) Verify that the notification received from the aerodrome operator meets the requirements of Egyptian Civil Aviation Regulations; and
- (c) Check that the information provided by the aerodrome operator includes the following:
 - (i) If the airport is to remain open, an appropriate NOTAM has been promulgated to advise the change of status; and
 - (ii) If the airport is to be closed to all traffic, sufficient safety measures have been taken by the aerodrome operator, such as the removal of wind socks and markings, the provision of appropriate closed markings, unserviceability markers and such other visual aids as necessary.

1.5.3 An aerodrome certificate holder must give the ECAA not less than 30 days' written notice of the date on which the certificate is to be surrendered in order that suitable promulgation action can be taken.

1.5.4 The ECAA will cancel the certificate on the date specified in the notice.

1.5.5 If the application for cancellation of the certificate is found to be in order, a competent official of the ECAA should issue a letter cancelling the certificate effective from the date specified in the notice given by the certificate holder.

1.5.6 If the aerodrome is to remain open for use as an uncertified aerodrome, the ECAA should ensure that the safety requirements at such aerodromes are met.

1.5.7 The Aeronautical Information Service should be advised to take appropriate action regarding the uncertified status of the airport or the closure of the airport, for AIP publication, as the case may be, in accordance with ECAR Part 173.

1.6 OBTAINING CERTIFICATE NUMBERS AND CERTIFICATE NUMBER CONSTRUCTION:

1.6.1 RESERVED

1.6.2 Elements of A Certificate Number:

(a) The certificate number has four elements as follows:

- (i) "ICAO Location Indicators" element.
- (ii) "Type" (Land or Sea Aerodromes) " element.
- (iii) "Numeric" element.

(b) An example of an aerodrome operator certificate number using these four elements would be HECA-LA-01 (without dashes HECALA01). This number, divided into its four elements, is illustrated as follows:

HECA ICAO Four Letters Identifier	LA (Type)	01 (Numeric)
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(c) The certificate number elements are described as follow:

- (i) Element 1: The "ICAO location indicators" element is a Four Letters Identifier character designation, which makes possible unique combinations for each type of certificate.
- (ii) Element 2: The "type" certificate element code identifies the type of certificate and/or the applicable operating regulations specified as follows:

Air Operators - Type of Certificate	Type - Certificat Code	ECAR Part
Land Aerodrome Certificate	LA	139
Sea Aerodrome Certificate	SA	XXX
Helipport Certificate (Helipport)	HP	XXX

(iii) Element 3: The "numeric" element provides up to 99 unique certificate number combinations for each type of certificate (01 to 99).

(d) It should be noted from the preceding examples that the second element (type of certificate code) is the key element identifying the activity of the certificate holder.. Each kind of certificate is readily identified by the type of certificate code. For example:

- HECA-LA-01: Land Aerodrome Certificate.
- HXXX-SA-02: Sea Aerodrome Certificate.

1.6.4 Restrictions and Provisions for Certificate Number Construction:

In the assignment of certificate numbers: the complete certificate number (all eight characters), as assigned to an organization, will never be reassigned to another airport.

1.6.5 Preparation of Certificate:

The aerodrome certificate, as appropriate, will be prepared in the DASS office for the manager's signature. The newly certificated operator cannot conduct any operations without the certificate in possession. The operator may elect to pick up the certificate from the DASS office in person, or it may be mailed to an address the operator specifies.

Note: For aerodromes already operating, the overall process, until delivery of the certificate, could consequently 18 months.

Process of Recertification(renewal) : The aerodrome recertification process is a series of steps outlined in four phases:

- | | |
|--------------------|--|
| Phase One | Formal Application: Submitting and assessing the formal application including initial evaluation of the Aerodrome Certification Manual (ACM); with ECAR Part 139– initial Statement of Compliance (SOC); |
| Phase Two | Documents Compliance: (in the office): Include an assessment and final evaluation of the updated / amended parts of the ACM with the ECAR Part 139 and updated Statement of Compliance (SOC); |
| Phase Three | Demonstration and Inspection: Assessment & Evaluation the aerodrome facilities, equipment and procedures in accordance with Aerodrome Certification Manual (ACM); |
| Phase Four | Certification: Issuing or refusing an aerodrome recertification and endorse the condition; and Promulgating the certified status of an aerodrome and advice the Aliquot prepare the required details of the Aeronautical Information Publication (AIP) supplement for publication in the AIP. |

1.7 EXEMPTIONS:

5.7.1 Exemption to Standards:

- (a) Any change to standards applicable to an airport design or construction project necessary to accommodate a unique local condition on a specific project and acceptance prior to construction of the modification. An exemption to standards should not be issued where projects were not constructed to current design standards. These areas should be identified in the aerodrome certification manual.
- (b) The ECAA may exempt, in writing, an aerodrome operator from complying with specific provisions of these regulations. Before the ECAA decides to exempt the aerodrome operator, the ECAA must take into account all safety-related aspects. An exemption is subject to the aerodrome operator complying with the conditions and procedures specified by the ECAA in the aerodrome certificate as being necessary in the interest of safety. When an aerodrome does not meet the requirement of a Standard and Recommended Practices (SARPs) in ECARs in the latest version and the National Aviation 28/81 and practices as amended from time to time, the ECAA may determine, after carrying out aeronautical studies, only if and where permitted by the standards and practices, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant standard or practice.

1.7.2 Deviation:

Deviation from a standard or practice and the conditions and procedures shall be set out in an endorsement on the aerodrome certificate.

1.7.3 Procedures-139.111:

- (a) In accordance with Section 139.111 of the regulation, the certificate holder may petition for an exemption from any requirement of ECAR 139. The ACSI must determine that:
 - (i) Any exemptions issued to the airport are current and necessary.
 - (ii) All conditions of the current exemptions are being met.
 - (iii) Appropriate steps are being taken toward correcting deficiencies that made the exemption necessary.
- (b) Exemptions shall be time limited and normally not exceed 1 year. Exemptions that require more than 1 year must be coordinated with the DASS and shall be monitored during the annual Airport Certification Inspection. This keeps the exemption in the review process which results in closer monitoring of aerodrome operator actions to terminate the exemption.
- (c) Exemptions for ARFF requirements will not be considered except under unusual situations, and must be coordinated with the DASS.

- (d) Current exemptions will be kept with the individual aerodrome certification file and available for inspection.

1.8 PETITIONS FOR EXEMPTIONS

1.8.1 Processing the Petition:

- a. **Initial Review for Compliance:** Petitions for exemption are to be reviewed by the ECAA to ensure that the following items are included in the petition for exemption:
 - (i) An explanation of the nature and extent of the relief sought.
 - (ii) Information, views, or arguments to support the action sought.
 - (iii) The reason why granting the request would be in the public interest.
 - (iv) The reason why the exemption would not adversely affect safety or the action to be taken by the petitioner to provide a level of safety equal to that provided by the rule from which the exemption is sought.
- b. **Petition Does Not Meet Requirements:** If the petition does not include the information required, a letter of rejection is prepared for signature by the DASS. This letter explains why the petition does not satisfy the requirements and is to be sent to the petitioner within 30 days of the receipt of the petition.
- c. **Petition Does Meet the Requirements:** If the petition meets the requirements the ECAA prepares a letter acknowledging receipt of the petition within 30 days. This letter is signed by the DASS.
- d. **Time Requirements:** The petition must, unless good cause is shown, be submitted at least 120 days before the proposed effective date of the exemption. This means that normally the petitioner may not expect final action in less than 120 days from the time of submittal to the ECAA. Petitioners in exemption action are not notified until the grant or denial of the petition has been issued.

1.8.2 Procedures for Granting or Denying the Petition for an Exemption:

- a. **Decision to Grant:** After completing the analysis of the petition, the ECAA may conclude that the petitioner's arguments support a grant of exemption. In this case, the ECAA will draft a document granting the exemption for the signature by the DASS.
- b. **Decision to Deny:** After reviewing all of the issues involved, the ECAA may determine that the petitioner has not shown reasonable support to granting the exemption. A decision to deny the exemption is based on the determination that the exemption would not be in the public interest, would adversely affect safety, or, if applicable, would not provide a level of safety equal to the rule. Under such circumstances, the ECAA will prepare a denial of the exemption document for signature by the DASS. The denial document responds to the same questions cited in the grant of exemption and shall include the ECAA's rebuttal to the petitioner's arguments.
- c. **Partial Grant of an Exemption:** If the ECAA determines that part of the petitioner's request meets the criteria for granting the petition, it may issue a partial grant of exemption. The guidelines for both the grant of exemption and denial of exemption documents should be followed. The document must fully discuss those parts of the request that are being denied and those that are being granted.
- d. **Document Contents:** The document granting the exemption should answer the following questions:
 - (i) What was the petitioner's request?
 - (ii) What does the current rule require?
 - (iii) What arguments did the petitioner use to support the request?
 - (iv) If the ECAA does not agree with all of the arguments presented by the petitioner to support the grant of exemption, these reasons shall be discussed. All issues presented by the petitioner are to be addressed. The document should discuss how granting the request will not adversely affect safety and should explain how the action proposed by the petitioner will provide a level of safety- equal to the rule. Any conditions, design modifications, operating limitations, expiration date, etc. must be made part of the granting clause.

The format for these documents is shown in Appendix 3 Of This EAC)

- e. **Co-ordination and Signature:** The ECAA will co-ordinate the appropriate grant or denial of the petition for exemption within the DASS. The document is then sent to the DASS for signature. The ECAA will provide an exemption number, type this number on the upper right-hand corner of the first page and mail the original denial or grant document to the petitioner. The exemption number goes on this document even if the document is a denial of the exemption.

1.8.3 Petition for Reconsideration:

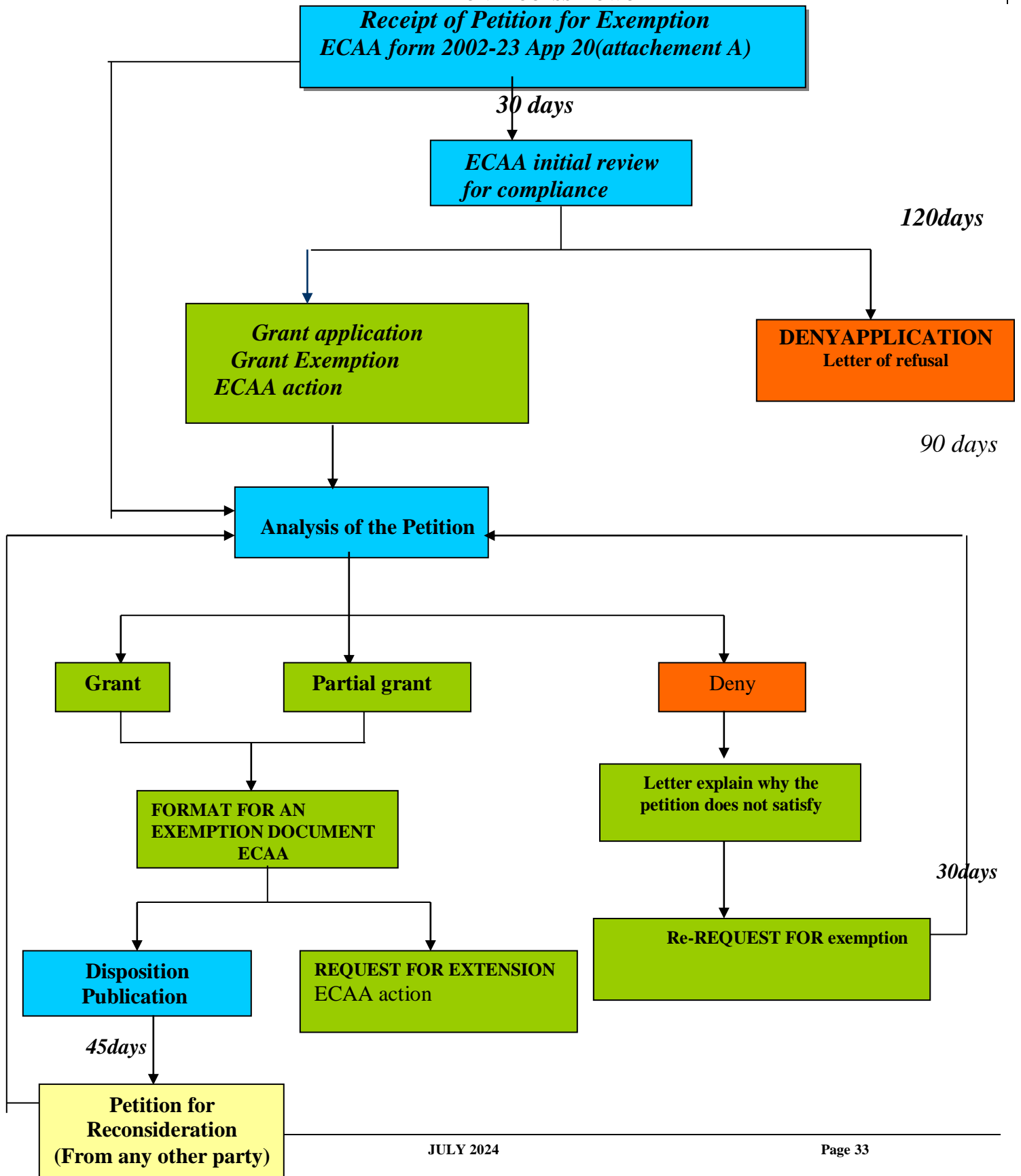
- a. **Filing a Petition for Reconsideration:** A petition for reconsideration is a petition to reconsider a previous denial or grant of an exemption.
 - (i) A petition for reconsideration of a denial of an exemption is to be filed with the ECAA within 30 days after a petitioner is notified of a denial of exemption.
 - (ii) A party other than the initial petitioner may file a petition for reconsideration of a grant of exemption. This petition for reconsideration must be filed within 45 days after a grant of exemption is issued.
- b. **Processing a Petition for Reconsideration:** The petition for reconsideration must be based on additional information. The procedures for processing a petition for reconsideration are the same as those for processing a denial or grant of petition for exemption.

1.8.4 Request for an Extension of the Termination Date of an Exemption:

Upon receipt of a request from a petitioner to extend the termination date of an exemption, the ECAA shall prepare a letter of agreement or denial for the signature of the DASS. The following information is to be included: The ECAR 139 Section, Date of incoming petition, "Grant of extension" statement, and Exemption number (after signed).

A copy of the extension or denial shall be sent to the ECAA prior to the original exemption termination date. See Appendix 21 for an example of the proper format and the required language which is to be included in the letter granting or denying the extension.

EXEMPTION PROCESSFLOWCHART



1.9 TYPES OF INSPECTIONS:

1.9.1 Initial Inspection:

This is the first inspection conducted by an ACSI or initial inspection board prior to issuance of an aerodrome certificate.

1.9.2 Annual Inspection:

This is an annual inspection conducted by a credentialed ACSI. Its purpose is to insure that the certificate holder meets the requirements of ECAR 139 and the aerodrome certification manual. A full record and report of the inspection must be made and retained in the program files. This type of inspection is recommended to be conducted at least once per year.

1.9.3 Regular inspections:

Conducted every four months, its purpose is to insure that the certificate holder meets specific requirements of ECAR 139 and the aerodrome certification manual. The contents of the regular inspections shall be at the discretion of ACSIs, but be limited to the provisions of ECAR 139. A full record and report of the inspection must be made and retained in the program files.

1.9.4 Surveillance Inspections:

These are announced or unannounced inspections conducted in addition to the annual and regular inspections. These inspections may be conducted for any number of reasons; a follow-up to an annual or regular inspection finding, to monitor airfield construction, or test the airport's continued compliance with the aerodrome certification manual and ECAR 139 requirements. They are flexible in coverage and may encompass only a portion of the certification requirements. A record must be made of the visit and sent to DASS. These inspections are not intended to be all-inclusive, but may be.

1.10 CERTIFICATION REPORT:

When the new aerodrome operator is certificated, the LACSI is responsible for assembling a certification report. This report must be signed by the LACSI and will include the name and title of each team member who assisted in the certification project. The report will be maintained in the permanent file, at the DASS Record Office, relating to the new aerodrome operator during the business life of the aerodrome operator. This report will be valuable in preparing surveillance plan, since it will have highlighted possible weak areas, which can be emphasized during an inspection.

1.10.1 Certification Report Retention:

- (a) The DASS office shall retain the original of the certification report as long as the certificate holder remains active.
- (b) A copy of the certification report for a ECAR Part 139 shall be forwarded to the Engineering and Projects Sector office for review and action, if appropriate. The review process shall include an analysis of the major difficulties experienced during the certification process.

CHAPTER 7 Procedures For Amendments Of Aerodrome Certification (operators procedures)

1. PREREQUISITES AND COORDINATION REQUIREMENTS:

1.1 Prerequisites:

This task requires knowledge of the regulatory requirements of ECAR part 139, as applicable and Egyptian Civil Aviation Authority (ECAA), Policies and Procedures Manual (PPM).

2. REFERENCES, FORMS, AND JOB AIDS:

2.1 References:

- ECAR Parts 139.
- EAC 139-1, Aerodrome Certification Procedures and EAC 139-2, Aerodrome Certification Manual (ACM).

2.2 Forms:

Attachment A

3. THE CERTIFICATION PHASES:

3.1 pre-application Phase (The Expression of Interest):

Upon receipt of a pre-application, the Expression of Interest, from an applicant, schedule a pre-application meeting and prepare a certification package for the applicant.

- (1) During the reapplication meeting, advise the applicant of the elements of formal application. Advise the applicant to submit the documents required for formal application as the requirements of ECAR in advance as possible.
- (2) Obtain a recertification Number from DASS.
- (3) Open DASS file for certification project continued inspection and surveillance activities applicable to certification activities.

3.2 Formal Application Phase:

Ensure that the letter and attachments contain at least the documents listed below. If the formal application package is acceptable, continue the process. If the package is not acceptable, return the materials to the applicant with the discrepancies noted.

- (1) Formal application letter.
- (2) Initial SOC and ACM (even in draft form)
- (3) Exemptions and/or Technical Studies.
- (4) A management qualification (personnel) resumes. "discretion of name, position for aerodrome personnel according to EAC 139-60"
- (5) Facility and equipment descriptions.
- (6) Airport Emergency Plan evaluation
- (7) Safety management System,
- (8) Curricula or personnel training programs.
- (9) Record keeping system.
- (10) Training agreements.
- (11) Schedule of Events.

3.3 Document Compliance Phase (in the office):

Review and evaluate the documents listed below. If the documents are acceptable, continue the certification process. If not, return the documents to the applicant with discrepancies noted.

- (1) Final SOC and final evaluation of ACM.
- (2) Exemptions and/or Technical Studies.
- (3) A management qualification (personnel) resumes.

- (4) Facility and equipment descriptions.
- (5) Airport Emergency Plan evaluation.
- (6) Safety management System,
- (7) Curricula or personnel training programs.
- (8) Recordkeeping system.
- (9) Training agreements.

Note: Document Compliance Phase and Demonstration and Inspection Phase can be overlapped

3.4 Demonstration and Inspection Phase:

Conduct inspections of the facilities, equipment, procedures and areas listed below in accordance with ECAR Part 139. If any areas are unacceptable, forward comments to the applicant and reevaluate as needed.

- (1) On-site verification of airport data;
 - Reference Code, Airport Data and Airport Condition Reporting
 - Physical Characteristics: Runways, Taxiways, Aprons and Paved Areas.
 - Obstacle Restriction and Removal.
 - Traffic and Wind Direction Indicators.
 - Marking, Lighting, Signs and Markers.
 - Visual Aids for Denoting Obstacles, Restricted Use Areas.
 - Equipment and Installations.
 - Ground Vehicles.
 - Airport Emergency Plan.
 - Aircraft Rescue and Fire Fighting: Category Determination, Equipment and Agents, Operational Requirements.
 - Handling and Storage of Hazardous Substances and Materials.
 - Self-Inspection Program.
 - Protection of NavAids, and Public Protection.
 - Wildlife Hazard Management.
 - Airport facilities equipment and procedures.
 - Exemptions and/or Technical Studies.
 - Personnel, Training programs, Record keeping systems (initial and recurrent).

3.5 Certification Phase:

When the previous phases of the certification Program have been satisfactorily accomplished, complete the final certification actions

3.6 Surveillance:

ECAA inspector Conduct ongoing surveillance, as appropriate, in accordance with the ECAR 139

4. TASK OUTCOMES:

Completion of this task results in one of the following:

- a. Issuance of a Aerodrome Certificate with required amended .
- b. Denial of an Aerodrome certificate.
- c. An indication of a satisfactory or unsatisfactory inspection.
- d. amend the AIP

CHAPTER 8 Procedures For Amendments Of Aerodrome Certification Manual

1. PREREQUISITES AND COORDINATION REQUIREMENTS:

1.1 Prerequisites:

This task requires knowledge of the regulatory requirements of ECAR part 139, as applicable and Egyptian Civil Aviation Authority (ECAA), Policies Additionally, the person accomplishing this task must be qualified as an Aerodrome Certification Surveillance Inspector (ACSI)

2. REFERENCES, FORMS, AND JOB AIDS:

2.1 References:

- ECAR Parts 139.
- EAC 139-1, Aerodrome Certification Procedures and EAC 139-2, Aerodrome Certification Manual (ACM).
-

2.2 Forms:

Letter to ECAA attached with amendment record

3 REVIEW AND AMENDMENT REQUESTED BY AN AERODROME OPERATOR

- The aerodrome operator shall review the aerodrome manual periodically (every three month) to enhance and check the procedure stated in aerodrome manual
- An aerodrome operator may request amendment to an aerodrome certificate for a number of reasons if the amendment will had impact on aerodrome certification refer to chapter 7):
 - a) A change of Aerodrome Name, and/or;
 - b) A change of aerodrome reference point, and/or;
 - c) To remove or amend a deviation, and/or;
 - d) To remove or amend a condition, limitation or special procedure.
 - e) Name of personnel stated in ACM
 - f) A change in procedure or templates

The application should set out clearly the reason for the request. according with the reason for request, it should be supported by evidence, risk assessment, or safety case as appropriate. The Lead Inspector will decide what level of evidence is required and will advise the operator accordingly.

If the aerodrome operator requests an amendment to the aerodrome certificate (refer to chapter 7) or the endorsed conditions such request shall be accompanied by:

- a) 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 aerodrome operator; and
- c) particulars of any consequential changes to the AIP, aerodrome manual and aerodrome emergency plan.

4 AMENDMENT REQUIRED BY THE AUTHORITY

The ECAA may amend an aerodrome certificate to restrict or prohibit specific operations at the aerodrome if the aerodrome operator breaches the conditions of the type of use endorsed by the aerodrome certificate. The ECAA shall provide written notice of intention to amend an aerodrome certificate stating the reasons for the proposed amendment.

5 PROCEDURES FOR AMENDING AERODROME CERTIFICATE IS IN ACCORDANCE TO ECAR 139.115:

- (a) ECAA may issue an amendment to the aerodrome operator according to either cases:
 - (1) Upon application by the certificate holder in case of a change in the use or operation of the aerodrome;
 - (2) On the ECAA own initiative if it determines that safety in air transportation or air commerce and the public interest require the amendment.
- (b) An applicant for an amendment to its aerodrome certification shall file its application with the ECAA at least 90 days before the proposed effective date of the amendment, unless a shorter filing period is allowed by the ECAA.
- (c) At any time within 30 days after receiving a notice of refusal to accept the application for amendment, the certificate holder may petition the ECAA to reconsider the refusal to amend.
- (d) In the case of amendments initiated by the ECAA, the ECAA notifies the certificate holder of the proposed amendment, in writing, fixing a reasonable period (but not less than 7 days) within which the certificate holder may submit written information, views, and arguments on the amendment.
- (e) After taking the decision of amending the certificate, the ECAA notifies the certificate holder for amending the aerodrome certification manual, which is necessary, in order to maintain the accuracy of the information in the manual in accordance to ECAR 139-213. Amendments of the manual shall be accepted from the ECAA before their application.
- (f) The amendment to certificate becomes effective not less than 30 days after the certificate holder receives notice of it.
- (g) ECAA do inspections of Airport facilities equipment, and procedures after acceptance of the amendments of aerodrome certification manual.

CHAPTER 9 Procedures For Renewal Of Aerodrome Certification

1. PREREQUISITES AND COORDINATION REQUIREMENTS:

1.1 Prerequisites:

This task requires knowledge of the regulatory requirements of ECAR part 139, as applicable and Egyptian Civil Aviation Authority (ECAA), Policies Additionally, the person accomplishing this task must be qualified as an Aerodrome Certification Surveillance Inspector (ACSI)

2. REFERENCES, FORMS, AND JOB AIDS:

2.1 References:

- ECAR Parts 139., other related EACs
- EAC 139-66

3-PROCEDURES FOR RENEWAL OF AERODROME CERTIFICATION

1. Application for renewal of certificate (refer to attachment A , appendix 3
 - (1) An application for the renewal of an aerodrome certificate must —
 - (a) be made at least 6 months before
 - (i) the date on which the applicant intends to start operation of the aerodrome, or
 - (ii) for an application to renew the certificate — the date of expiry of the certificate to be renewed;
 - (b) be in the form and manner required by the ECAA refer to attachment A appendix 3 ;
 - (c) be accompanied by the following information and documents:
 - (i) the aerodrome manual required by regulation 139; (in case of re-issue the aerodrome manual incorporate all related updated
 - (ii) any other information or document that the Authority may require to decide on the application; and
2. Criteria for Renewal of an Aerodrome Certificate:
 - (a) the applicant is able to meet the obligations required under these Regulations of an operator of the aerodrome to which the certificate is to relate;
 - (b) the applicant is competent to safely operate and maintain the aerodrome to which the certificate is to relate, having regard to the applicant's previous conduct and experience, equipment, organization, staffing, maintenance and other arrangements;
 - (c) the applicant's operating procedures for the aerodrome to which the certificate is to relate make satisfactory provision for the safety of aircraft;
 - (d) the aerodrome manual required by ECAR 139 for the aerodrome to which the certificate is to relate is validate and acceptance by CAASS and currently updated information included in the Aerodrome Manual
 - (e) Establishment of Safety management system is effective.

Forms:

Attachment A

Timeframe Application for renewal must be received not less than 6 months before the certificate expires

THE RENEWAL CERTIFICATION PROCESS

Phase 1 and 2

2.1 The renewal certification process for an aerodrome as follows:

- a) a meeting is held between the CAASS and the aerodrome operator;
- b) during this meeting, the CAASS presents the certification process and deadlines to the aerodrome operator.

c)The aerodrome operator submit application form (appendix 3 ECAA form 2002-4) the aerodrome manual (if new issue had been establish) it enters the renewal the certification process, so as to submit it no later than six months after the meeting;

Phase 3 (Duration 2 Month)

the certification team validate the aerodrome document available to determine its ensure it's up to date .and generally consists of:

- Copies of the application form (or letter of formal application for a ECAR Part 139 applicant).
- Documentation that the applicant has or can obtain use of an airport or appropriate facilities, as applicable.
- Any partial or complete Aerodrome Certification Manual (even in draft form).
- Compliance Statement (SOC) as applicable.
- Curricula or personnel training programs, as applicable. "attached with discretion of name, position for aerodrome personnel according to EAC 139-60"
- Management Qualification (personnel) resumes.
- Exemptions and/or Technical Studies.
- Facility and equipment descriptions.
- Airport Emergency Plan evaluation.
- Safety management system
- Record keeping system.
- A Schedule of Events

Phase 4 (duration 3 month)

The on-site verification and inspection reports should be sent by the CAASS to the aerodrome operator no later than one month after the on-site verification/inspection closing meeting.

The aerodrome operator submits to the CAASS corrective action plans no later than two months after having received the certification/inspection reports.

Phase 5 (duration one month)

- the CAASS review corrective action plans no later than one months after having received the corrective action report .
- The CAASS and the aerodrome operator require ONE months minimum after the last report to agree to the corrective action plans before granting the certificate.

Appendix 1

SUMMARY OF THE CERTIFICATION PROCESS

1 The certification process for an aerodrome that is already operational can be summarized as follows refer to EAC 139-66:

- a) as soon as an aerodrome meets the legal criteria for certification, a meeting is held between the State and the aerodrome operator;
- b) during this meeting, the State presents the certification process and deadlines to the aerodrome operator. The aerodrome operator develops the aerodrome manual as soon as it enters the initial certification process, so as to submit it no later than six months after the meeting;
- c) during this six-month period the ECAA:
 - 1) completes the technical inspections so that the results are available for the on-site verification; and
 - 2) assembles the on-site verification team at least two months before the deadline for submission of the aerodrome manual and informs the aerodrome operator of the team members.

Note.— The main items subject to technical inspections and the minimal checks to be performed are listed in Appendix 1.

2. When all the conditions have been met, the aerodrome manual is accepted no later than three months after it was first submitted. This period includes any exchange of communication between the aerodrome operator and the State if needed – some information may be lacking at the beginning, thus preventing the ECAA from accepting the manual at first.

3- During this period, the on-site verification team, together with the aerodrome operator, plans the time and dates of the on-site verification with the objective of allowing the aerodrome operator a four-month period to mitigate any deviations before the certification deadline.

4- As soon as the aerodrome manual is accepted, it is sent to the on-site verification team with all the procedures enclosed. The on-site verification and inspection reports should be sent by the State to the aerodrome operator no later than one month after the on-site verification/inspection closing meeting.

5- The aerodrome operator submits to the State corrective action plans no later than two months after having received the certification/inspection reports. The State and the aerodrome operator require two months minimum after the last report to agree to the corrective action plans before granting the certificate.

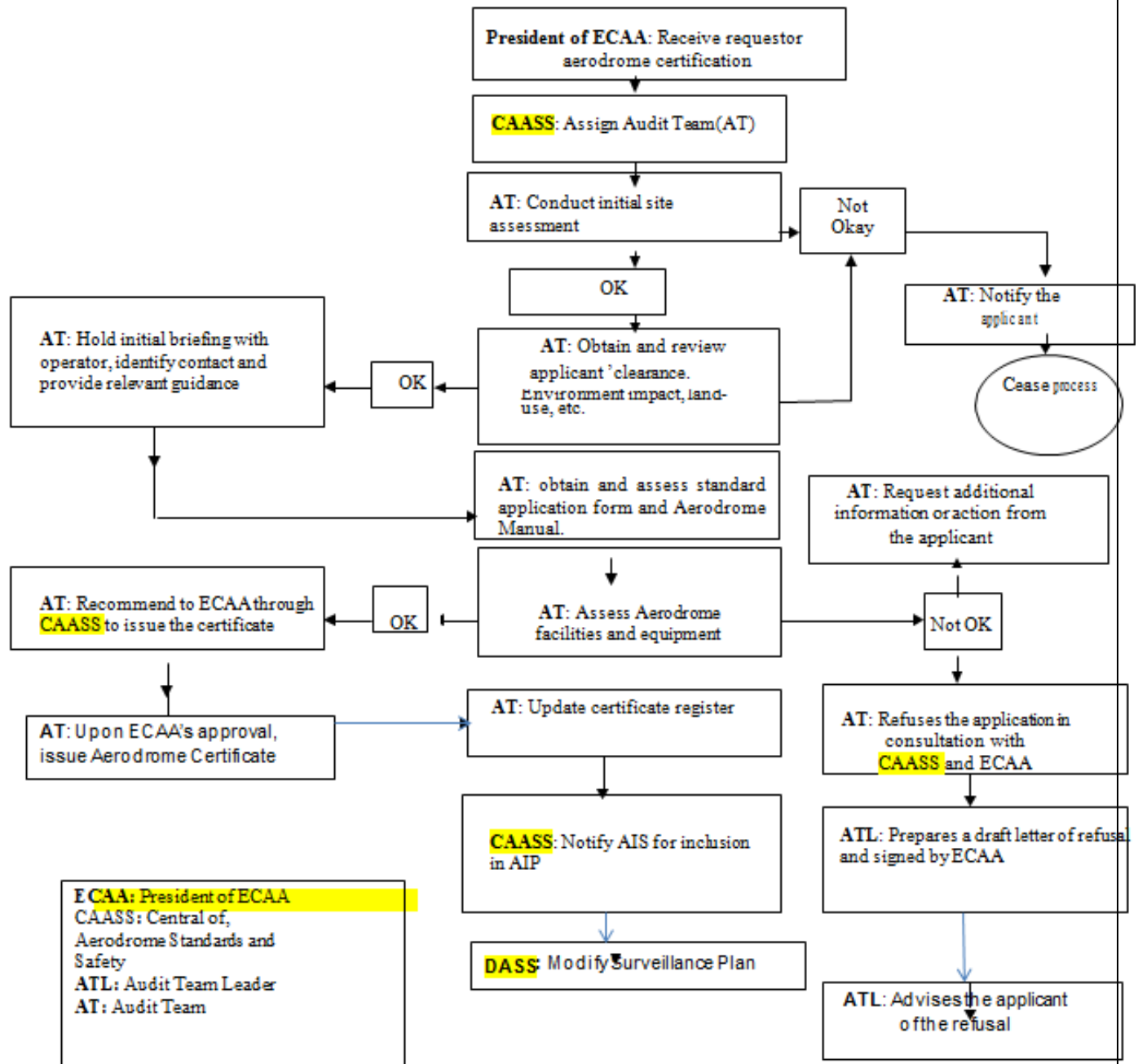
6- For aerodromes already operating, the overall process, until delivery of the certificate, could consequently last 18 months.

Note.— The SMS on-site verification can be disconnected from the aerodrome operator's on-site verification in regard to compliance with its operational procedures and in this case:

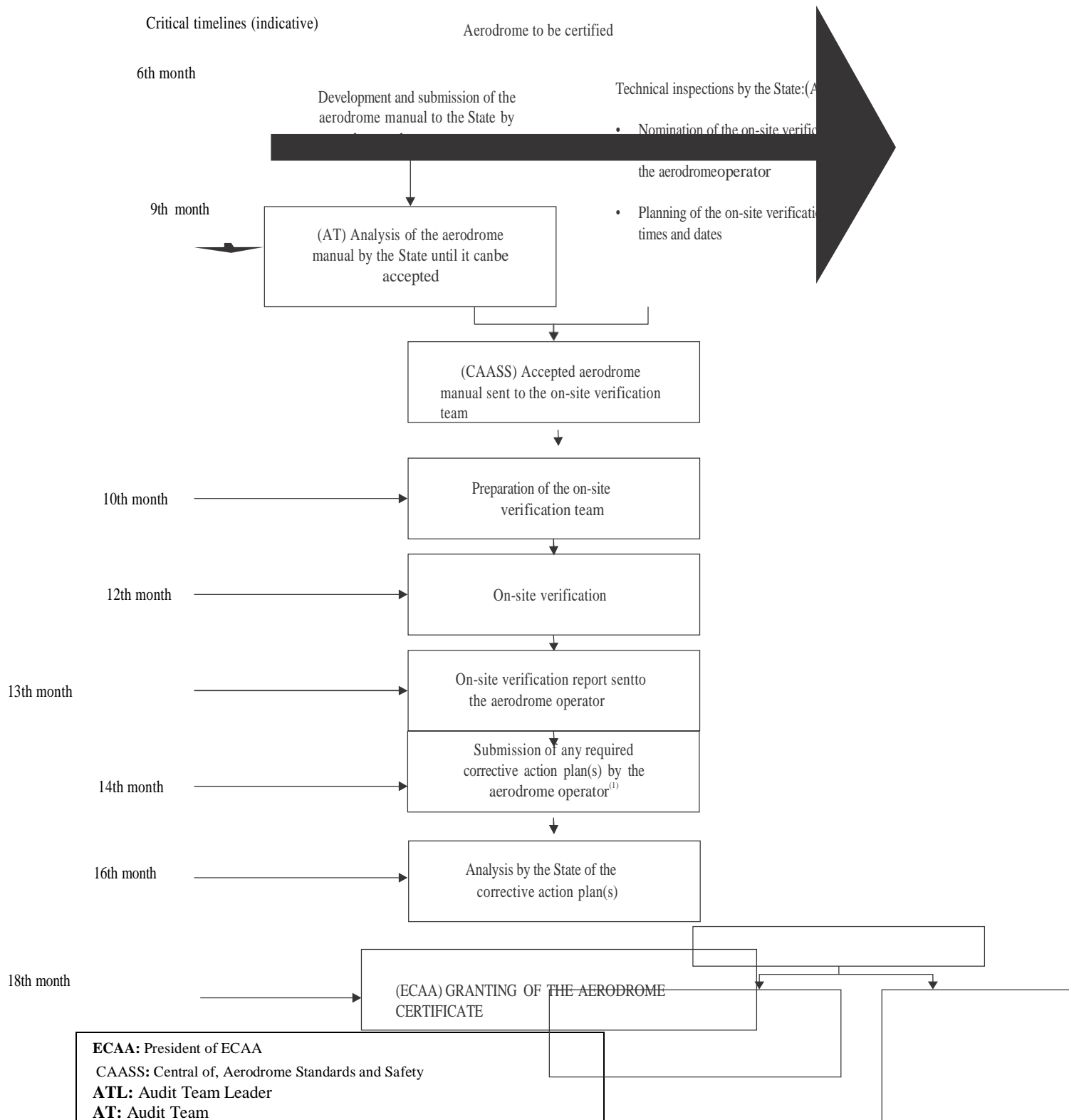
— *the deadline for the submission of the SMS part of the aerodrome manual can be longer, but will nevertheless not exceed six additional months;*
— *the deadline for the SMS on-site verification can be longer, but the SMS on-site verification will nevertheless be conducted at least three months before the certification deadline to be in line with the required period of twomonths for the operator and the State to define an accepted corrective action plan.*

2.7 A flow chart on the certification process is given in Figure below.

2. AERODROME CERTIFICATION PROCESSFLOWCHART



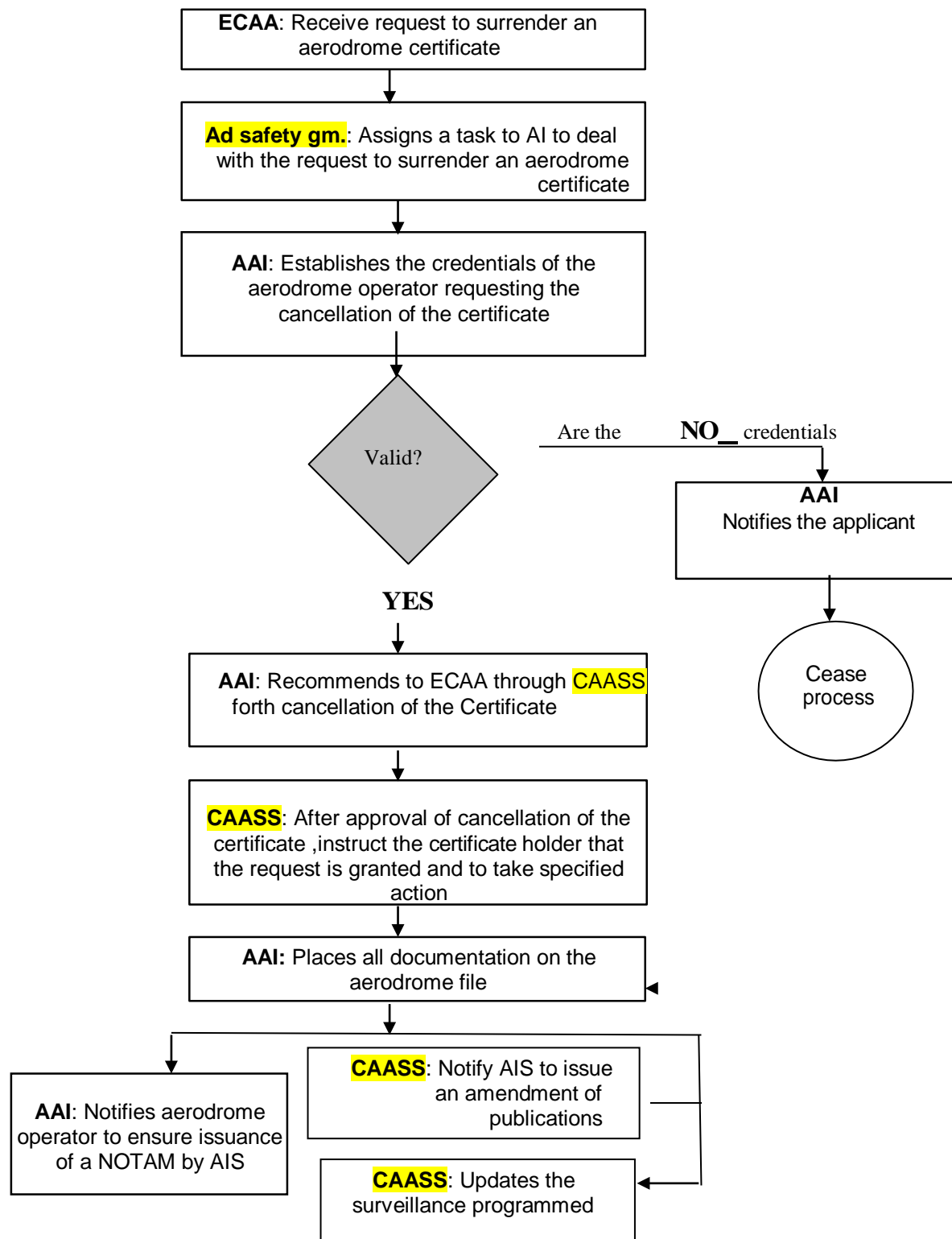
The certification process by expected duration for each step



1-This corrective action plan covers the on-site verification of the operator's certification and can be combined with the corrective action plans related to the technical inspections and initial SMS on-site verification that follow the same methodology and which could have been sent before.

CHAPTER 10 SURRENDER OF AN AERODROME CERTIFICATE

AERODROME CERTIFICATE SURRENDER FLOWCHART



CHAPTER 11

PROCESSING SURRENDER OF AN AERODROME CERTIFICATE

This section provides for the cancellation of an aerodrome certificate at the request of an aerodrome operator as per (ECAR 139.117)

A. Key Functions

- (1) The (ECAA) is responsible for initiating the process for the cancellation of the airport certificate on the request of the Aerodrome Operators.
- (2) The application for the cancellation of the airport certificate submitted to Per. of ECAA shall be forwarded CAASS for necessary action. The workflow process shall be coordinated through (Airport safety directorate-GM) who will track the progress of the application.

B. Procedure

On receipt of the application, the (ECAA) will notify the CAASS for action. On receipt of the application, the assigned aerodrome inspector shall:

- (a) Establish the credentials of the aerodrome operator requesting the cancellation as the certificate holder.
- (b) On the notification of the intention to surrender the airport certificate, check that the aerodrome operator has:
 - (i) Clearly stated making a request for the cancellation of certificate.
 - (ii) Specified when cancellation should become effective. If no date is specified, the certificate cancellation date is the date (30 days) from the date of notification.
- (c) If the aerodrome operator has not supplied the required information for a proper notification of intention to surrender the certificate, contact the operator and advise them to supply the necessary details in writing.
- (d) Determine whether the aerodrome is to continue to operate as an un- certificated aerodrome.

C. Aerodrome Certificate Surrender Checklist

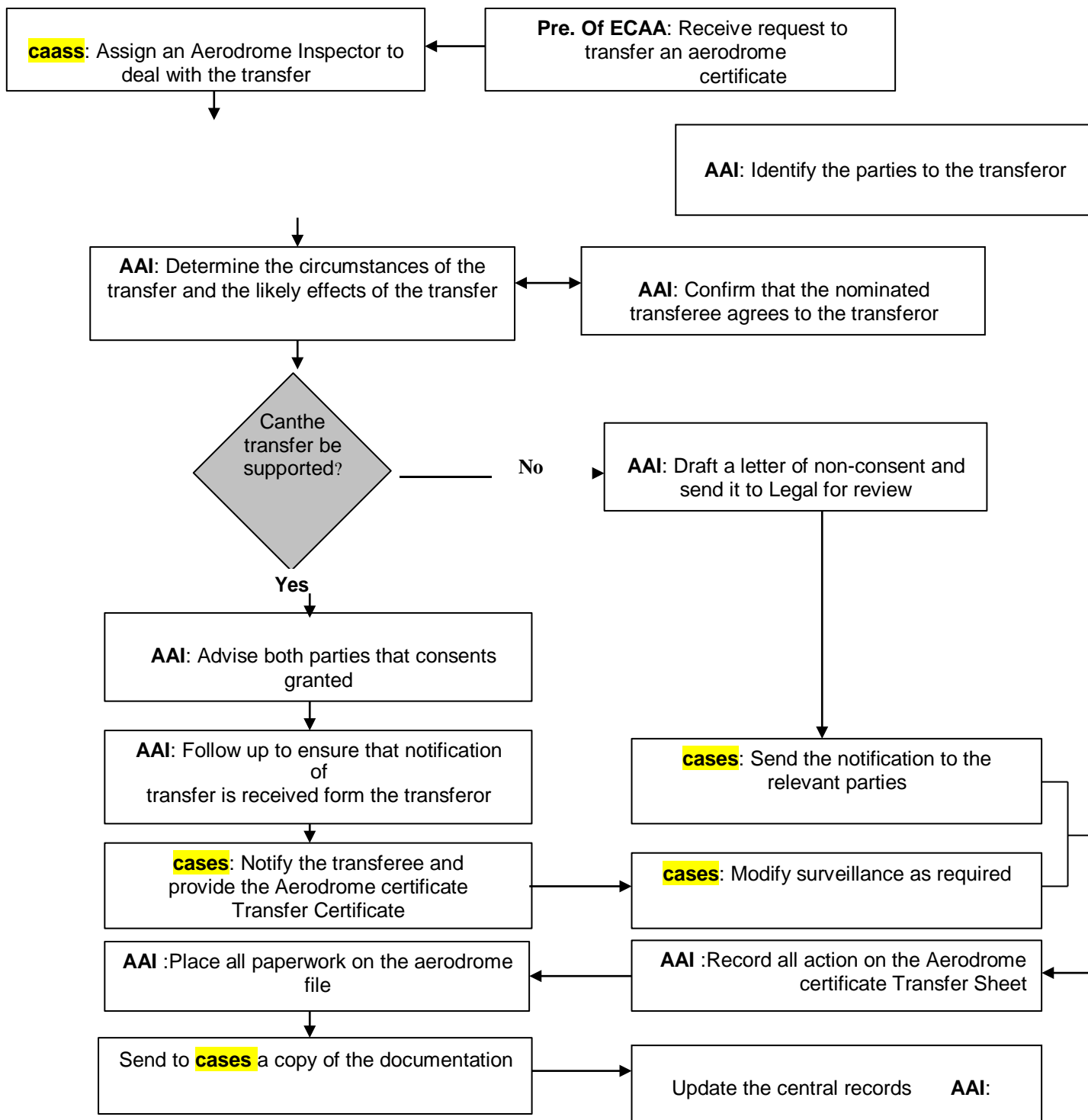
- (1) The *assigned aerodrome inspector* must complete the Airport Certificate Surrender Checklist as shown below, to ensure that each step of the aerodrome cancellation procedure is completed.
- (2) Tick each box to indicate the satisfactory completion of the task. Note the date against each box.
- (3) Sign and date this form and file it in the aerodrome file when the process is complete.
- (4) Using the Aerodrome Certificate Surrender Checklist:

- (a) Check that the aerodrome operator has given at least (30 days) notice.
- (b) Check that the operator has provided the following information:
 - (i) Are there regular public transport (RPT) operations at the aerodrome?
 - (ii) Are there any changes to reporting officer details?
 - (iii) If the aerodrome is to be closed to all aircraft, have sufficient safety measures been taken? For example:
 - Will the windsock and boundary markers be removed?
 - Will un-serviceability markers be displayed for a period?
- (5) If the request is properly made, prepare a letter to the aerodrome operator:
 - (a) Notifying the cancellation of the certificate.
 - (b) Directing aerodrome operator to return the original certificate document to the Authority to enable cancellation of the certificate.
 - (c) Advising aerodrome operator to carry out any actions necessary in the interests of aviation safety.
- (6) Prepare and forward the letter for PER. OF ECAA signature through CAASS and place a copy in the appropriate aerodrome file.
- (7) Send the letter of notification to the aerodrome operator before the nominated surrender date (if specified).
- (8) When you have the original certificate:
 - (a) Mark it as cancelled by completing the following actions using ink:
 - (i) Draw a line through the certificate.
 - (ii) Write “**Cancelled**” and the date of the cancellation on the certificate.
 - (iii) Sign the certificate.
 - (b) Place the original cancelled certificate in the appropriate aerodrome file or a copy of the cancelled certificate.
- (9) Notify the Aeronautical Information Service (AIS) through (ECAA) to issue a NOTAM cancelling the certified status of the aerodrome and amend their.
- (10) Update the Airport Certificate Register.
- (11) Amend the Aerodrome file and surveillance records.

CHAPTER 12

TRANSFERRING AN AERODROME CERTIFICATE

TRANSFERRING PROCESSFLOWCHART



PROCESSING TRANSFER OF AN AERODROME CERTIFICATE

This section provides for the transfer of an aerodrome certificate at the request of an aerodrome operator

A. Key Functions

- (1) The (ECAA) is responsible for initiating the process for the transfer of the aerodrome certificate on the request of the Aerodrome Operators.
- (2) The application for the transfer of the aerodrome certificate submitted to PER. OF ECAA shall be forwarded to the assigned aerodrome inspector through **CAASS** for necessary action. The workflow process shall be coordinated through **CAASS** who will track the progress of the application.

B. Procedure

The assigned inspector in consultation with certification committee shall:

- (1) **Check whether the request for a transfer of aerodrome certificate is made by the aerodrome operator.** The aerodrome operator (transferor/transferee) must make requests in writing for consent of the Authority to transfer an airport certificate prior to (30 days) of expiry of the airport certificate.
- (2) **Assess reasons for a transfer of an Aerodrome Certificate.** An aerodrome operator may request consent of the Authority to transfer of the certificate in following circumstances:
 - (a) If a person having the Aerodrome Certificate gives a notice in writing to the PER. OF ECAA about the person or agency interested to obtain the said Certificate after having transferred the entitlement of the same;
 - (b) If a person interested to obtain the Certificate from the person currently having Aerodrome Certificate by having transferred the entitlement of the same submits an application to the PER. OF ECAA prior to (30) days of the date of expiry of the Certificate for permission to obtain the Certificate by having transferred the entitlement of same; and
 - (c) If the process of transfer of the entitlement of the Aerodrome Certificate is completed pursuant to the Authority.
- (3) **Check the criteria for a transfer of an Airport Certificate.**
 - (a) Consent to a transfer may be given **only** if the Authority is satisfied that the person to whom the certificate will be transferred is able to properly operate and maintain the aerodrome.
 - (b) Requests for consent to transfer of an aerodrome certificate must be tested to determine whether:
 - (i) The change should be handled as a genuine transferor
 - (ii) A situation exists which requires the certificate to be surrendered and a new

certificate issued to a different entity.

(c) A transfer is appropriate when no significant variation will occur in the day-to-day operations of the aerodrome — that is, when:

- (i) Aerodrome Manual procedures remain substantially unaltered
- (ii) (minor amendments — such as contact phone numbers etc— are acceptable).
- (iii) Aerodrome facilities remain substantially unaltered.

(iv) Key aerodrome operational personnel — such as Reporting Officers, Safety Manager/ Officers and the like — remain in their positions or are replaced with staff of equivalent qualification, experience or skill levels.

(4) Check the criteria for non-consent to transfer An Aerodrome Certificate.

(a) Consent to transfer **must** be refused if the Authority is not satisfied that the person to whom the certificate is proposed to be transferred is able to properly operate and maintain the aerodrome.

(b) Generally, policy of the Authority is that consent to transfer should be refused when significant changes to operational aspects of the aerodrome will be made — for example:

- (i) If the certificate document is conditionally endorsed or the transfer would require conditions to be endorsed on the certificate document.
- (ii) Reduction of runway, taxiway or apron facilities.
- (iii) If the aerodrome inspector believes:

- Significant revision to the Aerodrome Manual will be necessary as a result of the transfer.
- The proposed staffing arrangements are not adequate or appropriate.

Note: *If consent is not granted,*

(a) *The assigned aerodrome inspector shall give the (through the general manager of airport safety dep.) applicant written notice of the refusal, and the reasons for it no later than (10 days) after the PER. OF ECAA refuses to transfer the certificate; and*

(b) *the assigned aerodrome inspector should take steps to confirm that the current aerodrome operator can meet the obligations of the certificate. It is possible that a transfer of the certificate should be followed up by surveillance.*

(5) Check for any reviewable Decision

(a) A refusal to consent to a transfer may be reviewable.

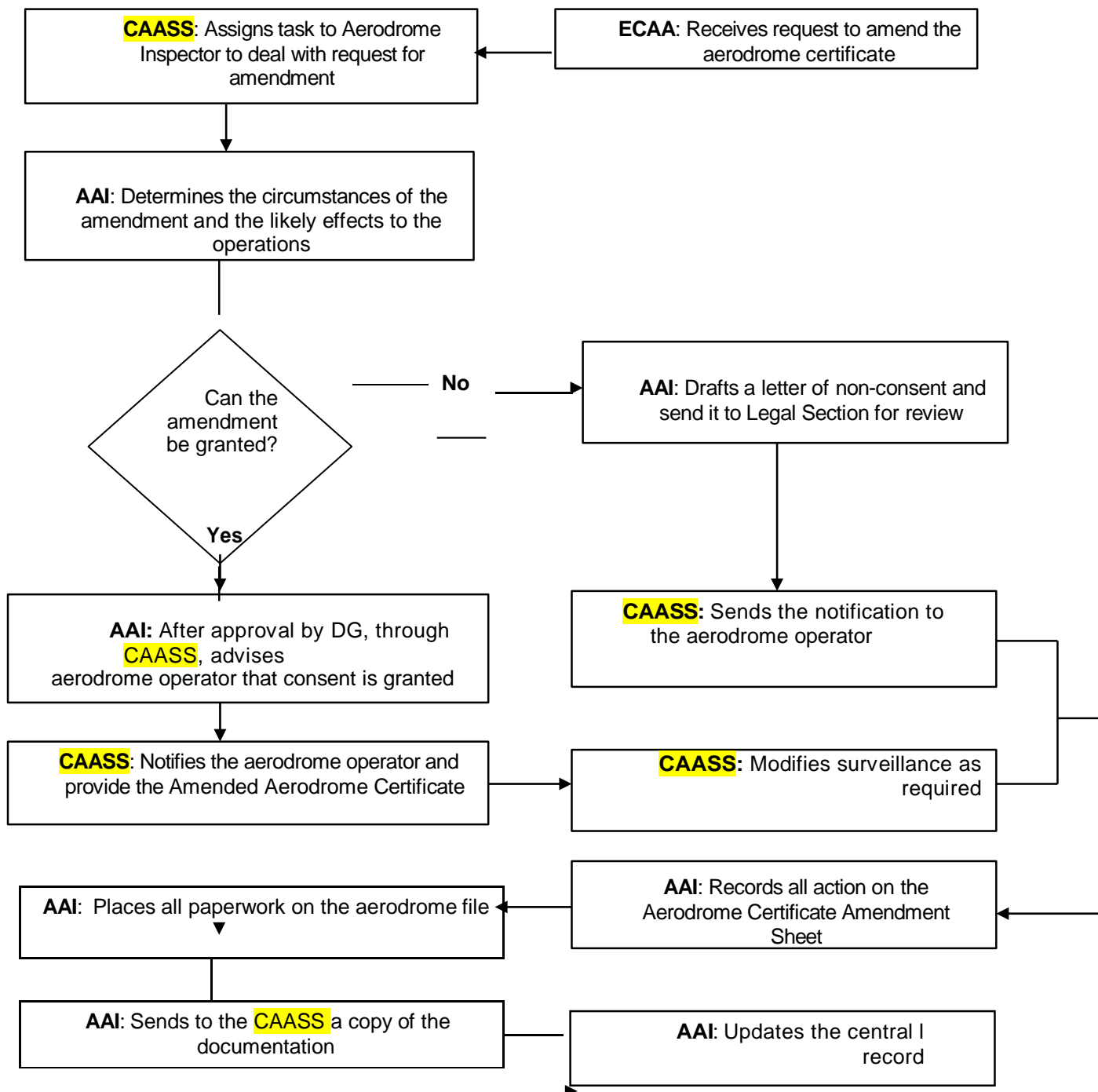
(6) After completion of the transfer, the *assigned aerodrome inspector* shall:

- (a) Put copies of the documentation relating to the transfer in the aerodrome file;
- (b) Notify AIS for issuing NOTAM and any changes to the details of the reporting officer and for amendment to publications;
- (c) Update the Aerodrome Certificate Register; and amend the Surveillance Plan.
- (d) The assigned aerodrome inspector shall use the Aerodrome Certificate Transfer Checklist to monitor and record all actions to process the certificate transfer.

Chapter 13

AMENDING AN AERODROME CERTIFICATE (ECAA procedures)

AMENDMENT PROCESS FLOWCHART



PROCESSING AMENDMENTS

(ECAR 139.115) permits an aerodrome certificate to be amended by the Authority, if the following circumstances occur:

- Change in the ownership or management of the aerodrome;
- Change in the use or operation of the aerodrome;
- Change in the boundary of the aerodrome; or
- The holder of the aerodrome certificate requests an amendment.

A. Key Functions

- (1) The ECAA is responsible for initiating the process for the amendment of the aerodrome certificate on the request of the Aerodrome Operators.
- (2) The application for the amendment of the aerodrome certificate submitted to PER. OF ECAA shall be forwarded to the assigned aerodrome inspector through CAASS FOR necessary action. The workflow process shall be coordinated through CAASS who will track the progress of the application.

B. Procedure

(1) The assigned inspector in consultation with the (gm. Of airport safety director) shall:

- (a) **Check whether the request for amendment of aerodrome certificate is made by the aerodrome operator.** The aerodrome operator must make requests in writing for the Authority's consent to amend an aerodrome certificate prior to 30 of expiry of the aerodrome certificate.

(2) **Check reasons for an amendment of an Aerodrome Certificate.**

- (a) An aerodrome operator may request Authority's consent to amend the certificate when:
 - (i) There is a change in the ownership or management of the aerodrome;
 - (ii) There is a change in the use or operation of the aerodrome;
 - (iii) There is a change in the boundary of the aerodrome; or
 - (iv) The holder of the aerodrome certificate requests an amendment.

(3) **Check criteria for an amendment of an Aerodrome Certificate.**

- (a) Consent to an amendment may be given **only** if the Authority is satisfied with the reasons submitted by the aerodrome operator.
- (b) An amendment is appropriate when no significant variation will occur in the day-to-day operations of the aerodrome — that is, when:
 - (i) Aerodrome Manual procedures remain substantially unaltered (minor amendments — such as contact phone numbers etc — are acceptable);

- (ii) Aerodrome facilities remain substantially unaltered;
- (iii) Key aerodrome operational personnel — such as Reporting Officers, Safety Officers and the like — remain in their positions or are replaced with staff of equivalent qualification, experience or skill levels.

(4) Check criteria for non-consent to amend an Aerodrome Certificate

- (a) Consent to amendment **must** be refused if the Authority is not satisfied with the reasons submitted by the aerodrome operator.
- (b) Generally, the ECAA's policy is that consent to amendment should be refused when significant changes to operational aspects of the aerodrome will be made — for example:
 - (i) If the certificate document is conditionally endorsed or the amendment would require conditions to be endorsed on the certificate document;
 - (ii) Reduction of runway, taxiway or apron facilities;
 - (iii) If the *assigned aerodrome inspector* believes that:
 - a significant revision to the Aerodrome Manual will be necessary as a result of the amendment.
 - The proposed staffing arrangements are not adequate or appropriate.

Note: *If consent is not granted, the **assigned aerodrome inspector** should take steps to confirm that the aerodrome operator can meet the obligations of the certificate. It is possible that an amendment of the certificate should be followed up by the Authority's surveillance.*

(5) Check for any reviewable decision

- (a) A refusal to consent to an amendment may be reviewable
- (b) The Authority's Legal Section should review any statement of reasons contained in a notice to the applicant before the notice is sent to the applicant.
- (c) After completion of the amendment of the aerodrome certificate, the assigned aerodrome inspector shall:
 - (i) Put copies of the documentation relating to the amendment of the Aerodrome Certificate in the Aerodrome File;
 - (ii) Through CAASS, notify AIS for issuing NOTAM and any changes to the details of the reporting officer and for amendment to publications;
 - (iii) Update the Aerodrome Certificate Register; and
 - (iv) Amend the Surveillance Plan
- (d) Assigned Aerodrome Inspector shall use the Aerodrome Certificate Amendment Checklist to monitor and record all actions to process amendment of the Aerodrome Certificate.

Attachment A

Aerodrome certification form

APPENDIX 1A

ECAA FORM 2002-1 (A)

AIRPORT CERTIFICATION PREAPPLICATION – EXPRESSIONS OF INTEREST		
SECTION 1 A TO BE completed by applicant		
1-Name And Mailing Address Of Aerodrome		2- Address Of Principal Base Where Aerodrome Operations Will Be Conducted
3- proposed start up date		4- Aerodrome Icao Location Indicators (Four Letter Code)
5-management personnel		
Name (last ,first , middle)	Tittle	Telephone (area code)
6-Additional information that provides abetter understanding of proposed airport operator or attach additional sheets ,if necessary		
Section 1b to be completed by an aerodrome operator		
7- particulars of aerodrome .		
8- aerodrome name .		
9-real property description .		
10-geographical coordinates of the aerodrome :		
11- bearing and distance from nearest town or populous area :		
12- international aircraft operation		12-national aircraft operation
13-indicate the largest type of aircraft expected to use the aerodrome .		
14- the statement s and information contained on this form denote experessions of interest to apply for ECAA certification		
signature	date	name of title
CAASS SECTION 2 :To Be Completed By CAASS		SECTION 3: To Be Completed By ECAA
Received by		Received by
Date		Date
Remarks		
Information 1-the preapplication should be submitted to ecaa /dass office 2- document evident in support all matter in this application may be requested		

Appendix .1b

ECAA form 2002-1 (b)

Airport Certification Process Procedures Check Sheet

Name of Aerodrome:

AD ICAO CODE :

REF. CODE:

Last Inspection date:

Name of Operator:

Inspector(s) name (s)

NO.	AERODROME LICENSING PROCEDURE	Status	DATE	REMARKS
.1	Aerodrome file raised..... (File number) تم إنشاء ملف المطار..... (رقم الملف)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
.2	Application checked for completeness تم فحص الطلب للتأكد من اكتماله	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
.3	2 copies of Aerodrome Manual provided by the applicant نسختان من دليل ترخيص المطار المقدمة من المطار / الشركة	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
.4	Applicant advised of any operational restrictions. تم إخطار مقدم الطلب (المطار / الشركة) بأي قيود تشغيلية	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
.5	Quote prepared and sent to applicant تم المطالبة بتسديد الرسوم	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
.6	Fee received from applicant and receipt issued تم استلام الرسوم من مقدم الطلب (المطار / الشركة) وتم إصدار الإيصال	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
.7	Manual assessed تقييم دليل الترخيص	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
.8	Applicant assessed as able to operate the aerodrome تم تقييم مقدم الخدمة (المطار / الشركة) على أنه قادر على تشغيل المطار	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
.9	Facilities assessed as acceptable by AI تم تقييم المرافق/التجهيزات على أنها مقبولة من قبل مفتشى السلطة	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
.10	Applicant advised of any deficiencies أبلغ مقدم الطلب (المطار / الشركة) عن أي أوجه قصور	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
.11	Quote reviewed and outstanding fees received (or refund paid) إعادة مراجعة الرسوم المدفوعة طبقاً لمدة الترخيص	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
.12	License granted تم منح الترخيص	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
.13	Applicant advised of grant and conditions تم إخطار مقدم الطلب (المطار / الشركة) بالرخصة وشروطها	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
.14	License issued تم إصدار الترخيص	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
.15	Manual endorsed and returned تم اعتماد الدليل وإعادة إرساله للمطار مرة أخرى	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
.16	Navigation aids department coordination موافقة الملاحة الجوية	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
.17	Security department coordination and Security plan approval موافقة إدارة الأمن	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
.18	Safety department coordination موافقة السلامة الجوية	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
.19	Internal CAASS notification completed اكتمل إخطار الإدارات الداخلية بالإدارة المركزية لسلامة ومقاييس المطارات بأن المطار تم ترخيصه	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
.20	AIS notifications completed اكتمل إخطار معلومات الطيران (AIS)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

NAME:.....

SIGNED:.....

DATE:.....

APPENDIX 3

AIRPORT OPERATING CERTIFICATION APPLICATION

(ECAA Form 2002-4)

APPLICATION FOR CERTIFICATE			
Ministry of Civil Aviation Egyptian Civil Aviation Authority		<input type="checkbox"/> INTERNATIONAL AIRPORT OPERATING CERTIFICATE <input type="checkbox"/> NATIONAL AIRPORT OPERATING CERTIFICATE	
Reason for Application – Mark Appropriate box (s)			
Initial issue <input type="checkbox"/>		Renewal <input type="checkbox"/>	
Application Attachments : <input type="checkbox"/> Aerodrome Manual (<input type="checkbox"/> original <input type="checkbox"/> new issue) <input type="checkbox"/> others Note :For Initial certificate : Complete all sections of the form as indicated. Submit original and one copy of the form and two copies of the Airport Certification Manual to the ECAA. For Renewal of certificate : Complete all sections of the form as indicated. Aerodrome operator shall Submit original and one copy of the form and two copies of Airport operation manual to the ECAA in case of he / she establish a new issue incorporate all related updates.			
Type of Submission (Cheek one) FOR Type of Airport (Cheek all Applicable)			
<input type="checkbox"/> Original <input type="checkbox"/> Amendment <input type="checkbox"/> Exemption <input type="checkbox"/> Airport <input type="checkbox"/> Heliport (Reserved)			
A. Location of Airport			
1. Name of Airport		2. Address (Number, Street, P.O. Box)	
3. City		4. postal reference	
5a. Latitude	5b. Longitude	6. Airport is a. licensed <input type="checkbox"/> Yes <input type="checkbox"/> No b. inspected <input type="checkbox"/> Yes <input type="checkbox"/> No	
B. Operated by			
1. <input type="checkbox"/> EAC <input type="checkbox"/> CAC <input type="checkbox"/> Private <input type="checkbox"/> BOT co. name :..... <input type="checkbox"/> other (explain)			2. joint use airport is <input type="checkbox"/> Civil / military joint use
3. Name of Owner		4. Name of Manager/Operator	
Number/Street/P.O. Box		Number/Street/P.O. Box	
City		City	
Postal Reference		Postal Reference	
C. Operative Date			
1. Airport (Aerodrome) Index		2. Currently Equipped for IFR Operation (Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Aircraft Currently Served (B737, A320, etc.)			
4. Air Carriers Currently Served (Egypt Air, TWA, etc.)			
D. Remarks <input type="checkbox"/> Cheek here and use reverse side of this sheet			
E. Certification : This application, which includes the Airport Certification Manual submitted as a part of the application, is submitted in order to obtain an Airport Operating Certificate. certify that the statements and information in the application form and manual (attached / any amendment) are complete and true to the best of my knowledge			
Applicant Signature		Applicant Address/Number/Street or P.O.	
Applicant Name (typed)		City	
Applicant Title		Postal Reference Telephone No.	
Date Submitted		Date Submitted	
ECAA USE ONLY			
1. Date Application Received		2. Date Proposed for Inspection	
3. Date Inspection Completed		Signature	Title
4. Recommended for <input type="checkbox"/> Certificate <input type="checkbox"/> Modification <input type="checkbox"/> Disapproval		Date	Signature Title
5. Remark			

APPENDIX 20
ECAA- form 2002-22

Deviation and exemptions form
Aerodrome petition for exemption/deviation
طلب إعفاء مطار

In complying with ECAR 139. 111

<u>PETITION FOR EXEMPTION/DEVIATION</u> <u>طلب إعفاء دائم / مؤقت</u>	
<i>Complete all sections of the form as indicated. Submit in duplicate to the ECAA</i> <i>أكمل جميع أجزاء هذا النموذج كما هو موضح . يقدم من نسختين لسلطة الطيران المدني المصري .</i>	
<input type="checkbox"/> Exemption إعفاء مؤقت	<input type="checkbox"/> deviation إعفاء دائم
<u>Type of Submission (Check one)</u> <input type="checkbox"/> Initial أولي <input type="checkbox"/> Reconsideration إعادة دراسة <input type="checkbox"/> Extension مد الفترة	
<u>A. Aerodrome Data</u> <u>أ- بيانات المطار</u>	
1. Name of Aerodrome إسم المطار	2. Address (Number , Street , P/O/Box)
3. City المدينة	4. Postal reference: الرقم البريدي:
<u>B. Operational Data</u> <u>ب- البيانات التشغيلية</u>	
1. Operator: <input type="checkbox"/> EAC الشركة المصرية للمطارات <input type="checkbox"/> Private خاص <input type="checkbox"/> BOT استثماري <input type="checkbox"/> Other (explain) آخرون (يلزم التوضيح)	2. Aerodrome is used as: 2- المطار يستخدم كمطار: <input type="checkbox"/> Civil مدني <input type="checkbox"/> Joint use مشترك مدني/عسكري
3. Name of Owner - إسم مالك المطار Address (Number , Street , P/O/Box) City	4. Name of Manager: Address (Number , Street , P/O/Box) City
5. Largest Aircraft Currently Served: طراز أكبر طائرة يخدمها المطار:	
<u>C. Exemption/ deviation Data</u> <u>ج- بيانات الإعفاء</u>	
1. ECAR139 section (requesting relief from its requirements) is: 1- البند بالتشريع 139 المطلوب الإعفاء منه هو:	2. Reasons : 2- أسباب طلب الإعفاء:

3. Proposed Duration “ for Exemption”:			3- الفترة المطلوبة :
4. Nature and extent of the relief sought			4- طبيعة ومدى الإعفاء المطلوب
5. Information, views, or arguments to support the exemption/deviation sought: أراء أو حجج مدعمة لطلب الإعفاء :			
6. granting the exemption/deviation would be in the public interest for the following reasons : 6- طلب الإعفاء يهدف إلى تحقيق الصالح العام ، للأسباب التالية :			
7. Action/procedures that shall be taken by the Operator to provide equivalent or greater safety level: 7- الإجراءات التي سيتم إتخاذها بواسطة المشغل لضمان توفير مستوى سلامة مكافئ أو أعلى من مستوى السلامة المطلوب :			
E. Attachments: <input type="checkbox"/> Check here if you have attachments , and list it below : د - المرفقات: ضع علامة هنا <input type="checkbox"/> في حالة وجود مرفقات ، وأكتب قائمة بها أدناه :			
D. Remarks			هـ - ملاحظات
F. Declaration و- اقرار			
Applicant Signature		توقيع مقدم الطلب	Applicant Address/Number/Street or P.O عنوانه (رقم- شارع- صندوق بريد)
Applicant Name (typed)		إسم مقدم الطلب	City المدينة
Applicant Title وظيفة مقدم الطلب	Stamped ختم الشركة	Data Submitted تاريخ التقديم	Postal Reference: Telephone No.: الرقم البريدي: رقم التليفون:
ECAA USE ONLY			
1. Data Application Received		2. Data Proposed for processing	
3. Recommended for Data <input type="checkbox"/> Rejection <input type="checkbox"/> Acceptance		4. Signature Title	
Remark			